



**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

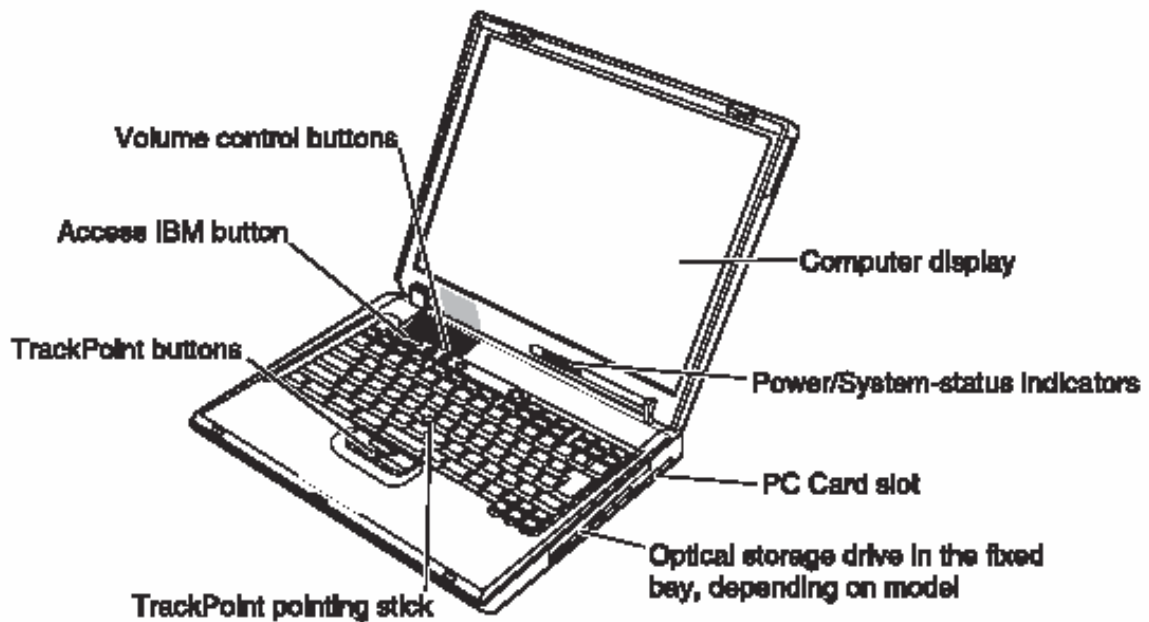
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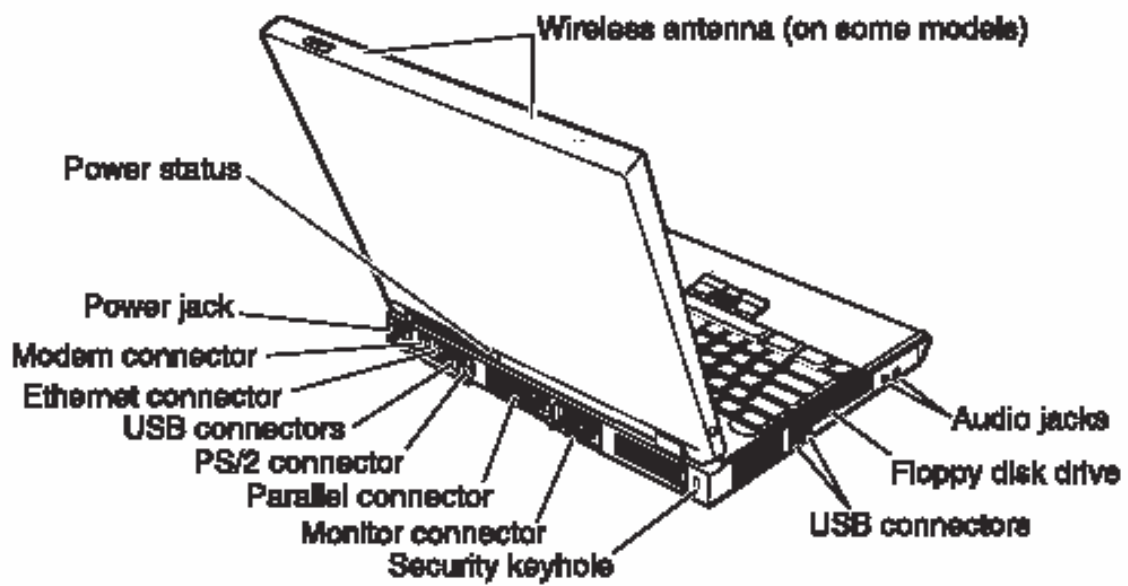
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## ***RSPS EQUIPMENT***

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

### **RSPS LAPTOP**





## 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)

## **CONFIGURATION OF LAPTOP BY COUNTY ADMINISTRATOR [INITIAL CONFIGURATION]**

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	<p>Ensure that the dongle (adapter) and scanner are plugged into the RSPS laptop ports.</p> <div style="text-align: center;">  </div> <p><b>NOTE:</b> The dongle (adapter) that arrives with a laptop <u>MUST</u> remain with <u>that</u> laptop.</p>
2	Power on the RSPS laptop the <b>Log On to Windows</b> screen appears.



## LOG ON TO WINDOWS SCREEN



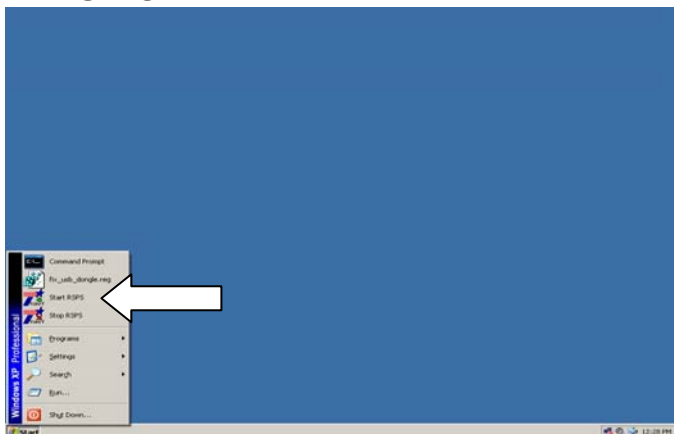
STEP	ACTION
3	Input the VTR supplied: <ul style="list-style-type: none"><li>• <b>User Name</b></li><li>• <b>Password</b></li></ul>
4	Select “OK” the <b>Windows XP Desktop</b> appears.

## WINDOWS XP DESKTOP



STEP	ACTION
5	Select “Start” or press Ctrl + Esc a <b>Menu List</b> appears.

## MENU LIST



STEP	ACTION
6	Select “Start RSPS” the <b>Login – COM001</b> screen appears.

## LOGIN SCREEN

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
7	Select the "I Accept" radio button.
8	Input the VTR supplied: <ul style="list-style-type: none"> <li>• <b>User ID</b></li> <li>• <b>Password</b></li> </ul>
9	Select ENTER the <b>Setup</b> (COM003) screen appears.

## SETUP SCREEN

County Information

000 - County is not defined

County No:

County Name:

RSPS Type

☐ Dealer

☐ Subcontractor

☐ Issue Plates

Max Export Days:  Max Export Trans:

RSPS Information

Dealer ID:

Name:

RSPS ID:

Address:

TX

Enter Cancel

The Setup screen will appear blank during the initial (first time) configuration.

County Information

092 - GREGG

County No: 092

County Name: GREGG

RSPS Type

☐ Dealer

☒ Subcontractor

☒ Issue Plates

Max Export Days: 7 Max Export Trans: 300

RSPS Information

Subcon ID: 111

Name: SUPER 8 GROCERY

RSPS ID: S111 Y

Address: 4500 BLOSSOM DR

TX

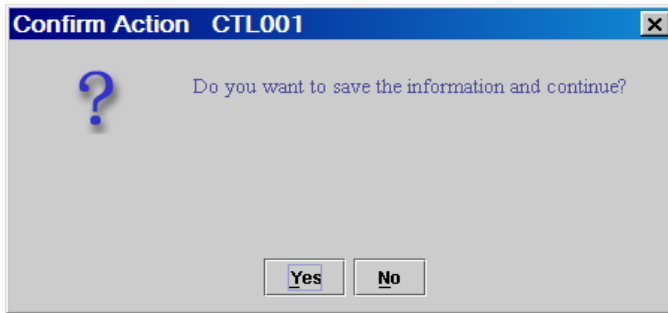
LONGVIEW TX 75432 4500

Enter Cancel

Completed Setup screen using the following steps:

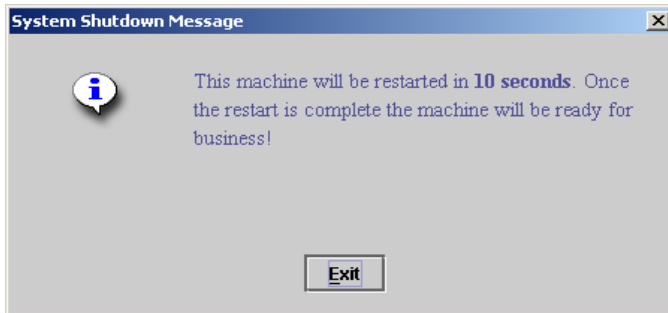
STEP	ACTION
10	<p>Select the following:</p> <p><b>County Information:</b> Select a 3-digit <b>Office Issuance Number</b> with County Name.</p> <ul style="list-style-type: none"> <li>• Drop-down list displaying county numbers and names</li> <li>• Laptop will restart if changed</li> <li>• <b>County No</b> – This field will auto populate after a 3-digit Office Issuance Number selection is made from the drop-down list.</li> <li>• <b>County Name</b> – This field will auto populate after a county selection is made from the drop-down list.</li> </ul>
11	<p><b>RSPS Type:</b></p> <ul style="list-style-type: none"> <li>• Select the <b>Subcontractor</b> radio button. <ul style="list-style-type: none"> <li>▪ When Subcontractor is selected, the RSPS Information reverts to subcontractor information after log in by employee. Laptop will restart if changed.</li> </ul> </li> <li>• <b>Issue Plates</b> (if applicable) – Place a check “√” in the checkbox to allow the <b>Subcontractor</b> to issue plates.</li> <li>• <b>Max Export Days</b> – This field defaults to <b>7-days</b>, the maximum allowed before export of transactions from the Subcontractor to the county. Enabled only for a subcontractor.</li> <li>• <b>Max Export Trans</b> – This field defaults to <b>300 transactions</b>, the maximum allowed to be held by a Subcontractor before export to the county. Enabled only for a subcontractor.</li> </ul>
12	<p>Input the following:</p> <p><b>RSPS Information:</b></p> <p><b>Subcontractor ID</b> – Enter the Subcontractor ID number from the current RTS system (maximum 3 characters). Laptop will restart if changed.</p> <p><b>Name</b> - Enter the Subcontractor name from the current RTS system (maximum 30 characters).</p> <p><b>RSPS ID</b> – Enter a unique identifier for the RSPS system.</p> <ul style="list-style-type: none"> <li>▪ Format is S111Y.</li> <li>▪ “S111” is auto populated based on the entry in the Subcontractor ID field. User must enter “Y”</li> <li>▪ Naming conventions are as follows: <ul style="list-style-type: none"> <li>▪ S = Subcontractor</li> <li>▪ 111 = Subcontractor ID</li> <li>▪ Y = sequential from A through Z (for multiple RSPS systems at the same location)</li> </ul> </li> </ul> <p><b>Address</b> – enter the subcontractors address from the current RTS system</p> <ul style="list-style-type: none"> <li>▪ Address fields 1 and 2 maximum 30 characters</li> <li>▪ City field maximum 19 characters</li> <li>▪ State field must be 2 characters</li> <li>▪ ZIP field must be 5 numeric characters</li> <li>▪ ‘ZIP + 4’ field must be 4 numeric characters</li> </ul>
13	<p>Select ENTER the <b>Confirm Action</b> (CTL001) screen appears.</p>

## CONFIRM ACTION SCREEN



STEP	ACTION
14	Select "Yes" the <b>System Shutdown Message</b> screen appears.

## SYSTEM SHUTDOWN MESSAGE






STEP	ACTION
15	Select "Exit" or wait 10 seconds. The RSPS laptop restarts and the <b>Log On to Windows</b> screen appears.

## Flash Drive Update and Reboot

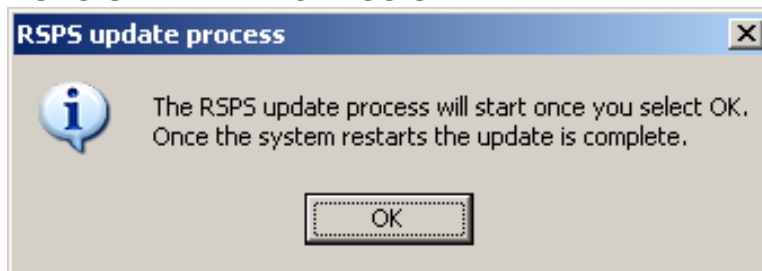
At this point, the RSPS laptop is set to the appropriate subcontractor location. The laptop must be updated with new programming (if any) and subcontractor supervisor information. The Universal Serial Bus (USB) Flash Drive is a portable file stick used to load the RTS application from the RTS desktop and plugs into 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 <b>Log On to Windows</b> screen appears, insert the updated <b>USB Flash Drive</b> into a port on the RSPS laptop. 
18	Input the VTR supplied: <ul style="list-style-type: none"> <li>• <b>User Name</b></li> <li>• <b>Password</b></li> </ul> 
19	Select “OK,” the <b>RSPS Update Process</b> screen appears.

#### RSPS UPDATE PROCESS SCREEN



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

## County Administrator Setup of County Security for Subcontractor Supervisor

### LOG ON TO WINDOWS SCREEN



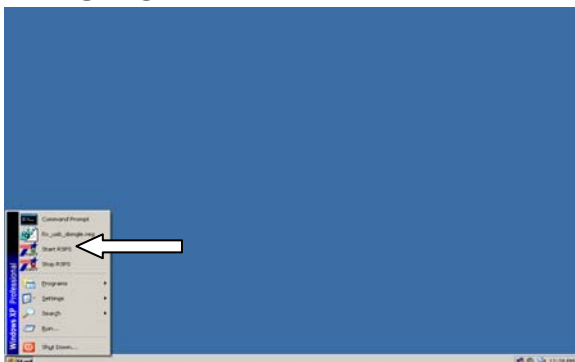
STEP	ACTION
22	Input the VTR supplied: <ul style="list-style-type: none"><li>• <b>User Name</b></li><li>• <b>Password</b></li></ul>
23	Select “OK” the <b>Windows XP Desktop</b> appears.

### WINDOWS XP DESKTOP



STEP	ACTION
24	Select “Start” or press Ctrl + Esc a <b>Menu List</b> appears.

### MENU LIST



STEP	ACTION
25	Select “Start RSPS” the <b>Login – COM001</b> screen appears.

## LOGIN SCREEN

**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**

STEP	ACTION
26	Select the "I Accept" radio button.
27	Input the VTR supplied: <ul style="list-style-type: none"> <li>• <b>User ID</b></li> <li>• <b>Password</b></li> </ul>
28	Select "Enter" the <b>RSPS</b> screen (desktop) appears.

## RSPS SCREEN

**RSPS**

Renewal Reprint Sticker Void Sticker Reports Reprint Reports Export Printer Setup **User Admin** Setup

Texas Department of Transportation

Export Status:  
TRANS: 0 of 300  
DAY: 1 of 7

RSPS Version 1.0.0  
08/09/2004

GREGG S11TY SUPER I GROCERY CNTYADM

Logout

STEP	ACTION
29	Select "User Admin" the <b>User Administration</b> (COM004) screen appears.

## USER ADMINISTRATION SCREEN

User ID	User Name	User Group
CNTYADM	COUNTY S ADMIN	Administrator

Buttons: Add, Modify, Delete, Cancel

STEP	ACTION
30	Select the “Add” button the <b>User Properties</b> (COM005) screen appears.

## USER PROPERTIES SCREEN

User ID: RHUBBAR

First Name: RILENE MI: L Last Name: HUBBARD

☐ Reset Password

Select User Group

User Group	User Access
Administrator	[Icons]
Supervisor	[Icons]
Power User	[Icons]
User	[Icons]

Buttons: Add, Cancel

Enter the following information:

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

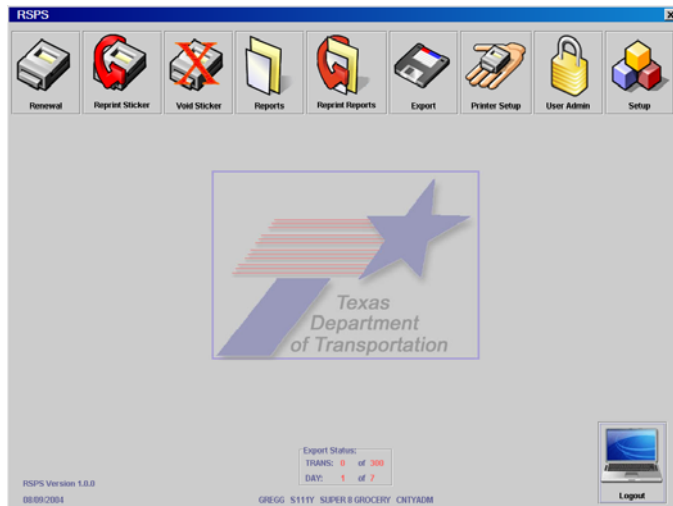
User ID	User Name	User Group
CNTYADM	COUNTY S ADMIN	Administrator
RHUBBAR	RILENE L HUBBARD	Supervisor

Buttons: Add, Modify, Delete, Cancel



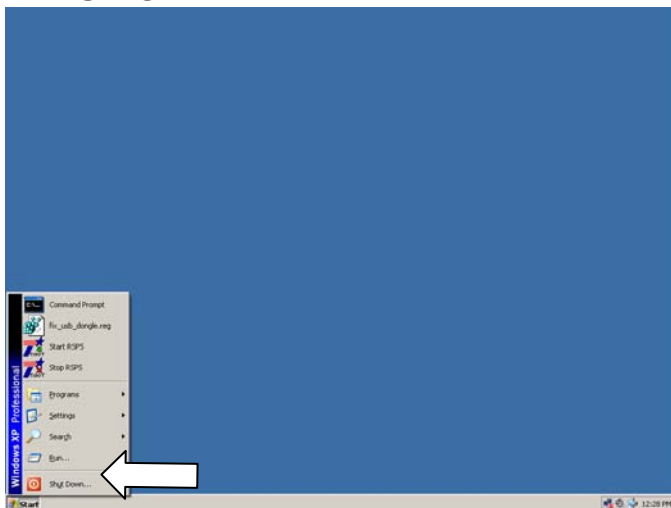
STEP	ACTION
37	If additional supervisors are to be added, select the “Add” key repeating steps 30 through 36 to add county administrator(s) and/or additional subcontractor supervisor(s)
38	Select “Cancel” for the <b>RSPS</b> screen (desktop) to reappear.

## RSPS SCREEN



STEP	ACTION
39	Press Ctrl + Esc a <b>Menu List</b> appears.

## MENU LIST



STEP	ACTION
40	Select “Shut Down” the <b>Shut Down Windows</b> screen appears.

## SHUT DOWN WINDOWS SCREEN



STEP	ACTION
41	Use the up and down arrow keys to select “ <b>Shut down</b> ” and select “OK.” The system shuts down and the <b>RSPS laptop</b> 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:

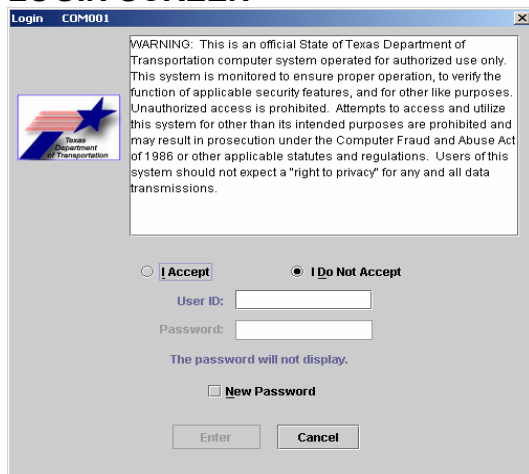
STEP	ACTION
1	Ensure that <u>all devices</u> (dongle [adapter] and scanner, printer or wireless print server, etc.) are properly assembled and connected before powering on the RSPS laptop
2	Power on the RSPS laptop The <b>Log On to Windows</b> screen appears.

## LOG ON TO WINDOWS SCREEN



STEP	ACTION
3	Input the VTR supplied: <ul style="list-style-type: none"><li>• <b>User Name</b></li><li>• <b>Password</b></li></ul>
4	Select “OK” the <b>Login – COM001</b> screen appears

## LOGIN SCREEN



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 <b>Login</b> – COM001 screen appears.

### LOGIN SCREEN

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

User ID:

Password:

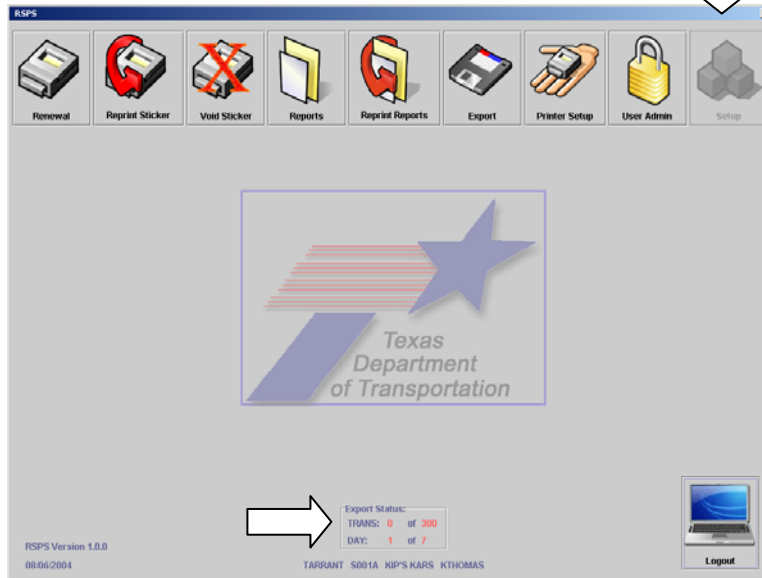
The password will not display.

☐ New Password

Enter Cancel

STEP	ACTION
2	Select the "I Accept" radio button.
3	Input the following: <ul style="list-style-type: none"> <li>• <b>User ID</b></li> <li>• <b>Password</b></li> </ul>
4	Select "Enter" the <b>RSPS</b> 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	<p>The "Export Status" box displays:</p> <ul style="list-style-type: none"> <li>Number of renewal transactions completed since the last export and maximum number of renewal transactions allowed</li> <li>Current day of the current export cycle and maximum number of days allowed in the current export cycle (number of days between required exports)</li> </ul>

## 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):

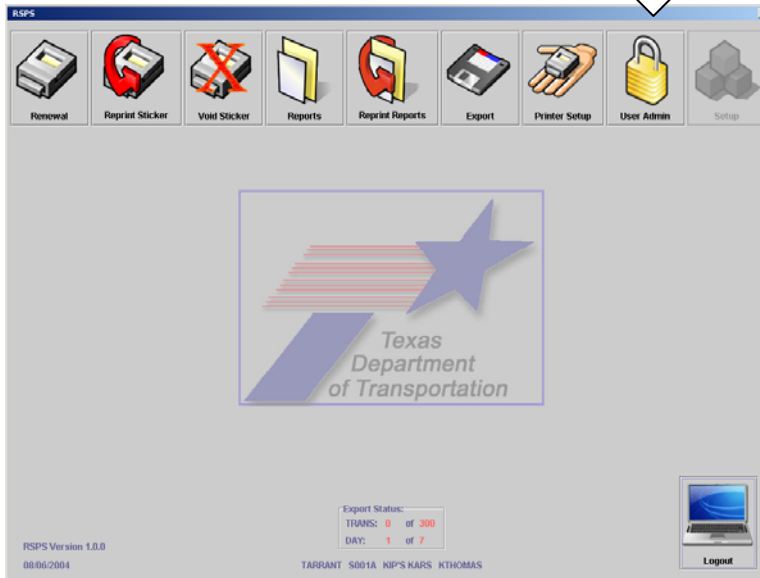
- Administrator – County administrator
- Supervisor – Subcontractor supervisor/manager
- Power User - Subcontractor experienced personnel
- User - Subcontractor new personnel

**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:

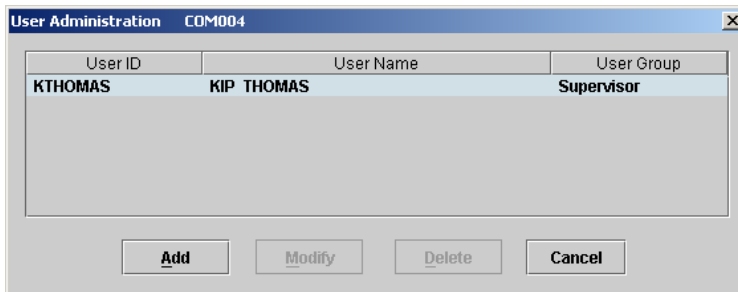
STEP	ACTION
1	Login to RSPS The <b>RSPS</b> screen (desktop) appears.

## RSPS SCREEN



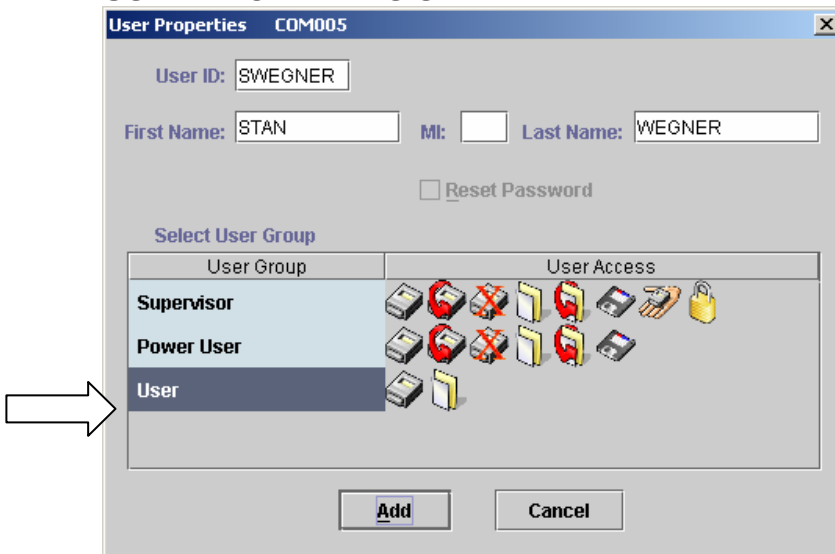
STEP	ACTION
2	Select "User Admin" the <b>User Administration</b> (COM004) screen appears.

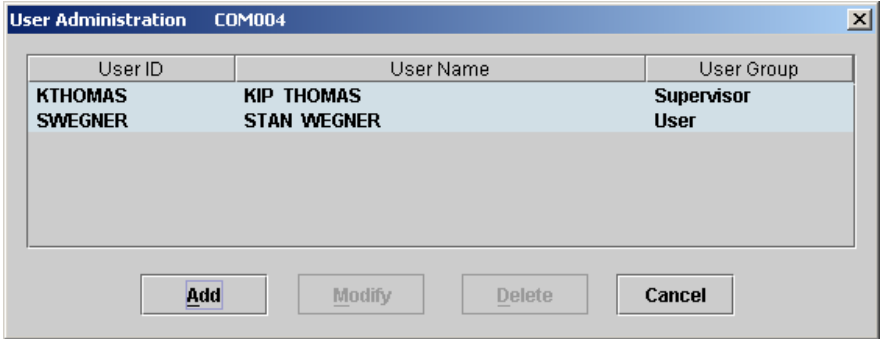
## USER ADMINISTRATION SCREEN

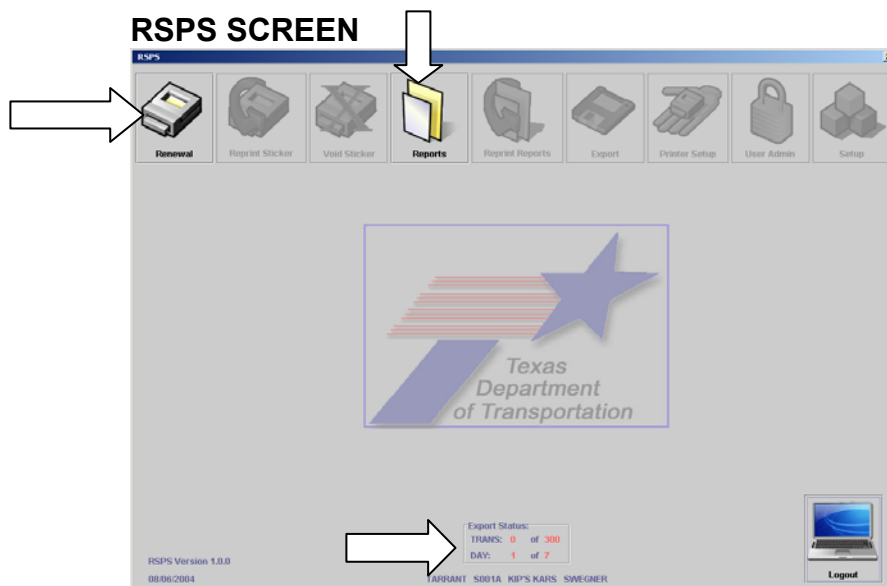


STEP	ACTION
3	Select "Add" the <b>User Properties</b> (COM005) screen appears.

## USER PROPERTIES SCREEN



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



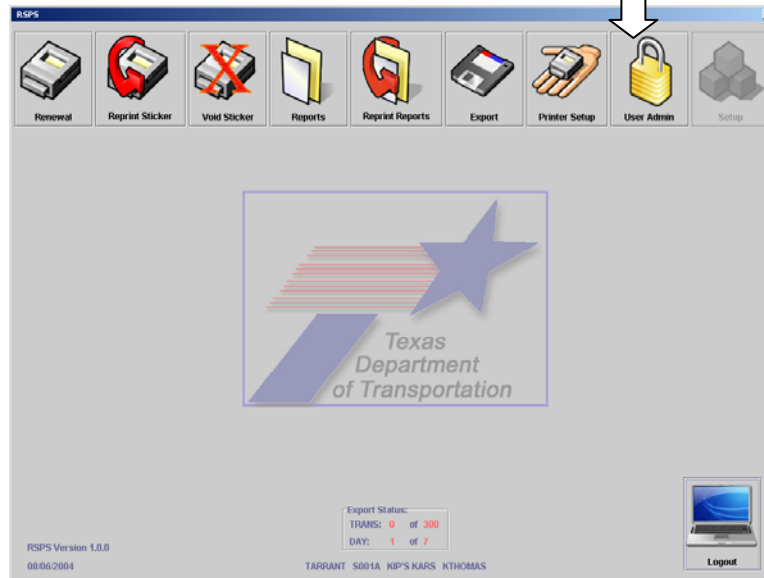


## To Delete An Employee

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

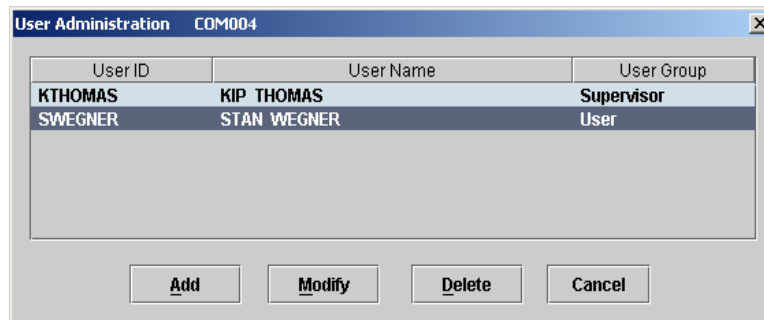
STEP	ACTION
1	Login to RSPS the <b>RSPS</b> screen (desktop) appears.

### RSPS SCREEN



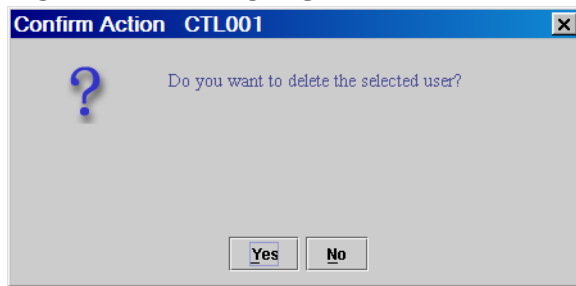
STEP	ACTION
2	Select "User Admin" the <b>User Administration</b> (COM004) screen appears.

### USER ADMINISTRATION SCREEN



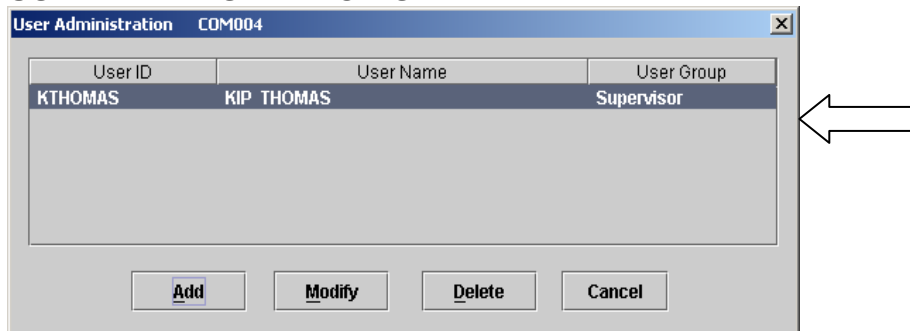
STEP	ACTION
3	Select the User Name to be deleted. <b>NOTE:</b> A user currently logged onto the system cannot delete his/her personal User ID and User Name (another user must delete you from the system). <b>NOTE:</b> The "CNTYADMN" User ID cannot be deleted.
4	Select " <b>Delete</b> " the <b>Confirm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

## CONFIRM ACTION SCREEN



STEP	ACTION
5	Select "Yes" the employee is deleted and the <b>User Administration</b> (COM004) screen appears.

## USER ADMINISTRATION SCREEN



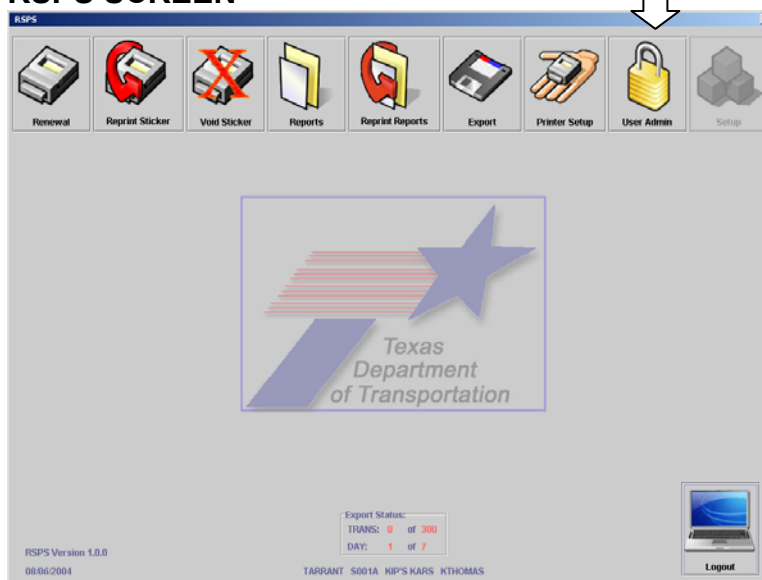
STEP	ACTION
6	Select "Cancel" the <b>RSPS</b> (desktop) screen appears.

## 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 <b>User Administration</b> (COM004) screen appears.

### USER ADMINISTRATION SCREEN

User Administration COM004

User ID	User Name	User Group
KTHOMAS	KIP THOMAS	Supervisor

Buttons: Add, Modify, Delete, Cancel

STEP	ACTION
3	Select the employee whose attributes are to be modified.
4	Select “Modify” the <b>User Properties</b> (COM005) screen appears.

### USER PROPERTIES SCREEN

User Properties COM005

User ID: KTHOMAS

First Name: KIP MI: T Last Name: THOMAS

☐ Reset Password

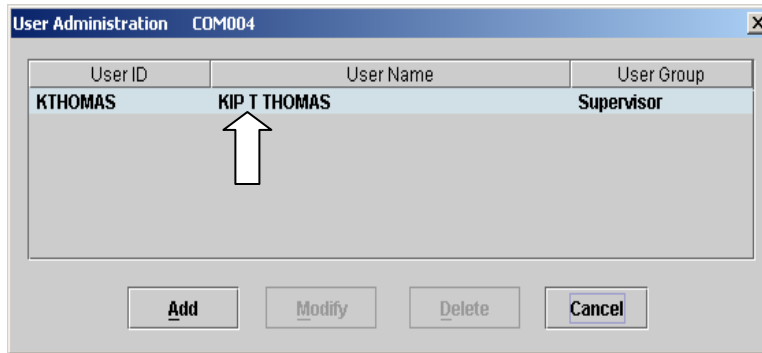
Select User Group

User Group	User Access
Supervisor	[Icons: Supervisor Access]
Power User	[Icons: Power User Access]
User	[Icons: User Access]

Buttons: Modify, Cancel

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

## USER ADMINISTRATION SCREEN



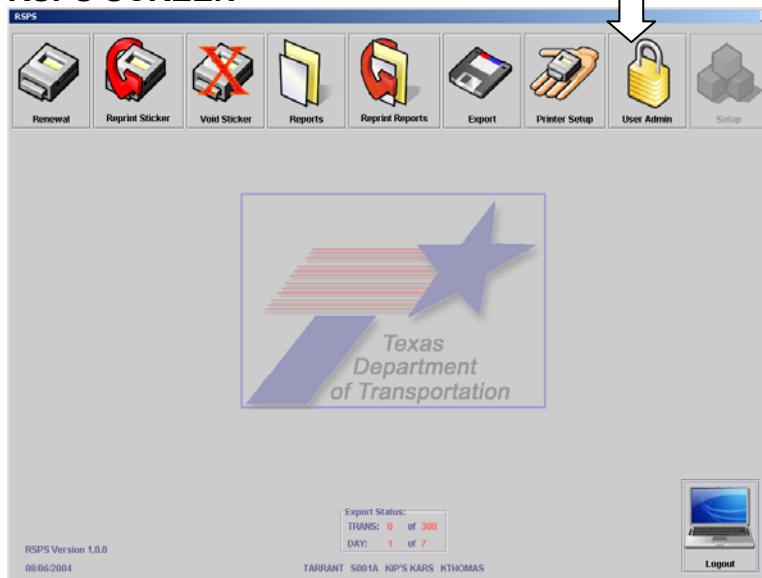
STEP	ACTION
11	If additional entries are to be made, select the “ <b>Modify</b> ” key repeating steps 4 through 10 to modify Supervisor, Power User(s) and/or User(s).
12	Select “Cancel” the <b>RSPS</b> screen (desktop) appears.

## 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 <b>User Administration</b> (COM004) screen appears.

## USER ADMINISTRATION SCREEN

User ID	User Name	User Group
KTHOMAS	KIP T THOMAS	Supervisor

Buttons: Add, Modify, Delete, Cancel

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

## USER PROPERTIES SCREEN

User ID: KTHOMAS

First Name: KIP MI: T Last Name: THOMAS

☒ Reset Password

Select User Group

User Group	User Access
Supervisor	Full Access
Power User	Full Access
User	Full Access

Buttons: Modify, Cancel

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

User ID	User Name	User Group
KTHOMAS	KIP T THOMAS	Supervisor

Buttons: Add, Modify, Delete, Cancel

STEP	ACTION
7	Select "Cancel" for the <b>RSPS</b> screen (desktop) to reappear.

## 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 <b>Login (COM001)</b> screen appears.

### LOGIN SCREEN

STEP	ACTION
2	Select the "I Accept" radio button.
3	Enter the following: <ul style="list-style-type: none"> <li>• <b>User ID</b></li> <li>• <b>Password</b></li> </ul>
4	Press Alt + "N" to place a check "√" in the check box beside <b>New Password</b> .
5	Select ENTER the <b>Password Change (COM002)</b> screen appears.

### PASSWORD CHANGE SCREEN

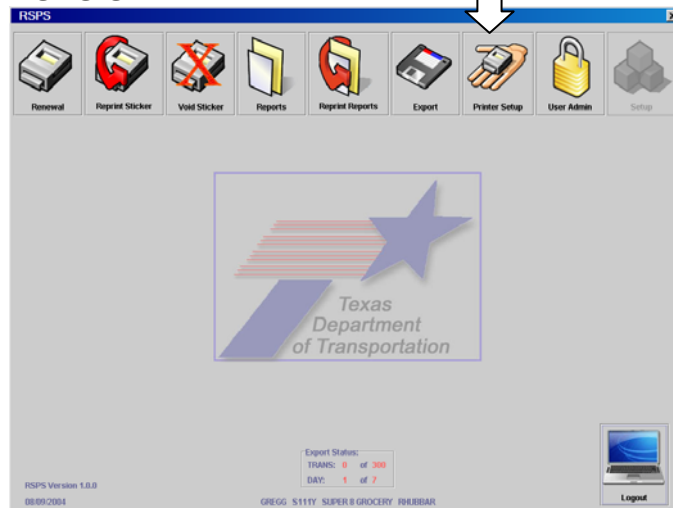
STEP	ACTION
6	Enter a <b>New Password</b> <ul style="list-style-type: none"> <li>• It must be different from the previous five passwords</li> <li>• It must be have a minimum of 6 or maximum of 8 characters.</li> </ul>
7	Press the TAB key to move to the <b>Check Password</b> Field.
8	Re-enter the new password to confirm the change.
9	Select the ENTER key to update the password. The <b>RSPS</b> 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 <b>RSPS</b> screen (desktop) appears.

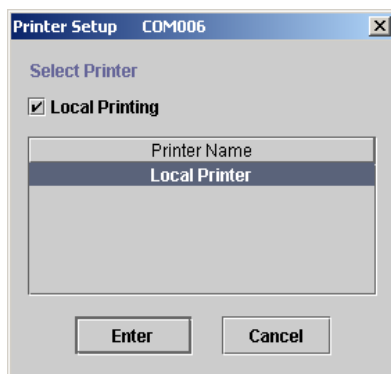
### RSPS SCREEN



STEP	ACTION
2	Select "Printer Setup" the <b>Printer Setup</b> (COM006) screen appears.

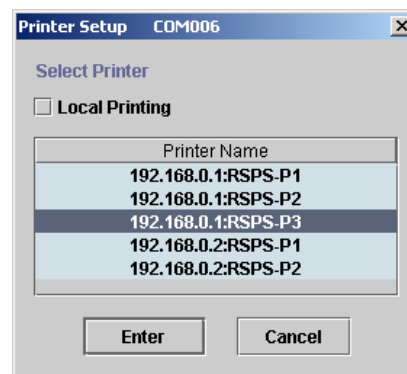
### PRINTER SETUP SCREEN

#### Local Printing



Appears if "**Local Printing**" is selected  
Printer connected to RSPS via cable

#### Wireless Printing



Appears if "**Local Printing**" is not selected  
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

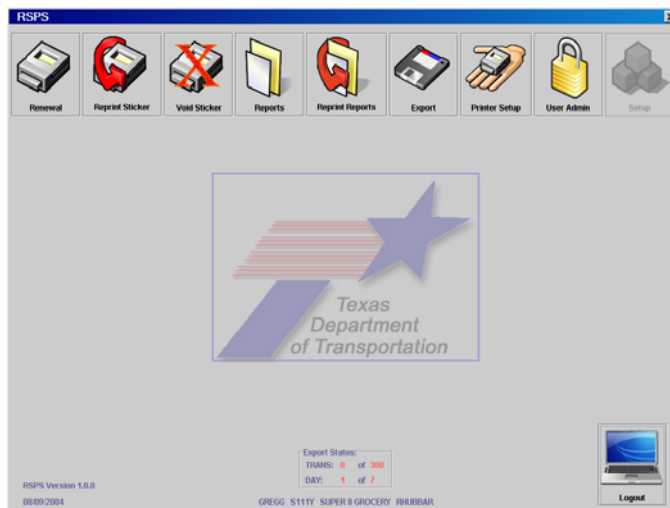
STEP	ACTION
3	Select a new printer using the UP/DOWN arrow keys to toggle to another selection.
4	Select ENTER the print destination is updated and the <b>RSPS</b> screen (desktop) appears.

## 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 <b>Menu List</b> appears.

## MENU LIST



STEP	ACTION
2	Select "Stop RSPS" the <b>Windows XP Desktop</b> appears.



## WINDOWS XP DESKTOP

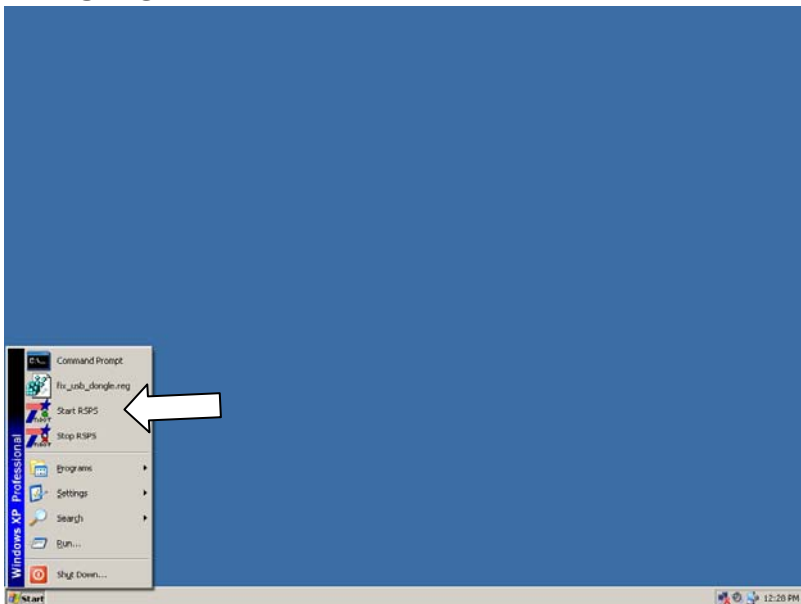


### To Start RSPS [if already logged on to Windows]

To start RSPS, the following steps must be completed:

STEP	ACTION
1	Press Ctrl + Esc a <b>Menu List</b> appears.

## MENU LIST



STEP	ACTION
2	Select "Start RSPS" the <b>Login – COM001</b> screen appears.

## LOGIN SCREEN

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.

☐ Accept ☒ I Do Not Accept

User ID:

Password:

The password will not display.

☐ New Password

Enter Cancel

## 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 <b>Shut Down Windows</b> 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	<b>If necessary</b> , log off by pressing Ctrl + Esc a <b>Menu List</b> appears.

## MENU LIST



STEP	ACTION
2	Select “Shut Down” The <b>Shut Down Windows</b> screen appears.



## SHUT DOWN WINDOWS SCREEN



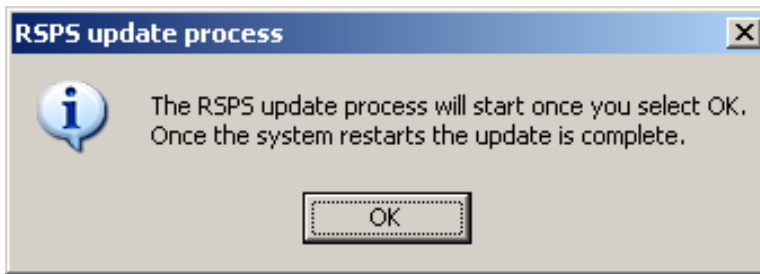
STEP	ACTION
3	Use the up and down arrow keys to select “Log off rspuser” and select “OK.” The <b>Log On to Windows</b> screen appears.

## LOG ON TO WINDOWS SCREEN



STEP	ACTION
4	At the Log On to Windows screen, insert the <b>USB Flash Drive</b> into a port on the RSPS laptop. 
5	Input the following on the Log on to Windows screen: <ul style="list-style-type: none"> <li>• <b>User Name</b></li> <li>• <b>Password</b></li> </ul> 
6	Select “OK” the <b>RSPS Update Process</b> screen appears.

## RSPS UPDATE PROCESS SCREEN



STEP	ACTION
7	Select "OK" the system restarts (various screens will flash on and off) and the <b>Log On to Windows</b> screen appears. Approximately 1 – 2 minutes

## LOG ON TO WINDOWS SCREEN




STEP	ACTION
8	Remove the <b>USB Flash Drive</b> 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 <b>RSPS laptop</b> 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	<p>Ensure that the dongle (adapter) is plugged into the RSPS laptop.</p>  <p><b>NOTE:</b> The dongle (adapter) that comes with a laptop <b>MUST</b> remain with that laptop.</p>
2	Power on the RSPS laptop and the <b>Log On to Windows</b> screen appears.

### LOG ON TO WINDOWS SCREEN



STEP	ACTION
3	<p>Input the following:</p> <ul style="list-style-type: none"> <li>• the User Name</li> <li>• for the Password</li> </ul>
4	Select “OK” the <b>Windows XP Desktop</b> appears.

### WINDOWS XP DESKTOP



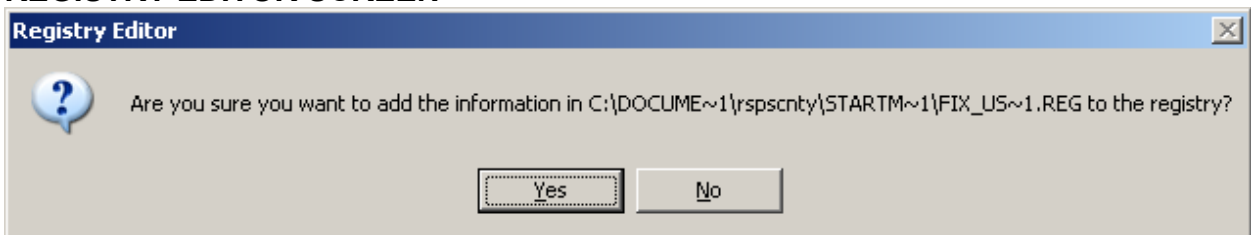
STEP	ACTION
5	Select “Start” or press Ctrl + Esc the <b>Menu List</b> appears.

## MENU LIST



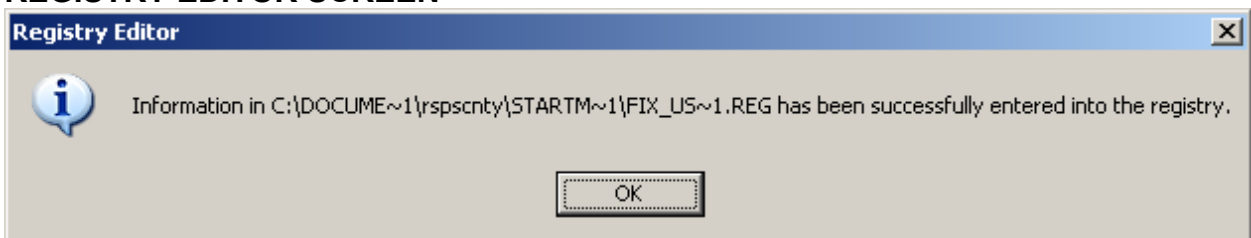
STEP	ACTION
6	Select “fix_usb_dongle.reg” the <b>Registry Editor</b> screen appears.

## REGISTRY EDITOR SCREEN



STEP	ACTION
7	Select “Yes” the Windows registry is updated and the <b>Registry Editor</b> screen reappears with a new message.

## REGISTRY EDITOR SCREEN



STEP	ACTION
8	Select “OK” the <b>Windows XP Desktop</b> appears.
9	Restart the RSPS laptop and verify that the scanner is operational.

## REMOTE STICKER PRINTING BY SUBCONTRACTOR

### Renewal - Subcontractor

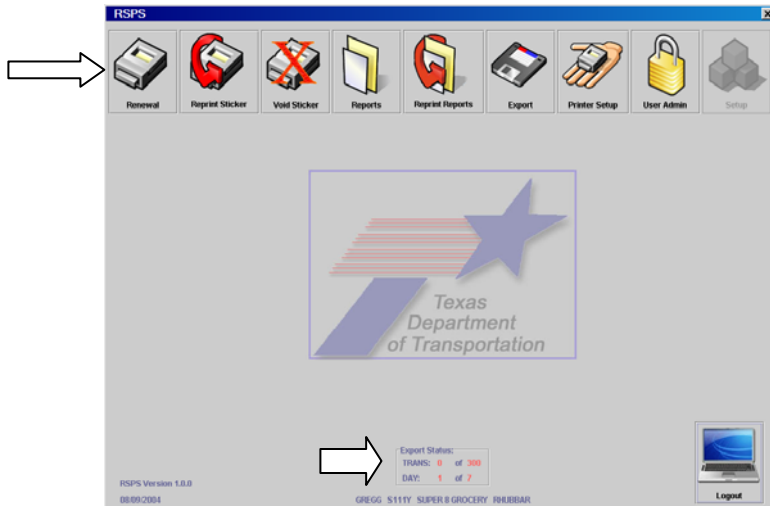
A Subcontractor must verify the following information concerning the vehicle record before processing a registration renewal using RSPS.

- 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
- Vehicles with no Vehicle Identification Number (such as non-titled trailers) cannot be processed through RSPS. These vehicles must be renewed through the county tax office.

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

STEP	ACTION
1	Login to "RSPS" the <b>RSPS</b> screen (desktop) appears.

#### RSPS SCREEN



STEP	ACTION
2	Select "Renewal" the <b>Renewal</b> (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

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 <b>Renewal</b> (SUB001) screen reappears, displaying vehicle information read from the scan of the barcode.

## RENEWAL SCREEN [After Scan]

Renewal SUB001

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	<p>The vehicle information displays as follows:</p> <ul style="list-style-type: none"> <li>• <b>Doc No</b> – Document number from the RTS system</li> <li>• <b>Sticker Type</b> – Item code and description of the sticker to be issued</li> <li>• <b>Plate Type</b> – Item code and description of the current plate</li> <li>• <b>Issue Date</b> – Date on which the sticker is issued (defaults to current date)</li> <li>• <b>VIN</b> – Vehicle Identification Number (The VIN is not required when processing a no VIN trailer.)</li> <li>• <b>Year</b> – Expiration year of the sticker to be issued (defaults to the year following the year of the issue date)</li> <li>• <b>Curr Plt</b> – Current plate number</li> <li>• <b>Exp Mo/Yr</b> – Expiration month and year prior to renewal</li> <li>• <b>Fee</b> – Registration renewal fee</li> </ul>

STEP	ACTION
5	Select the following (if applicable): <ul style="list-style-type: none"> <li>• <b>Issue New Plate</b> –               <ul style="list-style-type: none"> <li>▪ Select only if new plates are being issued as part of the renewal</li> <li>▪ Enabled only if subcontractor has been authorized by the county to issue new plates</li> <li>▪ When selected, a check “√” appears in the box and the input field is enabled</li> <li>▪ Enter the new plate number (if applicable)</li> </ul> </li> </ul>
6	Select “ENTER,” the <b>Sticker/Receipt Form</b> will print and the <b>Renewal</b> (SUB001) screen reappears, with no visible information, the “Export Status” TRANS indicator increases by one, and the sticker/receipt prints.
7	Select “Cancel” the <b>RSPS</b> screen (desktop) appears and the Main Menu appears.
8	Attach <b>Customer Copy</b> of the vehicle Registration Renewal Notice to the Sticker/Receipt form and give to the customer.
9	Retain <b>County Copy</b> of the vehicle Registration Renewal Notice for presentation to the county.

## Sticker/Receipt Form



### REGISTRATION RENEWAL RECEIPT - SUBCONTRACTOR

COUNTY: WILLIAMSON      DATE: 09/21/2004      EXPIRATION DATE: 9/2005  
PLATE NO: 1MGW31      TIME: 09:13AM      TRANSACTION ID: 6  
DOCUMENT NO: 00022200052323734      USER ID: TBRIGGS  
PLATE TYPE: TRUCK FLT      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
		REFLECTORIZAION 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

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

## Reprint Sticker - Subcontractor

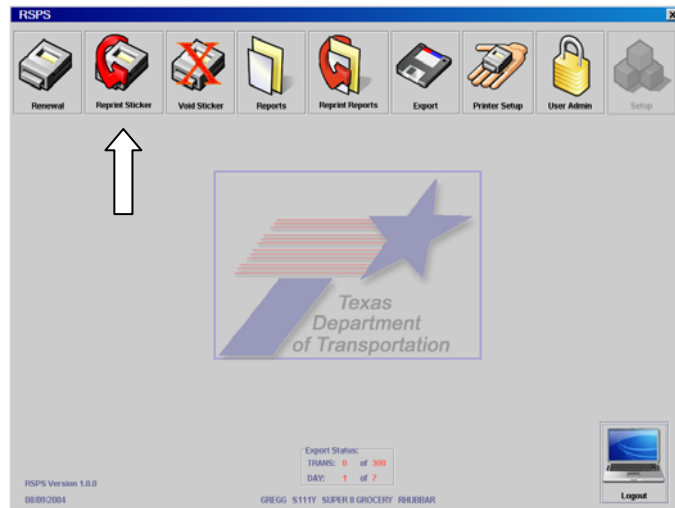
The sticker may be reprinted until the transaction has been exported or voided.

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 <b>RSPS</b> screen (desktop) appears.

### RSPS SCREEN



STEP	ACTION
2	Select "Reprint Sticker" the <b>Reprint Sticker</b> (SUB002) screen appears.

### REPRINT STICKER SCREEN

Reprint Sticker SUB002

Scan a renewal notice or select from the list below and press "Reprint".

Plate No	VIN	Date	Time	Processed By
H66WWJ	1G1FP23E0NL163142	08/19/2004	10:54:19	RHUBBAR
XSK16P	JHMB44130KC035806	08/19/2004	10:53:24	RHUBBAR
L13NDN	2G1WH55K129122491	08/19/2004	10:53:09	RHUBBAR
J18ZLM	1GNEC16K3PJ01658	08/19/2004	10:52:55	RHUBBAR
N85BFC	4T1SK11E9SU595313	08/19/2004	10:52:37	RHUBBAR
K35KSD	1G2JB54H6R7547391	08/19/2004	10:52:28	RHUBBAR
VCY25S	1G6KD52Y9TU227619	08/19/2004	10:52:17	RHUBBAR
J83LJD	1HGCB767XNA023874	08/19/2004	10:52:09	RHUBBAR
J89KVG	1FACP52U9MG162203	08/19/2004	10:52:01	RHUBBAR
L15NDN	1G4CW53L3P1621117	08/19/2004	10:51:52	RHUBBAR
C76NCS	1GNCS13W8W2187912	08/19/2004	10:51:44	RHUBBAR
F88PHB	2B3HD46R5XH804824	08/19/2004	10:51:33	RHUBBAR
BBB01B	1HGCB7273NA046936	08/19/2004	10:51:16	RHUBBAR

STEP	ACTION
3	<p>This screen displays all non-voided stickers printed since the last export to diskette and includes the following information:</p> <ul style="list-style-type: none"> <li>• <b>Plate No</b> – Current plate number associated with the renewal transaction</li> <li>• <b>VIN</b> – Vehicle Identification Number associated with the renewal transaction</li> <li>• <b>Date/Time</b> – Date and time the renewal transaction was processed</li> <li>• <b>Processed by</b> – User id of the employee who processed the renewal transaction</li> </ul>
4	<p>Selection may be made by scanning or highlighting the selected line item. Two selection options are available as follows:</p> <ul style="list-style-type: none"> <li>• <b>Scan</b> the Registration Renewal Notice barcode corresponding to the sticker to be reprinted. <ul style="list-style-type: none"> <li>♦ If found, the renewal transaction appears is highlighted.</li> <li>♦ If not found, error message appears.</li> </ul> </li> <li>• <b>Scroll</b> through the displayed transactions until the correct transaction is highlighted.</li> </ul>
5	<p>Select <b>“Reprint,”</b> the sticker/receipt prints, and the <b>RSPS</b> screen (desktop) appears.</p> <p><b>NOTE:</b> The “Export Status” TRANS indicator <u>does not</u> change.</p>
6	<p>Attach the <b>Customer Copy</b> of the vehicle Registration Renewal Notice to the Sticker/Receipt and give to the customer.</p>
7	<p>Retain the <b>County Copy</b> of the vehicle Registration Renewal Notice and all prior sticker/receipt’s print for presentation to the county.</p>

## Void Sticker - Subcontractor

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

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 <b>RSPS</b> screen (desktop) appears.

## RSPS SCREEN



STEP	ACTION
2	Select "Void Sticker" the <b>Void Transaction</b> (SUB003) screen appears.

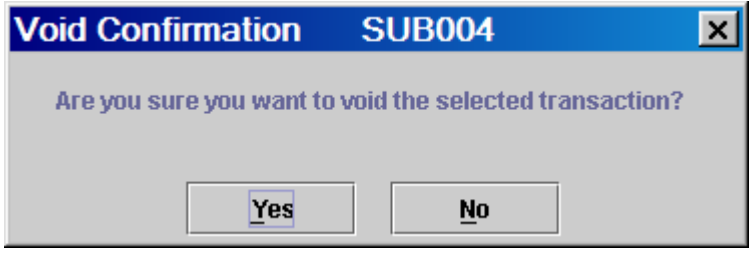
## VOID TRANSACTION SCREEN

**Void Transaction SUB003**

Scan a renewal notice or select from the list below and press "Void":

Plate No	VIN	Date	Time	Processed By
H66WWJ	1G1FP23E0NL163142	08/19/2004	10:54:19	RHUBBAR
XSK16P	JHMB44130KC035806	08/19/2004	10:53:24	RHUBBAR
L13NDN	2G1WH55K129122491	08/19/2004	10:53:09	RHUBBAR
J18ZLM	1GNEC16K3PJ301658	08/19/2004	10:52:55	RHUBBAR
N85BFC	4T1SK11E9SU595313	08/19/2004	10:52:37	RHUBBAR
K35KSD	1G2JB54H6R7547391	08/19/2004	10:52:28	RHUBBAR
VCY25S	1G6KD52Y9TU227619	08/19/2004	10:52:17	RHUBBAR
J83LJD	1HGCB767XNA023874	08/19/2004	10:52:09	RHUBBAR
J89KVG	1FACP52U9MG162203	08/19/2004	10:52:01	RHUBBAR
L15NDN	1G4CW53L3P1621117	08/19/2004	10:51:52	RHUBBAR
C76NCS	1GNCS13WBW2187912	08/19/2004	10:51:44	RHUBBAR
F88PHB	2B3HD46R5XH804824	08/19/2004	10:51:33	RHUBBAR
BBB01B	1HGCB7273NA046936	08/19/2004	10:51:16	RHUBBAR

STEP	ACTION
3	<p>This screen displays all non-voided sticker printed since the last export to diskette and includes the following information:</p> <ul style="list-style-type: none"> <li>• <b>Plate No</b> – Current plate number associated with the renewal transaction</li> <li>• <b>VIN</b> – Vehicle Identification Number associated with the renewal transaction</li> <li>• <b>Date/Time</b> – Date and time the renewal transaction was processed</li> <li>• <b>Processed by</b> – User ID of the employee who processed the renewal transaction</li> </ul>

STEP	ACTION
4	<p>Select the renewal transaction to be voided. Two selection options are available as follows:</p> <ul style="list-style-type: none"> <li>• <b>Scan</b> the Registration Renewal Notice barcode corresponding to the sticker to be voided <ul style="list-style-type: none"> <li>▪ If found, the renewal transaction is highlighted.</li> <li>▪ If not found, an error message appears.</li> </ul> </li> <li>• <b>Scroll</b> through the displayed transactions until the correct transaction is highlighted.</li> </ul>
5	<p>Select "Void" and the <b>Void Confirmation</b> (SUB004) screen appears.</p>  <ul style="list-style-type: none"> <li>• Select "Yes," the transaction is voided, and the <b>RSPS</b> screen (desktop) appears.</li> </ul> <p><b>NOTE:</b> The "Export Status" TRANS indicator <u>does not</u> change.</p> <ul style="list-style-type: none"> <li>• Retain all voided sticker/receipts (original and reprints) for presentation to the county.</li> </ul>

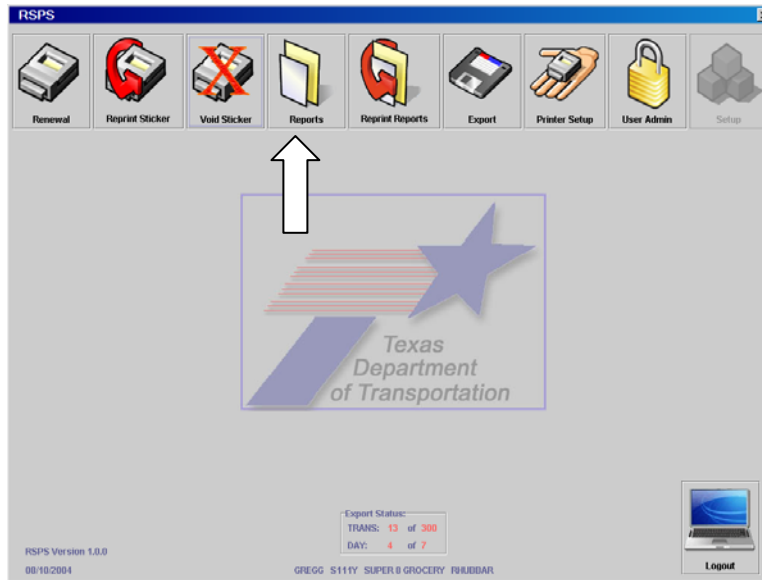
## Subcontractor Balancing Report

- 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:

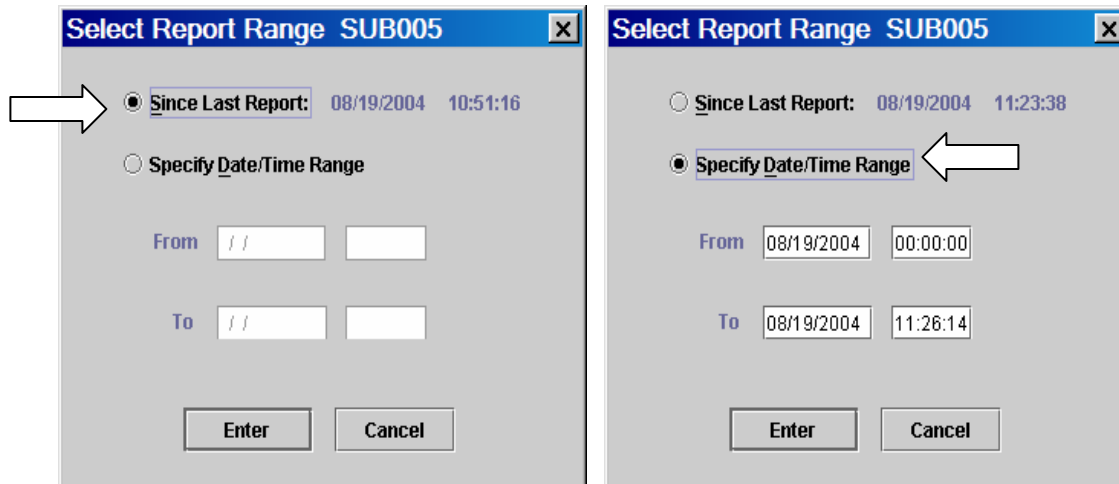
STEP	ACTION
1	Login to "RSPS" the <b>RSPS</b> screen (desktop) appears.

## RSPS SCREEN



STEP	ACTION
2	Select "Reports" the <b>Select Report Range</b> (SUB005) screen appears.
3	<ul style="list-style-type: none"> <li>Used to reconcile processed transactions against funds received</li> <li>Lists all transactions processed since the prior report or for a specified date/time range</li> </ul>

## SELECT REPORT RANGE SCREEN



STEP	ACTION
4	<p>The following report options are available:</p> <p><b>Since Last Run to Present -</b></p> <ul style="list-style-type: none"> <li>All transactions processed since the last report</li> </ul> <p><b>Date/Time Range -</b></p> <ul style="list-style-type: none"> <li>All transactions processed during the specified date/time range</li> <li>"From" date must be within 60 days prior to the current date</li> <li>"From" date/time must be before the "To" date/time</li> <li>"To" date/time must be prior to the current date/time</li> <li>Not available for "User" configuration</li> </ul>



STEP	ACTION
5	<p>The following input fields are available:</p> <ul style="list-style-type: none"> <li>• <b>“From” Date</b> – Start date for the date/time range, enabled if “Date/Time Range” is selected, and defaults to the current date.</li> <li>• <b>“To” Date</b> – End date for the date/time range, enabled if “Date/Time Range” is selected, and defaults to the current date.</li> <li>• <b>“From” Time</b> - Start time for the date/time range, enabled if “Date/Time Range” is selected, and defaults to “00:00:00.”</li> <li>• <b>“To” Time</b> – End time for the date/time range is enabled if “Date/Time Range” is selected and defaults to the current time.</li> </ul>
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 <b>RSPS</b> 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

DATE	TIME	USER ID	PLATE NUMBER	PREV PLATE NUMBER	VIN	EXP MO/YR	STKR CODE	PLT 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	YGL89X		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

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## Export - Subcontractor

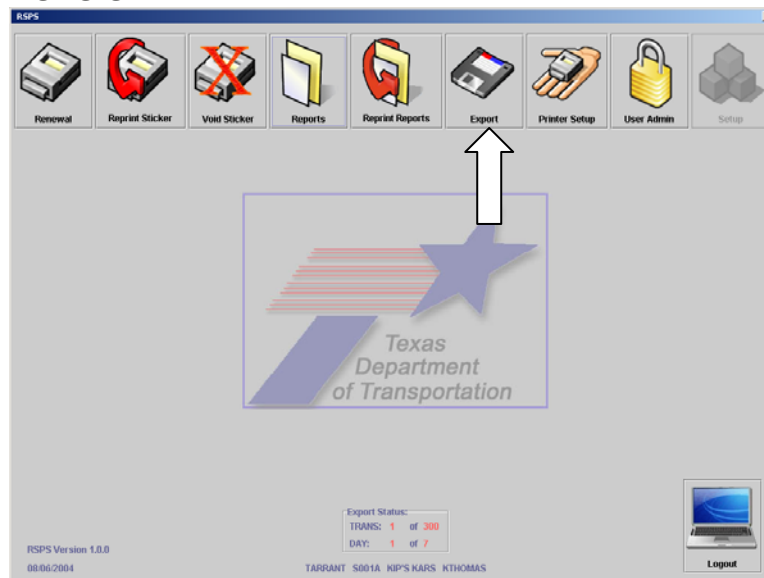
- Export parameters are established during RSPS configuration.
- Once the established parameters are met, additional renewal transactions may not be processed until an export has been performed (other functions remain available)
- Defaults to a maximum of 300 transactions and 7 days.
- Export time periods 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 <b>RSPS</b> screen (desktop) appears.

### RSPS SCREEN



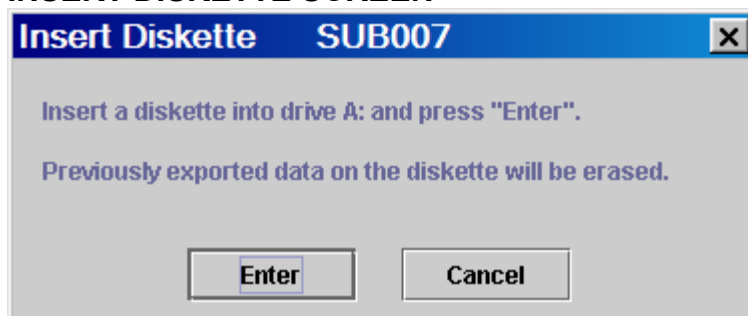
STEP	ACTION
3	Select “Export” the <b>Export Transactions (SUB006)</b> screen appears.

## EXPORT TRANSACTIONS SCREEN



STEP	ACTION
4	The following information is displayed: <ul style="list-style-type: none"> <li>• <b>Export Date/Time</b> – Date and time when a particular set of transactions was exported to a diskette</li> <li>• <b>Disk Sequence No</b> – Sequence number assigned to a diskette when a particular set of transactions was exported</li> </ul>
5	Select “Export New” the <b>Insert Diskette</b> (SUB007) screen appears.

## INSERT DISKETTE SCREEN



STEP	ACTION
6	Insert the diskette, select “Enter” and the <b>RSPS</b> screen (desktop) appears.
7	The following functions are performed: <ul style="list-style-type: none"> <li>• All transactions processed since the previous export are exported to the diskette and the transactions are marked as “exported.”</li> <li>• The diskette is marked with an identifying Disk Sequence Number</li> <li>• The <b>Subcontractor Export Report</b> (RSPS.002) prints, as seen below.</li> <li>• The “Export Status” TRANS and DAY indicators are reset.</li> </ul>
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.  <b>NOTE:</b> 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: <ul style="list-style-type: none"> <li>Diskette</li> <li>Subcontractor Export Report</li> <li>Corresponding county copies of Vehicle Registration Renewal Notices</li> <li>Reprint/Void documentation</li> <li>Funds</li> </ul>

## 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												
DATE	TIME	USER ID	PLATE NUMBER	PREV PLATE NUMBER	VIN	EXP MO/YR	STKR CODE	PLT 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		
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 15:45:04

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## Re-Export - Subcontractor

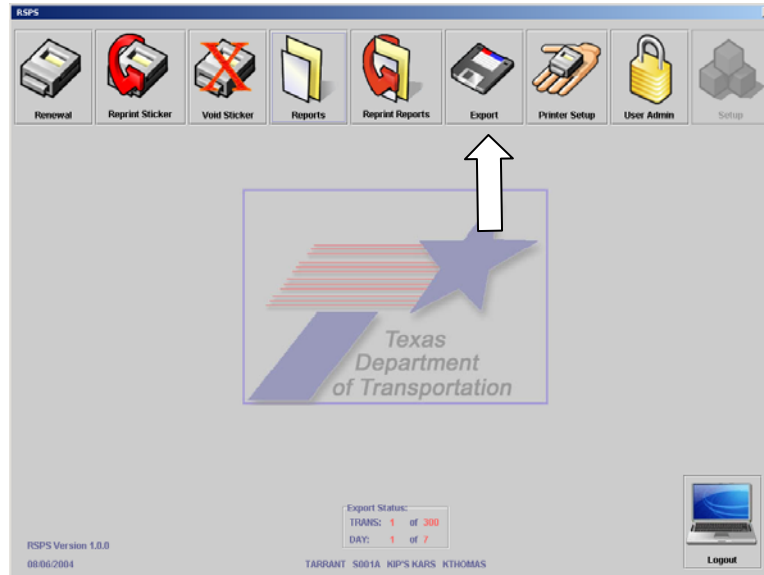
Previous exports may be re-exported when necessary.

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 <b>RSPS</b> screen (desktop) appears.

### RSPS SCREEN



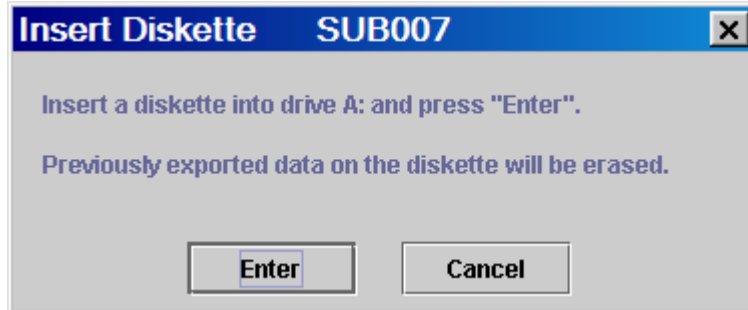
STEP	ACTION
3	Select "Export" the <b>Export Transactions</b> (SUB006) screen appears.

### EXPORT TRANSACTIONS SCREEN



STEP	ACTION
4	The following information is displayed: <ul style="list-style-type: none"> <li>• <b>Export Date/Time</b> – Date and time when a particular set of transactions was exported to a diskette</li> <li>• <b>Disk Sequence No</b> - Sequence number assigned to a diskette when a particular set of transactions was exported</li> </ul>
5	Select the export to be re-exported
6	Select “Re-export Selected” the <b>Insert Diskette</b> (SUB007) screen appears.

#### INSERT DISKETTE SCREEN



STEP	ACTION
7	Select “ENTER” the RSPS screen (desktop) appears.
8	The following functions are performed: <ul style="list-style-type: none"> <li>• All previous data on the diskette will be erased</li> <li>• All transactions within the selected export are re-exported to the diskette</li> <li>• The Subcontractor Export Report prints</li> <li>• The “Export Status” TRANS and DAY indicators <u>do not</u> change</li> <li>• The <b>Subcontractor Export Report</b> (RSPS.0002) prints</li> </ul>
9	Present the following documentation to the county tax office: <ul style="list-style-type: none"> <li>• Diskette</li> <li>• Subcontractor Export Report</li> <li>• Corresponding county copies of Vehicle Registration Renewal Notices</li> <li>• Reprint/Void documentation</li> <li>• Funds</li> </ul>

### Reprint Reports - Subcontractor

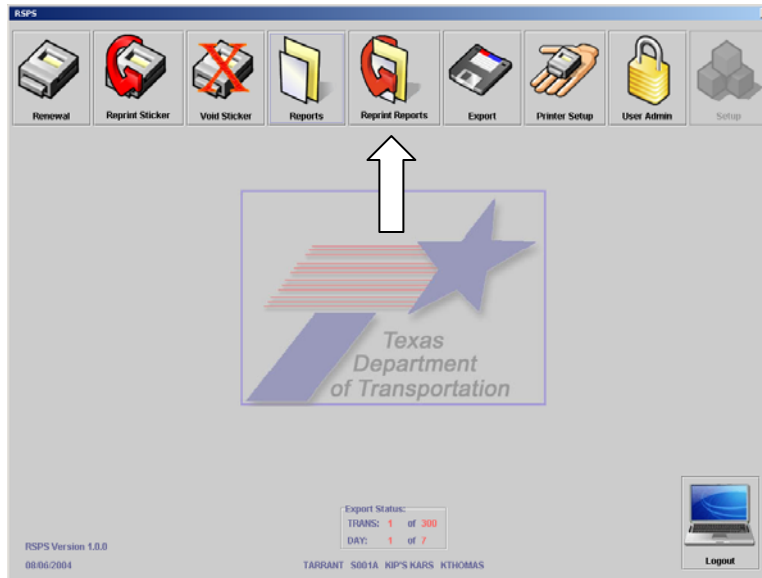
Previous Subcontractor Balancing Reports and Subcontractor Export Reports may be reprinted, if necessary.

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

To reprint a report, the following steps must be completed:

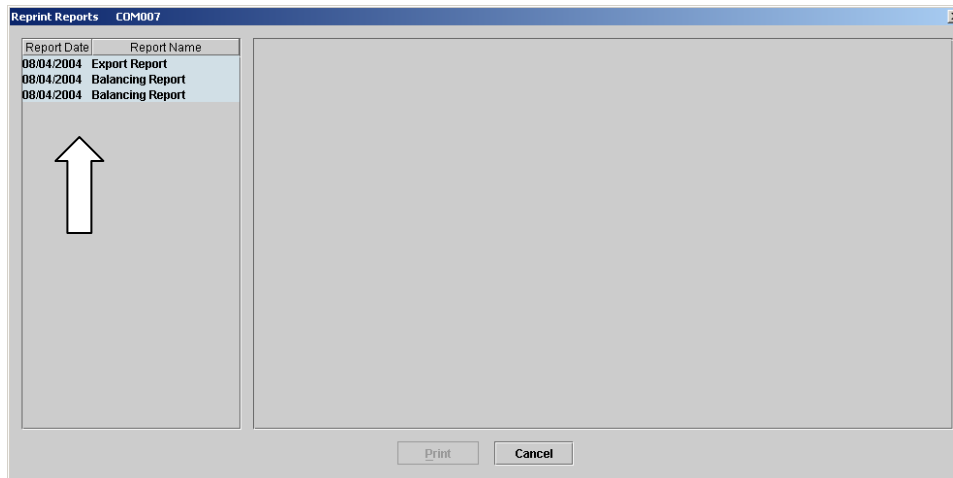
STEP	ACTION
1	Place regular paper into tray 1 of the printer.
2	Login to “RSPS” the <b>RSPS</b> screen (desktop) appears.

## RSPS SCREEN

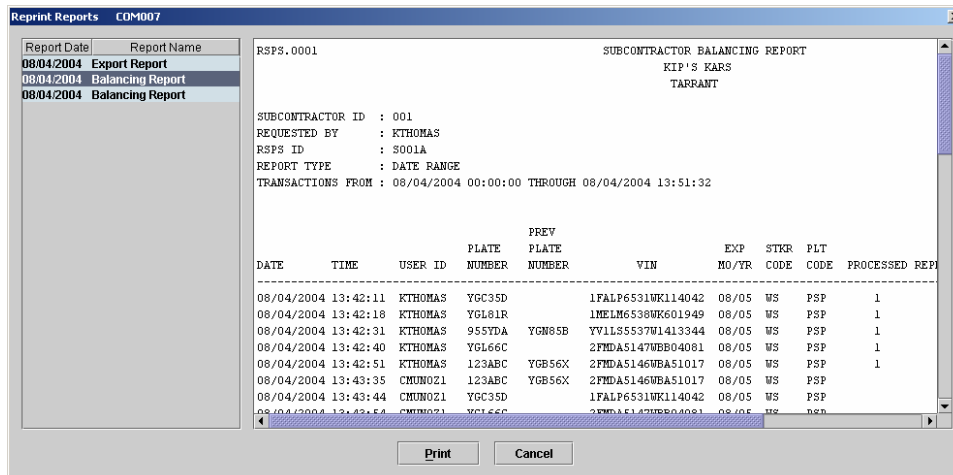


STEP	ACTION
3	Select "Reprint Reports" the <b>Reprint Reports (COM007)</b> screen appears displaying all reports with a date 60-days or less.

## REPRINT REPORTS SCREEN



## Before and After Selecting Report





STEP	ACTION
4	<p>The following information is displayed:</p> <ul style="list-style-type: none"> <li>• <b>Report Date</b> – Date on which a particular report was generated</li> <li>• <b>Report Name</b> – Name of a particular report</li> <li>• <b>Report Preview</b> – Preview of the selected report</li> </ul>
5	Select “Print” and the selected report reprints.
6	Select “Cancel” the <b>RSPS</b> 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**

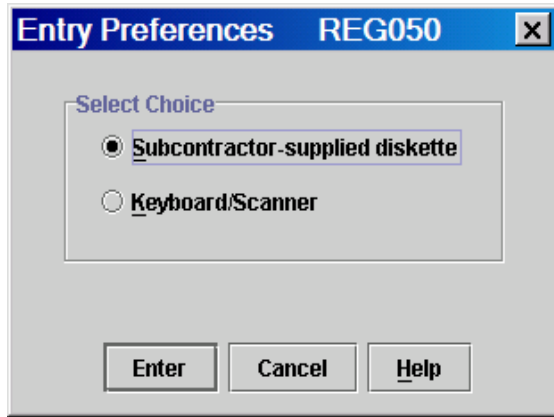
To access Subcontractor Renewal:

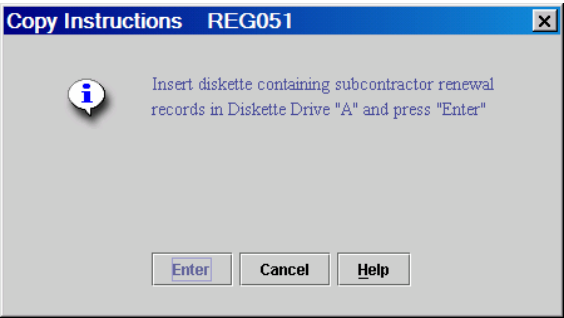

<b>STEP</b>	<b>ACTION</b>
1	Select <b>Customer</b> from the Main Menu by pressing the ALT + "C" keys.
2	Select <b>Registration Only</b> by pressing the "R." key.
3	Select <b>Subcontractor Renewal</b> by pressing the "S." key.

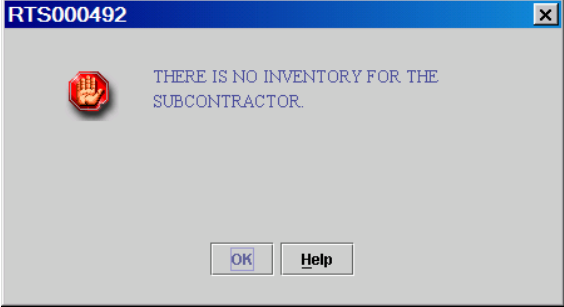
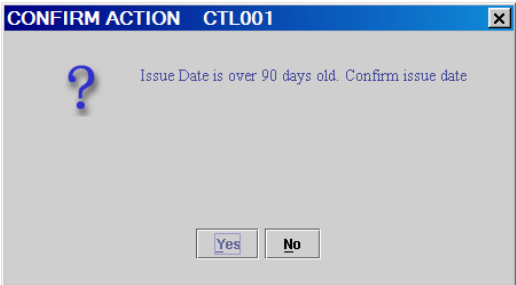
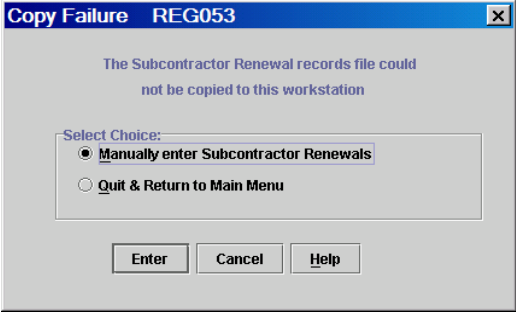
## Disk Entry – Subcontractor Supplied Diskette

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

### ENTRY PREFERENCES



STEP	ACTION
2	The system defaults to <b>Subcontractor Supplied Diskette</b> . To process transactions submitted by the subcontractor on a diskette, press the ENTER key.
3	<p>The <b>Copy Instructions</b> (REG051) screen appears, instructing the user to copy the contents of the diskette onto the workstation's hard drive.</p> <ul style="list-style-type: none"> <li>Insert the diskette into drive A and press the ENTER key.</li> </ul> 
4	<p>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.</p> <p>NOTE: Selecting "OK" on this screen causes the Copy Failure screen (REG053) to appear. Refer to Step 7</p> 

STEP	ACTION
5	<p>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.</p> 
6	<p>The <b>Issue Date</b> defaults to current. When it is changed to a date more than 90-days old, the user will receive the following <b>Confirm Action</b> screen.</p> 
7	<p>When the contents of the diskette <u>can not be copied</u> to a workstation, for whatever reason, the <b>Copy Failure</b> (REG053) screen appears instructing the user to either:</p> <ul style="list-style-type: none"> <li>• Manually enter the Subcontractor Renewals or</li> <li>• Quit and Return to the Main Menu</li> </ul> <p><b>NOTE:</b> Re-export by subcontractor may be necessary.</p> 
8	<p>When the contents of the diskette <u>are copied successfully</u> the <b>Subcontractor Entry</b> (REG006) screen appears.</p>

## SUBCONTRACTOR ENTRY

**Subcontractor Entry** REG006

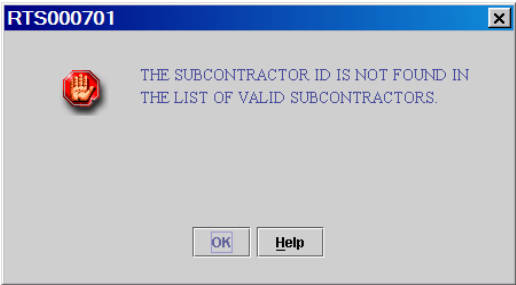
Subcontractor Id: 1

Subcontractor:  
EDUCATORS CREDIT UNION  
PO BOX 8033  
WACO 76710

Issue Date(MM/DD/YYYY): 10/07/2002

Year	Item Code - Description	Quantity	Begin No.	End No.
	PSP-PASSENGER PLT	1	002.JJJ	002.JJJ
	PSP-PASSENGER PLT	7	004.JJJ	010.JJJ

Enter Cancel Help

STEP	ACTION
9	<p>The <b>Subcontractor Id</b> number is retrieved from the first valid record on the diskette.</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>  <ul style="list-style-type: none"> <li>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.</li> </ul>
10	<p><b>Subcontractor Id</b> – 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.</p>
11	<p>The <b>Issue Date</b> (MM/DD/YYYY) defaults to current date but may be changed.</p>
12	<p>The <b>Inventory Information</b> List Box displays retrieved plate inventory allocated to the subcontractor (if any).</p> <p><b>NOTE:</b> A message appears if there is <u>no</u> allocated inventory.</p>
13	<ul style="list-style-type: none"> <li>Press the ENTER key to continue. Or</li> <li>Press the ESC key to return to the Main Menu.</li> </ul>
14	<p>After pressing the ENTER key the <b>Subcontractor Renewal Diskette Report</b> automatically prints.</p>

## Subcontractor Renewal Diskette Report (RTS.POS.2012)

The **Subcontractor Renewal Diskette Report** (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  
RSFS ID : S001A

ISSUE DATE	PLATE NUMBER	PREV PLATE NUMBER	VIN	EXP MO/YR	STKR CODE	PLT CODE	USER ID	PROCESSED	REPRINTED	VOIDED	FEE
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 <b>Registration Subcontractor Renewal</b> (REG007) screen appears.

## REGISTRATION SUBCONTRACTOR RENEWAL

Registration Subcontractor Renewal REG007

Subcontractor Id: 001 EDUCATOR'S CREDIT UNION

Add a renewal

☐ Plate ☒ Sticker ☐ Plate & Sticker

Plate Item Code - Description Sticker Item Code - Description Year

Issue Date Doc No VIN

New Plate Curr Plt Exp Mo Reg Class Fee

Print Add

Transaction Summary

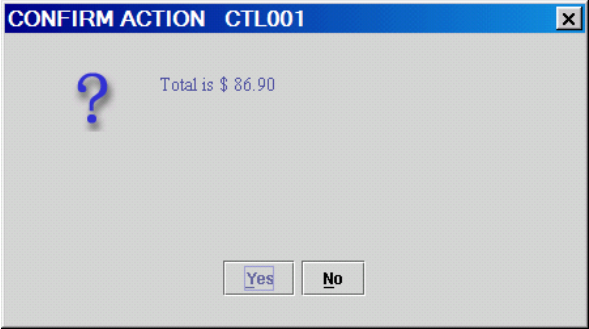
Transaction(s) Entered: 3

Input	Print	Issue Date	Year	Plt Cd	New Plt No	Stkr Cd	Curr Plt No	Exp	Fee
		09/17/2004	2005	TKP	BDD810	WS	4GWN12	11/2004	72.46
		09/17/2004	2005			WS	4RXF63	11/2004	63.00
		09/17/2004	2005	TKP	ABC123	WS	3SWP04	11/2004	62.56

Delete Entry Modify Entry Subtotal: \$198.02

Draft Report Enter Cancel Help

STEP	ACTION
14	After entering the subcontractor-supplied diskette, the system will automatically display <b>Plate, Sticker, or Plate &amp; Sticker</b> issued for the last transaction on the disk.
15	The system will automatically display the appropriate <b>Sticker Item Code – Description</b> (US – Plate Sticker or WS-Windshield Sticker) for the last transaction on the disk.
16	The system will automatically display the appropriate <b>Year</b> of sticker issued for the last transaction on the disk.
17	The system will default to the current date as the <b>Issue Date</b> . 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 <b>Doc No.</b> , <b>VIN</b> , and <b>Plate</b> . 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 <b>Doc No</b> verifies the correct vehicle record in the system and appears only in the Modify function.
20	The <b>VIN</b> 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 <b>New Plate</b> displays new plate of issue and appears in the List Box.
22	The <b>Curr Plt</b> (the plate number currently on the vehicle) displays in the List Box.
23	The <b>Exp Mo</b> (number of month of expiration) displays in the List Box.
24	The <b>Reg Class</b> (the number of the vehicle registration classification) appears <u>only</u> on the Modify screen.
25	The <b>Fee</b> (the total fee printed on the renewal receipt) displays in the List Box
26	The <b>Print</b> function is disabled during disk entry.

STEP	ACTION
27	<p>In the List Box the vehicle renewal information appears as follows:</p> <ul style="list-style-type: none"> <li>• The <b>Input</b> column indicates the method of entry. A “Diskette” icon indicates “diskette entry” mode.</li> <li>• The <b>Print</b> column is blank when processing a subcontractor supplied diskette.</li> <li>• The <b>Issue Date</b> column supplies the date entered on the previous screen.</li> <li>• The <b>Year</b> column indicates the new expiration year (after renewal).</li> <li>• The <b>Plt Cd</b> column indicates the new plate type code if “Plate” or “Plate and Sticker” is selected.</li> <li>• The <b>New Plt No</b> column indicates the new plate number if “Plate” or “Plate and Sticker” is selected.</li> <li>• The <b>Stkr Cd</b> column indicates the sticker type if “Plate” or “Plate and Sticker” is selected. (Ex: WS, US etc...)</li> <li>• The <b>Curr Plt No</b> column indicates the license plate number (after renewal).</li> <li>• The <b>Exp</b> column indicates the registration month and year of expiration (before renewal).</li> <li>• The <b>Fee</b> column denotes the total fees paid.</li> </ul>
28	Press the ENTER key to continue.
29	<p>Once all renewals in the bundle are correct on the <b>Registration Subcontractor Renewal</b> (REG007) screen, press the ENTER key. The total fees for the bundle appear on the <b>Confirm Action</b> (CTL001) screen.</p> <ul style="list-style-type: none"> <li>• If “Yes,” press “Y” or ENTER to view the <b>Subcontractor Renewal Report – Final</b> (RTS.POS.2011).</li> <li>• If “No,” press “N” to return to the <b>Registration Subcontractor Renewal</b> (REG007) screen.</li> </ul> <p><b>NOTE:</b> The screen states “Total is \$ XXXXX.”</p> 
30	<ul style="list-style-type: none"> <li>• Transactions are processed at the rate of 1 per second.</li> <li>• A disk with 300 transactions should take 5 minutes to process.</li> </ul>
31	The <b>View Report</b> screen for the <b>Subcontractor Renewal Report- Final</b> (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 : 09/17/2004  
DISK SEQUENCE NO : 3  
RSPS ID : S001A

ISSUE DATE	PLATE NUMBER	PREV PLATE NUMBER	VIN	EXP MO/YR	STKR CODE	PLT CODE	TRANSACTION ID	FEES
09/17/2004	RG2346	3SWP04	1GCEC19R2TE230733	11/05	WS	TKP	24600038245112243	62.56
09/17/2004	4R0CF63		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 ...

Print Enter Cancel Help First Prev Next Last

STEP	ACTION
32	If the <b>Subcontractor Renewal Report</b> is more than one page: <ul style="list-style-type: none"> <li>To view the Next Page, press the “N” letter key.</li> <li>To view the Previous Page, press the “V” letter key.</li> </ul>
33	To print the <b>Subcontractor Renewal Report</b> , press the “P” letter key. <b>Otherwise</b> , press the ENTER key. The system returns to the <b>Main Menu</b> .

## 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

ISSUE DATE	PLATE NUMBER	PREV PLATE NUMBER	VIN	EXP MO/YR	STKR CODE	PLT CODE	TRANSACTION ID	FEE
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



**Texas Department of Transportation**

**REGISTRATION RENEWAL RECEIPT - SUBCONTRACTOR**

COUNTY: WILLIAMSON

PLATE NO: R27FGD

DOCUMENT NO: 00011100012345678

SUBCONTRACTOR NAME AND ADDRESS  
EDUCATOR'S CREDIT UNION  
4356 SUBCON DRIVE  
SAN MARCOS, TX 77778

TAC NAME: DEBORAH M. HUNT

DATE: 09/21/2004

TIME: 08:32AM

EMPLOYEE ID: KTHOMAS

EFFECTIVE DATE: 09/15/2004

EXPIRATION DATE: 9/2005

TRANSACTION ID: 24600038249083238

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
		<b>TOTAL</b>	<b>\$</b>	<b>50.80</b>

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**



000577261

Peel sticker from corners.



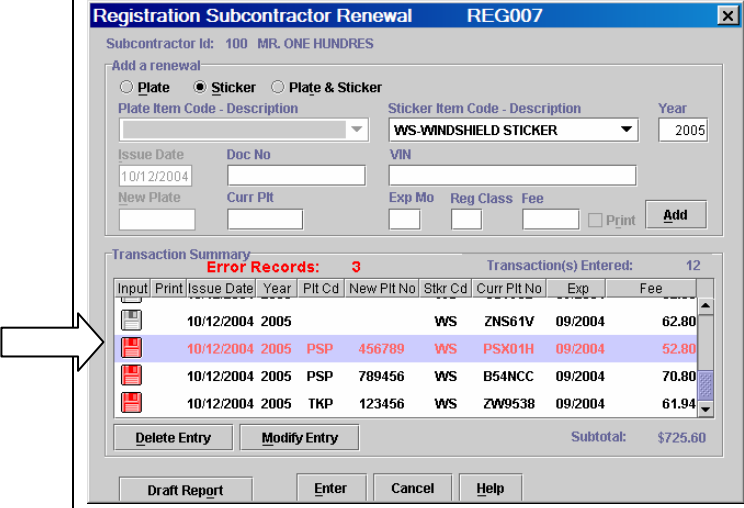
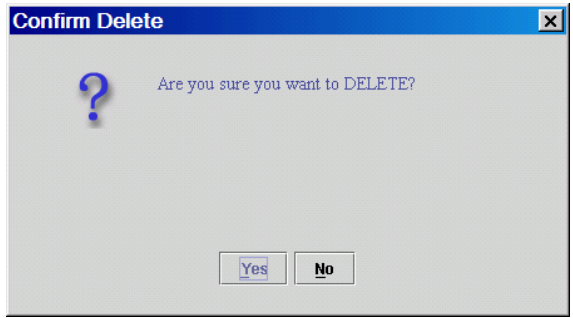
**DO NOT ATTEMPT TO REMOVE WINDOW STICKER FROM THIS SIDE OF FORM**

- 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

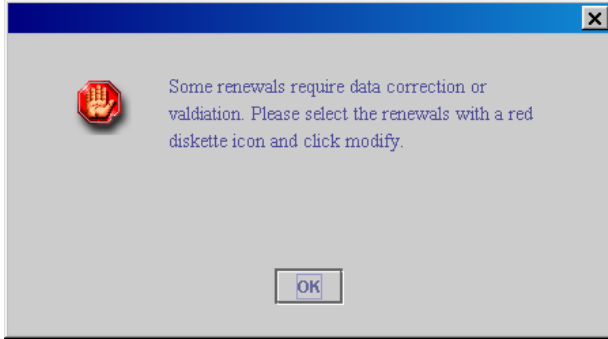
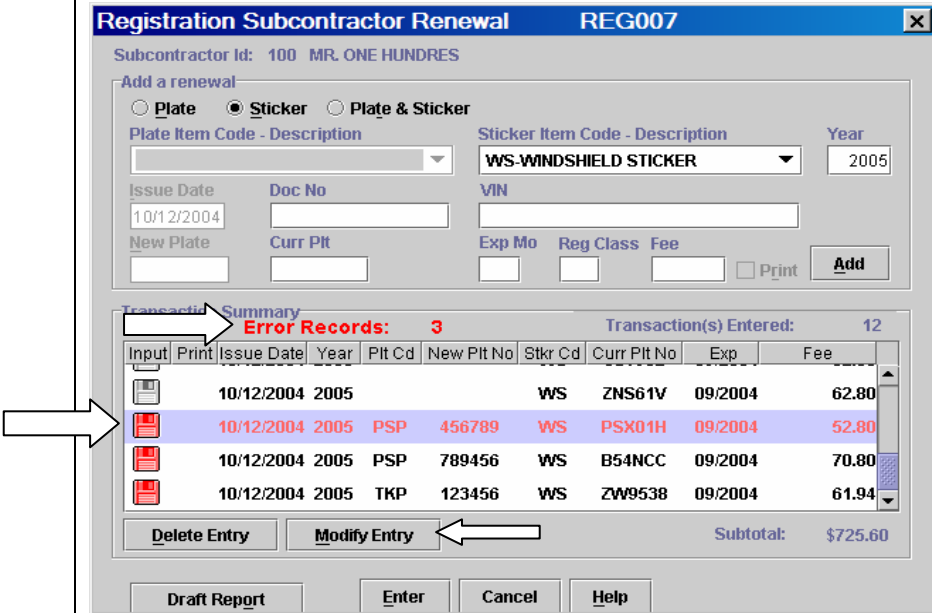
## To Review, Delete or Modify Renewal Entries in the List Box:

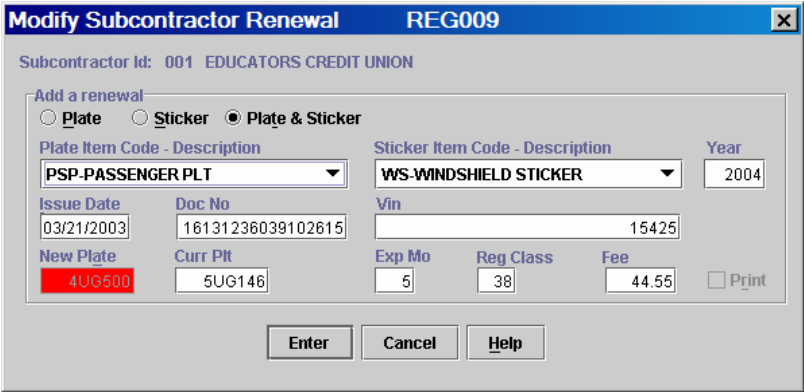
**Review, Deletion or Modification** to renewal entries must be completed before proceeding to the **Subcontractor Renewal Report - Final** (RTS.POS.2011) screen.

### Delete Entry

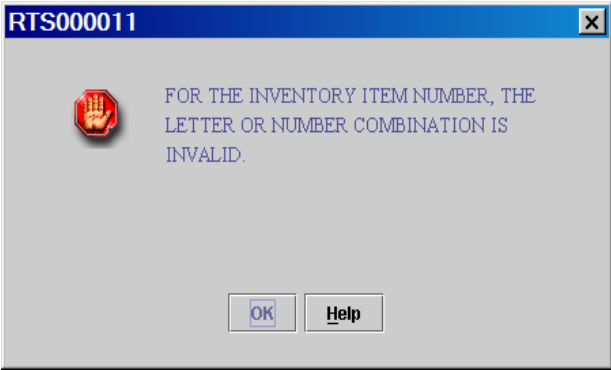
STEP	ACTION																																																		
1	To select an entry: Scroll through the list of entries, using the DOWN ARROW key.																																																		
2	Select an entry and press the spacebar to highlight the entry for deletion.																																																		
3	Select <b>Delete Entry</b> by pressing the ALT + “D” keys.  <p><b>Registration Subcontractor Renewal</b> REG007</p> <p>Subcontractor Id: 100 MR. ONE HUNDRES</p> <p>Add a renewal</p> <p><input type="radio"/> Plate <input checked="" type="radio"/> Sticker <input type="radio"/> Plate &amp; Sticker</p> <p>Plate Item Code - Description Sticker Item Code - Description Year</p> <p>Issue Date Doc No VIN</p> <p>New Plate Curr Plt Exp Mo Reg Class Fee</p> <p>Print Add</p> <p>Transaction Summary</p> <p>Error Records: 3 Transaction(s) Entered: 12</p> <table><thead><tr><th>Input</th><th>Print</th><th>Issue Date</th><th>Year</th><th>Plt Cd</th><th>New Plt No</th><th>Stkr Cd</th><th>Curr Plt No</th><th>Exp</th><th>Fee</th></tr></thead><tbody><tr><td></td><td></td><td>10/12/2004</td><td>2005</td><td></td><td></td><td>WS</td><td>ZNS61V</td><td>09/2004</td><td>62.80</td></tr><tr><td></td><td></td><td>10/12/2004</td><td>2005</td><td>PSP</td><td>456789</td><td>WS</td><td>PSX01H</td><td>09/2004</td><td>52.80</td></tr><tr><td></td><td></td><td>10/12/2004</td><td>2005</td><td>PSP</td><td>789456</td><td>WS</td><td>B54NCC</td><td>09/2004</td><td>70.80</td></tr><tr><td></td><td></td><td>10/12/2004</td><td>2005</td><td>TKP</td><td>123456</td><td>WS</td><td>ZW9538</td><td>09/2004</td><td>61.94</td></tr></tbody></table> <p>Delete Entry Modify Entry Subtotal: \$725.60</p> <p>Draft Report Enter Cancel Help</p>	Input	Print	Issue Date	Year	Plt Cd	New Plt No	Stkr Cd	Curr Plt No	Exp	Fee			10/12/2004	2005			WS	ZNS61V	09/2004	62.80			10/12/2004	2005	PSP	456789	WS	PSX01H	09/2004	52.80			10/12/2004	2005	PSP	789456	WS	B54NCC	09/2004	70.80			10/12/2004	2005	TKP	123456	WS	ZW9538	09/2004	61.94
Input	Print	Issue Date	Year	Plt Cd	New Plt No	Stkr Cd	Curr Plt No	Exp	Fee																																										
		10/12/2004	2005			WS	ZNS61V	09/2004	62.80																																										
		10/12/2004	2005	PSP	456789	WS	PSX01H	09/2004	52.80																																										
		10/12/2004	2005	PSP	789456	WS	B54NCC	09/2004	70.80																																										
		10/12/2004	2005	TKP	123456	WS	ZW9538	09/2004	61.94																																										
4	The <b>Confirm Delete</b> screen appears.  <p><b>Confirm Delete</b></p> <p>Are you sure you want to DELETE?</p> <p>Yes No</p> <ul style="list-style-type: none"><li>• If “Yes,” press “Y” or ENTER</li><li>• If “No,” press “N”</li></ul>																																																		
5	The <b>Registration Subcontractor Renewal</b> screen reappears. Repeat steps 1-3, as necessary.																																																		
7	If no deletions or changes are necessary, press the ENTER key to complete the bundle.																																																		

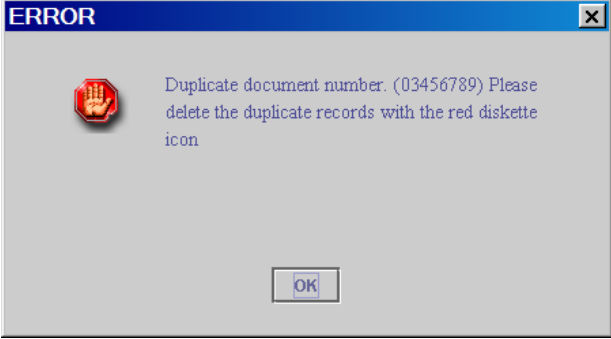
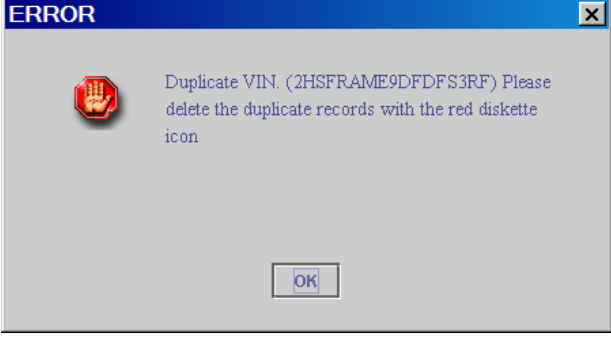

## Modify Entry

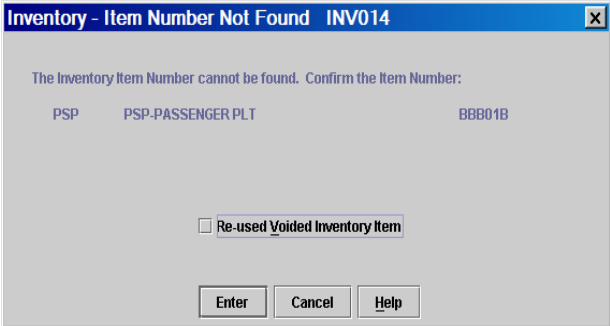
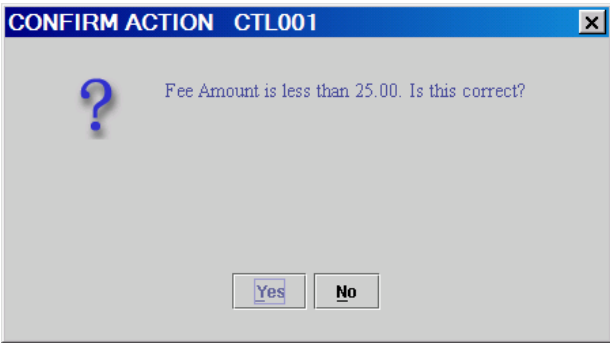
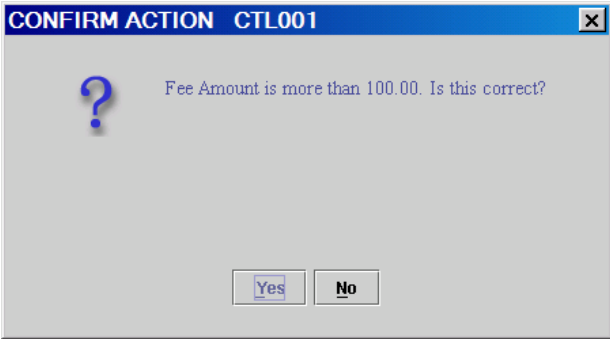
STEP	ACTION
1	To change a highlighted entry in the List Box, select <b>Modify Entry</b> by pressing the ALT + "M" keys.
2	<p>After selecting ENTER on the <b>Registration Subcontractor Renewal</b> (REG007) screen, if errors exist, the following message will appear, "Some renewals require correction or validation. Please select the icons with a red disk and select modify".</p>  <p>Select "OK" to return to the <b>Registration Subcontractor Renewal</b> (REG007) screen.</p>
3	<p>The <b>Registration Subcontractor Renewal</b> (REG007) screen displays the number of records in error <u>for each error message</u>.</p>  <p>Scroll down to the red diskette, highlight the line item, and select <b>Modify Entry</b>.</p>
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	<p>The <b>Modify Subcontractor Renewal</b> (REG007) screen appears displaying the error in red.</p>  <p>Make necessary corrections and select the ENTER key to return to the <b>Registration Subcontractor Renewal</b> (REG007) screen. The diskette icon will be black following modification and the recorded number of errors will change in red on the screen.</p>
6	<p>The total fees for the bundle appear on the <b>Confirm Action</b> (CTL001) screen.</p> <ul style="list-style-type: none"> <li>• If “Yes,” press “Y” or ENTER to view the <b>Subcontractor Renewal Report – Final</b> (RTS.POS.2011).</li> <li>• If “No,” press “N” to return to the <b>Registration Subcontractor Renewal</b> (REG007) screen.</li> </ul> <p><b>NOTE:</b> The screen states “Total is \$ XXXXX.”</p>
7	The <b>Subcontractor Renewal Report- Final</b> (RTS.POS.2011) appears.
8	To print the <b>Subcontractor Renewal Report - Final</b> , press the “P” letter key. <b>Otherwise</b> , press the ENTER key. The system returns to the <b>Main Menu</b> .

## Error Messages

STEP	ACTION
1	<p>When the inventory pattern is incorrect, error message RTS000011 is seen.</p>  <ul style="list-style-type: none"> <li>• Select “OK” and the <b>Modify Subcontractor Renewal</b> (REG007) screen appears displaying the error in red.</li> </ul>

STEP	ACTION
2	<p>When a record in the List Box has a duplicate document number the following error message appears.</p>  <ul style="list-style-type: none"> <li>• Select “OK” and the <b>Modify Subcontractor Renewal</b> (REG007) screen appears displaying the error in red.</li> </ul>
3	<p>When a record in the List Box has a duplicate <b>VIN</b> the following error message appears.</p>  <ul style="list-style-type: none"> <li>• Select “OK” and the <b>Modify Subcontractor Renewal</b> (REG007) screen appears displaying the error in red.</li> </ul>
4	<p>When a record in the List Box has a duplicate license plate number the following error message appears.</p>  <ul style="list-style-type: none"> <li>• Select “OK” and the <b>Modify Subcontractor Renewal</b> (REG007) screen appears displaying the error in red.</li> </ul>

STEP	ACTION
5	<p>The <b>Inventory – Item Number Not Found</b> (INV029) screen will appear, as warranted.</p> <ul style="list-style-type: none"> <li>• The Inventory should be allocated to the subcontractor.</li> <li>• If the inventory issued was not allocated to the subcontractor, the <b>Inventory - Item Number Not Found</b> (INV029) screen appears. Contact the inventory manager before proceeding.</li> </ul> 
6	<p>The <b>Confirm Action</b> (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?”</p>  <p>If the fee amount is over \$100.00, a message appears stating “Fee Amount” is more than \$100.00. Is this correct?”</p>  <ul style="list-style-type: none"> <li>• If “Yes,” press the “Y” or ENTER key and the <b>Registration Subcontractor Renewal</b> (REG007) screen reappears.</li> <li>• If “No,” press the “N” keys and the <b>Modify Subcontractor Renewal</b> (REG009) screen appears allowing correction.</li> </ul>

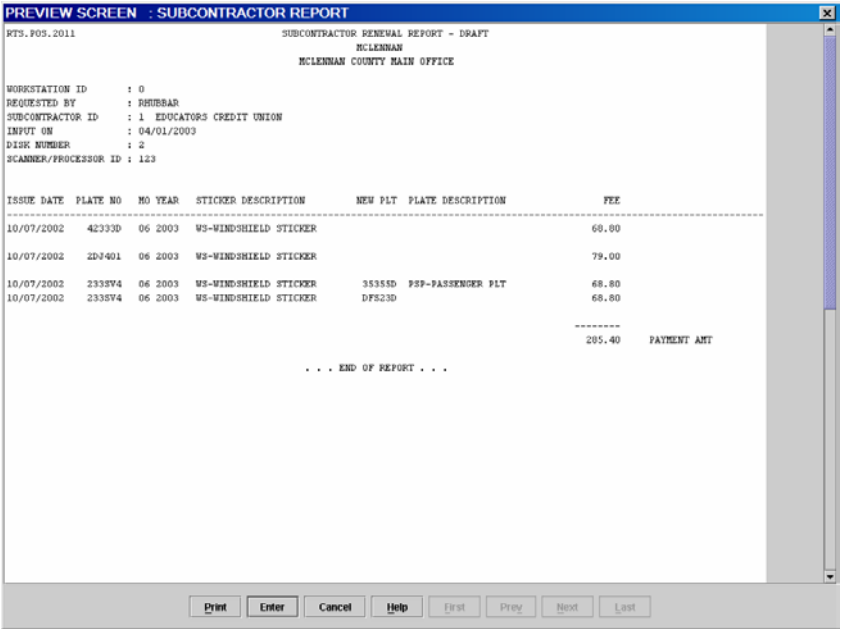


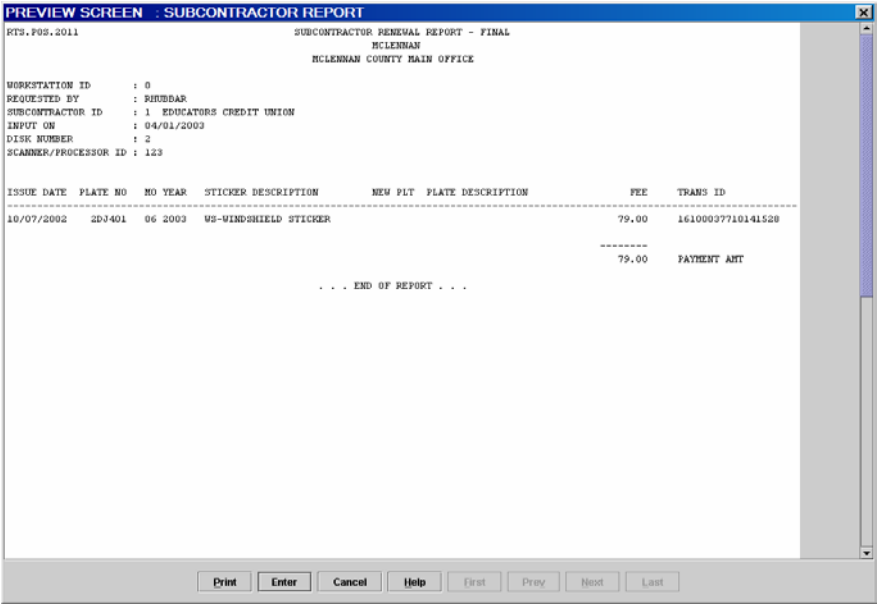
**To Leave The Subcontractor Renewal Event Before All Modifications In The Bundle Are Completed:**

STEP	ACTION
1	<p>If you decide <u>not</u> to modify the record, press the ESC key.</p> <ul style="list-style-type: none"> <li>The <b>Confirm Action</b> (CTL001) screen appears.</li> </ul> <p><b>NOTE:</b> The screen states “Are you sure that you do NOT want to modify the renewal record?”</p> <ul style="list-style-type: none"> <li>If “Yes,” press “Y” or ENTER.</li> <li>If “No,” press “N.”</li> </ul>
2	<p>If you decide to modify the record:</p> <p>If the cursor appears in the inventory <b>Year</b> field and the inventory year is <u>incorrect</u>:</p> <ul style="list-style-type: none"> <li>Use the BACKSPACE key to erase the incorrect information, type the correct information, and press the TAB key.</li> </ul>
3	<p>If the <b>Plate Item Code - Description, Sticker Item Code - Description, or Year</b> (of expiration of the new inventory) is <u>incorrect</u>:</p> <ul style="list-style-type: none"> <li>If issuing a sticker only, press the Shift + TAB keys.</li> <li>If issuing a plate and sticker, press the Shift + TAB keys, twice.</li> <li>If issuing a plate only, press the Shift + TAB keys, twice. <ul style="list-style-type: none"> <li>Press the first letter of the correct plate type</li> </ul> </li> <li>Press the UP ARROW/DOWN ARROW key, until the correct plate type appears.</li> </ul>
4	The <b>Issue Date</b> field is disabled.
5	<p>If the <b>Doc No</b> (the document number) is <u>incorrect</u>:</p> <ul style="list-style-type: none"> <li>Use the BACKSPACE key to erase the incorrect information and type the correct information.</li> <li>Press the TAB key.</li> </ul>
6	<p>If the <b>VIN</b> (the vehicle identification number) is <u>incorrect</u>:</p> <ul style="list-style-type: none"> <li>Use the BACKSPACE key to erase the incorrect information and type the correct information.</li> <li>Press the TAB key.</li> </ul>
7	<p>If the <b>New Plate No</b> is <u>incorrect</u>:</p> <p>To correct the <b>New Plate</b>,</p> <ul style="list-style-type: none"> <li>Use the BACKSPACE key to erase the incorrect information and type the correct information.</li> </ul>
8	<p>If the <b>Curr Plt</b> (the current plate number) is <u>incorrect</u>:</p> <ul style="list-style-type: none"> <li>To correct the <b>Curr Plt</b></li> <li>Use the BACKSPACE key to erase the incorrect information and type the correct information.</li> <li>Press the TAB key.</li> </ul>
9	<p>If the <b>Exp Mo, Reg Class</b> and/or <b>Fee</b> is <u>incorrect</u>:</p> <ul style="list-style-type: none"> <li>Press the TAB key as many times as necessary to advance to a field with incorrect information.</li> <li>Use the BACKSPACE key to erase the incorrect information and type the correct information.</li> </ul>
10	The <b>Print</b> function is disabled.

STEP	ACTION
11	Press the ENTER key. The <b>Subcontractor Renewal</b> 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:**

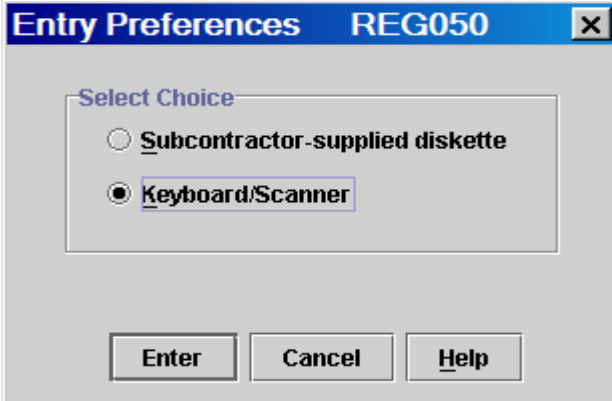
STEP	ACTION
1	<p>To print a draft report of entries made, if desired:</p> <ul style="list-style-type: none"> <li>Press the ALT + "O" keys to select <b>Draft Report</b>.</li> <li>The <b>Subcontractor Renewal Report - Draft</b> (RTS.POS.2011) screen appears. Press the "P" letter key.</li> </ul> <p><b>NOTE:</b> The <b>Draft Report</b> does not show the Transaction ID for any renewal.</p> 
2	<p>From the <b>Registration Subcontractor Renewal</b> screen press the ESC key.</p> <ul style="list-style-type: none"> <li>The <b>Confirm Action</b> (CTL001) screen appears.</li> </ul> <p><b>NOTE:</b> The screen states "Select 'Yes' to keep Bundle."</p> <ul style="list-style-type: none"> <li>Press the "Y" key to save the bundle.</li> </ul> <ul style="list-style-type: none"> <li>When returning to the <b>Subcontractor Renewal</b> event, the <b>Registration Subcontractor Renewal</b> screen List Box will show the renewals in the bundle that were entered previously.</li> </ul> <p><b>NOTE:</b> If the "N" key is pressed the bundle is deleted and the diskette must be reentered.</p>

STEP	ACTION
3	<p>The <b>Subcontractor Renewal Report - Final</b> (RTS.POS.2011) screen appears at the completion of a bundle. To print press the “P” letter key.</p> 

## Manual Entry – Keyboard/Scanner

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

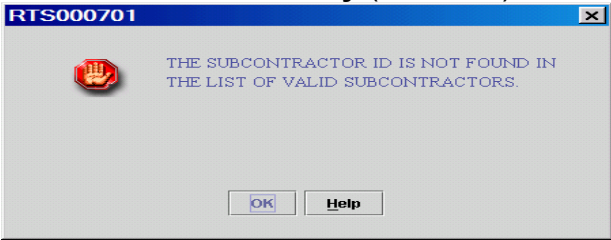
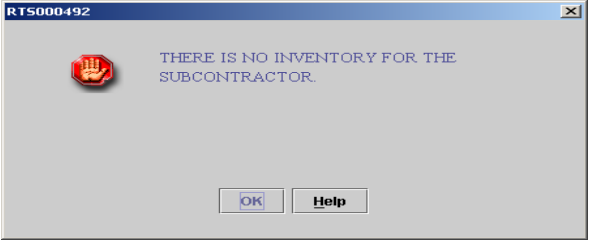
### ENTRY PREFERENCES



NEW  
SCREEN

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

## SUBCONTRACTOR ENTRY

STEP	ACTION
1	<p>Enter the <b>Subcontractor Id</b> number and press the TAB key.</p> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>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 <b>Subcontractor Entry (REG006)</b> screen and the field is red.</li> </ul> 
2	<p><b>Subcontractor Name and Address</b> field populates based on the subcontractor id.</p> <p><b>NOTE:</b> Inventory will appear in the List Box when the subcontractor has <b>allocated plate inventory</b>. If <b>no plate inventory is allocated</b> error RTS000492 appears.</p> 
3	Enter the date registration was issued by the subcontractor in the <b>Issue Date (MM/DD/YYYY)</b> field.
4	<p>Press the ENTER key to continue to the <b>Registration Subcontractor Renewal (REG007)</b> screen.</p> <p>Or</p> <p>Press the ESC key to return to the Main Menu.</p>

## SUBCONTRACTOR RENEWAL

Registration Subcontractor Renewal REG007

Subcontractor Id: 001 EDUCATOR'S CREDIT UNION

Add a renewal

☐ Plate
 ☒ Sticker
 ☐ Plate & Sticker

Plate Item Code - Description:   
 Sticker Item Code - Description: WS-WINDSHIELD STICKER

Year: 2005

Issue Date: 09/15/2004  
 Doc No:   
 VIN:   
 New Plate:   
 Curr Plt:   
 Exp Mo: 9  
 Reg Class: 25  
 Fee:   
☒ Print

Add

Transaction Summary

Transaction(s) Entered: 3

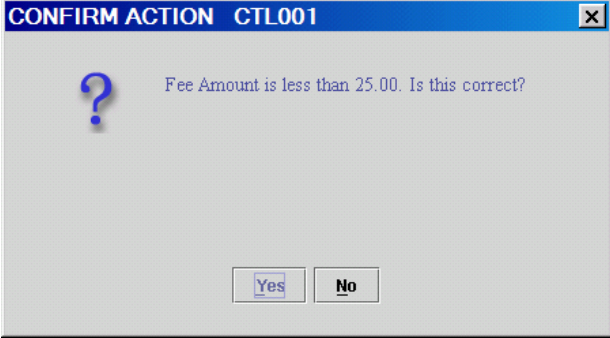
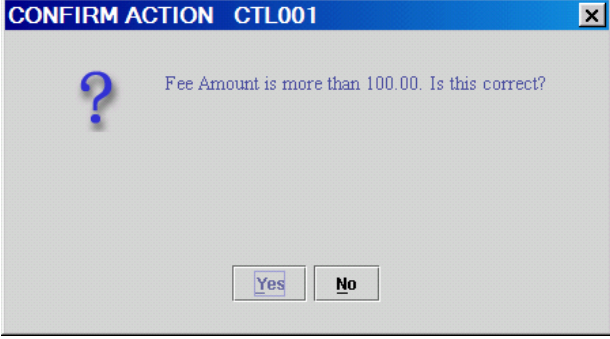
Input	Print	Issue Date	Year	Plt Cd	New Plt No	Stkr Cd	Curr Plt No	Exp	Fee
		09/15/2004	2005			WS	S01RTF	09/2004	50.80
		09/15/2004	2005			WS	F34DGH	09/2004	58.80
		09/15/2004	2005			WS	R27FGD	09/2004	50.80

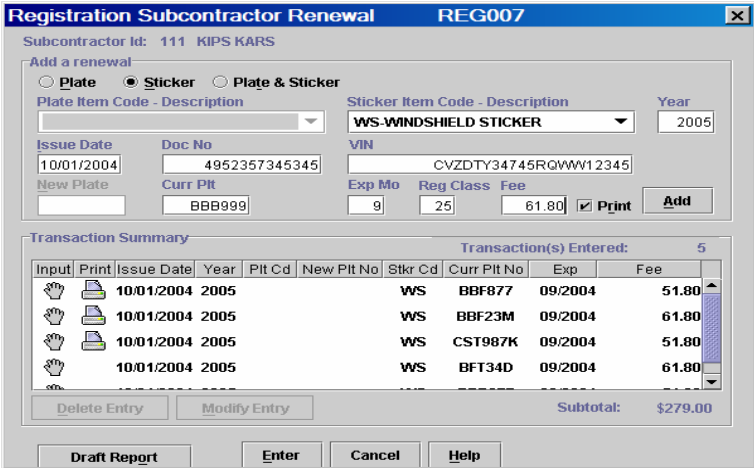
Delete Entry Modify Entry Subtotal: \$160.40

Draft Report Enter Cancel Help

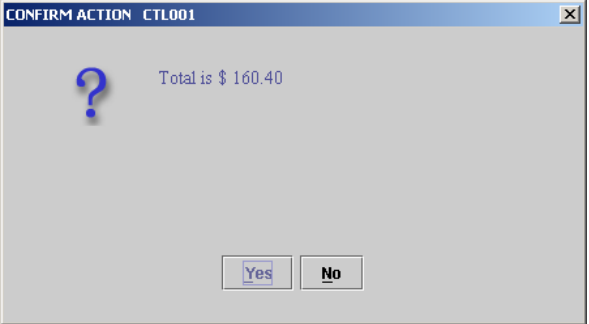
STEP	ACTION
5	The screen defaults to issue a <b>Sticker</b> . If applicable, press the ALT + "P" keys to change to Plate or press the ALT + "T" keys to change to Plate & Sticker.
6	<p>The system defaults to <b>Sticker Item Code - Description</b> (WS-Windshield Sticker), <b>Year</b> (current renewal year) and the <b>Issue Date</b> entered on the previous screen. Select the appropriate plate item code and/or select the appropriate sticker item code:</p> <ul style="list-style-type: none"> <li>• If each of the above is <u>correct</u>, proceed to Step 9.</li> <li>• 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.</li> <li>• Press the TAB key to continue.</li> </ul>
7	If necessary, change the <b>Year</b> and press the TAB key.
8	<p>If the <b>Issue Date</b> is incorrect (the date the renewal was issued by the subcontractor):</p> <ul style="list-style-type: none"> <li>• Press the TAB key. Type the correct date (MM/DD/YYYY).</li> <li>• Press the TAB key.</li> </ul> <p><b>NOTE:</b> If you change the date within the same batch, you will receive a separate registration report for each date entered.</p>
9	The user is encouraged to pay particular attention to the <b>Doc No.</b> , <b>VIN</b> , and <b>Plate</b> 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	<p>The <b>Doc No</b> field is required to add a subcontractor renewal transaction to the List Box. It is a 17-digit field.</p> <ul style="list-style-type: none"> <li>• Type the 17-digit document number in the <b>Doc No</b> field.</li> <li>• Press the TAB key to continue.</li> </ul> <p><b>NOTE:</b> If you scanned the renewal, the system will automatically enter this information.</p>

STEP	ACTION
11	<p>The <b>VIN</b> field is required to add a subcontractor renewal transaction to the List Box. It is a 22-digit field.</p> <ul style="list-style-type: none"> <li>Type the vehicle identification number in the <b>VIN</b> field.</li> <li>Press the TAB key to continue.</li> </ul> <p><b>NOTE:</b> If you scanned the renewal, the system will automatically enter this information. (The VIN is not required when processing a no VIN trailer.)</p>
12	<p>If applicable, type the number of the new plate in the <b>New Plate</b> field. Press the TAB key.</p> <p><b>NOTE:</b> This field will only appear if issuing Plate or Plate and Sticker.</p> <ul style="list-style-type: none"> <li>Inventory should be allocated to the subcontractor.</li> </ul> <p><b>NOTE:</b> If you scanned the renewal, the system will automatically enter this information.</p> <ul style="list-style-type: none"> <li>If issued inventory is not allocated to the subcontractor, the <b>Inventory - Item Number Not Found</b> (INV029) screen appears. Contact the inventory manager before proceeding.</li> </ul> <ul style="list-style-type: none"> <li>Press the ALT + "V" keys if this item was voided inventory and needs to be reused.</li> <li>Press the ENTER key if the inventory is not voided and you want to use it.</li> </ul>
13	<p>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:</p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>NOTE:</b> 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.</p> <p><b>NOTE:</b> 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.</p> <p>***If renewal is scanned, proceed to Step 18.</p>
14	<p>Type the plate number currently on the vehicle in the <b>Curr Plt</b> field. Press the TAB key.</p> <p><b>NOTE:</b> If renewal is scanned, the system will automatically enter this information.</p>
15	<p>Type the number of the month of expiration in the <b>Exp Mo</b> field. Press the TAB key.</p> <p><b>NOTE:</b> Scanned renewal will automatically enter this information.</p>
16	<p>Type the numerical registration class in the <b>Reg Class</b> field. Press the TAB key.</p>

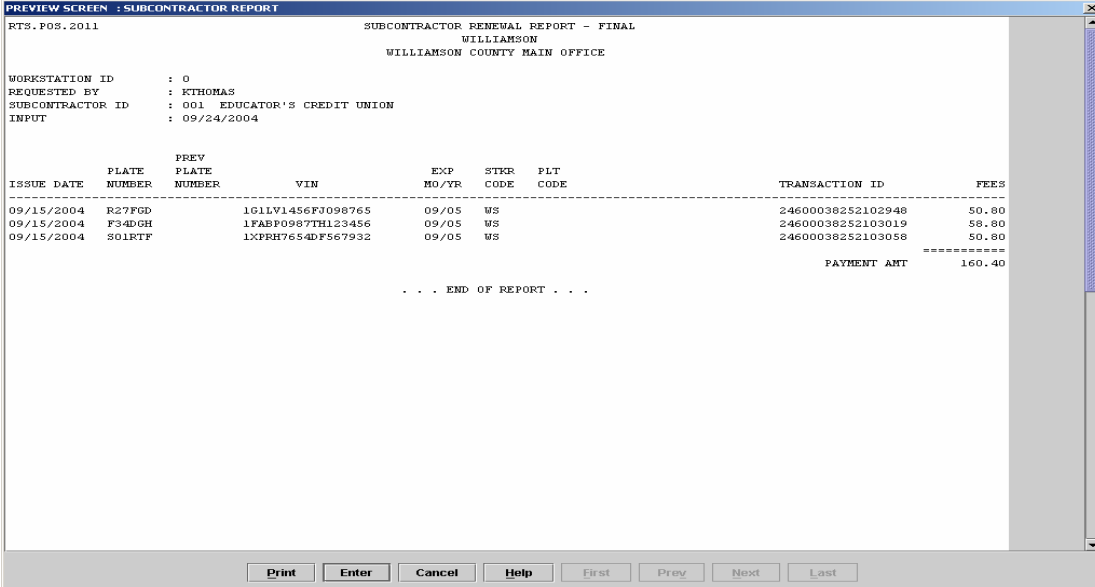
STEP	ACTION
17	<p>Type the total fee in the <b>Fee</b> field. Press the TAB key.</p> <p><b>NOTE:</b> If renewal is scanned, the system will automatically enter this information.</p>
18	<p>The print feature is enabled and defaults to “√” checked. Press the ALT + “R” keys to remove a check “√” in the checkbox beside <b>Print</b> for each entry <u>not</u> requiring a printed receipt.</p>
19	<p>After verifying the entered information, press the ALT + “A” keys to <b>Add</b> the registration information to the List Box.</p> <ul style="list-style-type: none"> <li>If the fee is less than \$25 or more than \$100, the <b>Confirm Action</b> (CTL001) screen appears.</li> </ul> <p><b>NOTE:</b> A <b>Confirm Action</b> (CTL001) screen appears and message states “Fee Amount is less than \$25.00. Is this correct?”</p>  <p>If the fee amount is over \$100.00, a message appears stating “Fee Amount” is more than \$100.00. Is this correct?”</p>  <ul style="list-style-type: none"> <li>If “Yes,” press the “Y” or ENTER key. The renewal information appears in the List Box.</li> <li>If “No,” press the “N” keys.</li> </ul>
20	<p>In the List Box the vehicle renewal information appears as follows:</p> <ul style="list-style-type: none"> <li>The <b>Input</b> column indicates the method of entry. A “Hand” icon indicates “keyboard/scanner” entry mode.</li> <li>The <b>Print</b> column indicates the print function was selected and that a sticker will be printed for that particular transaction.</li> <li>The <b>Issue Date</b> column supplies the date entered on the previous screen.</li> <li>The <b>Year</b> column indicates the new expiration year (after renewal).</li> <li>The <b>Plt Cd</b> column indicates the new plate type code if “Plate” or</li> </ul>

STEP	ACTION
	<p>“Plate and Sticker” is selected.</p> <ul style="list-style-type: none"> <li>The <b>New Plt No</b> column indicates the new plate number if “Plate” or “Plate and Sticker” is selected.</li> <li>The <b>Stkr Cd</b> column indicates the sticker type if “Plate” or “Plate and Sticker” is selected. (Ex: WS, US etc...)</li> <li>The <b>Curr Plt No</b> column indicates the license plate number (after renewal).</li> <li>The <b>Exp</b> column indicates the registration month and year of expiration (before renewal).</li> <li>The <b>Fee</b> column denotes the total fees paid.</li> </ul> 
21	Receipts for all transactions <u>displaying a print symbol</u> will print when entry is complete and the ENTER key is selected.
22	<p>Press the ALT + “A” keys or the ENTER key to <b>add</b> a transaction to the List Box.</p> <p><b>NOTE:</b> Once the transaction appears in the List Box the cursor returns to the doc no field.</p>
23	“To review, delete or change renewal entries in the List Box,” follow the corresponding instructions in this section.
24	<p>For each renewal in the bundle, repeat the appropriate steps.</p> <ul style="list-style-type: none"> <li>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.</li> </ul>
25	<p>Once all renewals in the bundle have been entered, press the ENTER key.</p> <ul style="list-style-type: none"> <li>The total fees for the bundle appear on the <b>Confirm Action</b> (CTL001) screen.</li> <li>If “Yes,” press “Y” or ENTER.</li> <li>If “No,” press “N.”</li> </ul> <p><b>NOTE:</b> The screen states “Total is \$ XXXXX.”</p>



STEP	ACTION
	
26	<p>Receipts for all transactions displaying a print symbol will print when entry is complete and the ENTER key is pressed.</p> <ul style="list-style-type: none"> <li>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.</li> <li>The receipt is on top 2/3 of form and the sticker is on bottom 1/3 of the form.</li> <li>See an example below.</li> </ul>
27	The <b>Subcontractor Renewal Report- Final</b> (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

ISSUE DATE	PLATE NUMBER	PREV PLATE NUMBER	VIN	EXP MO/YR	STKR CODE	PLT CODE	TRANSACTION ID	FEES
09/15/2004	R27FGD		1G1LV1456FJ098765	09/05	WS		24600038252102948	50.80
09/15/2004	F34DGH		1FABP0987THL23456	09/05	WS		24600038252103019	58.80
09/15/2004	501RTF		1XPRH7654DF567932	09/05	WS		24600038252103058	50.80
PAYMENT AMT								160.40

... END OF REPORT ...

Print Enter Cancel Help First Prev Next Last

STEP	ACTION
28	If the <b>Subcontractor Renewal Report</b> is more than one page: <ul style="list-style-type: none"> <li>To view the Next Page, press the “N” letter key.</li> <li>To view the Previous Page, press the “V” letter key.</li> </ul>
29	To print the <b>Subcontractor Renewal Report – Final</b> (RTS.POS.2011), press the “P” letter key. <b>Otherwise</b> , press the ENTER key. The system returns to the <b>Main Menu</b> .

## 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


ISSUE DATE   PLATE   PREV   EXP   STKR   PLT   TRANSACTION ID   FEES
              NUMBER  PLATE  MO/YR  CODE  CODE
              NUMBER  NUMBER
-----
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

PLATE NO: R27FGD

DOCUMENT NO: 00011100012345678

SUBCONTRACTOR NAME AND ADDRESS  
 EDUCATOR'S CREDIT UNION  
 4356 SUBCON DRIVE  
 SAN MARCOS, TX 77778

TAC NAME: DEBORAH M. HUNT

DATE: 09/21/2004

TIME: 08:32AM

EMPLOYEE ID: KTHOMAS

EFFECTIVE DATE: 09/15/2004

EXPIRATION DATE: 9/2005

TRANSACTION ID: 24600038249083238

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
VEHICLE RECORD NOTATIONS		TOTAL	\$	50.80


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



000577261

Peel sticker from corners.

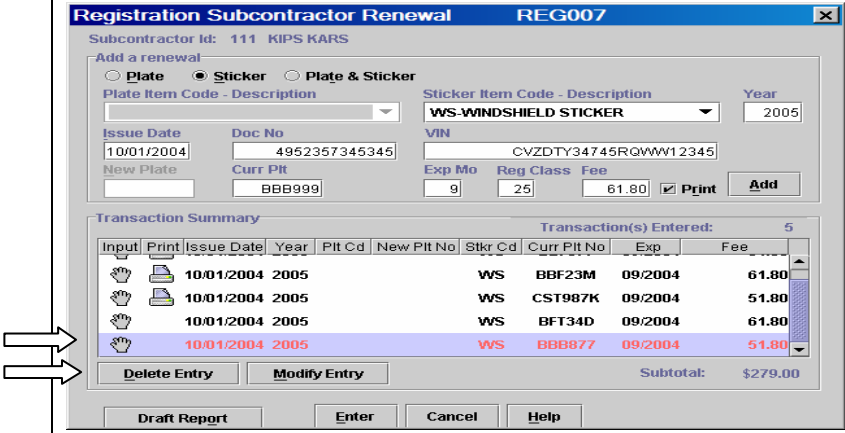
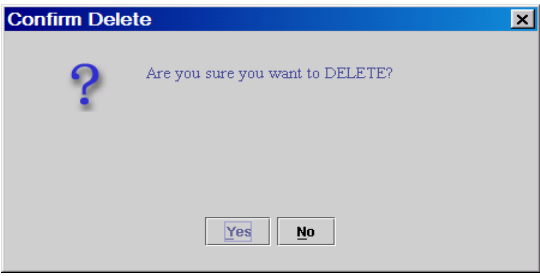


**DO NOT ATTEMPT TO REMOVE WINDOW STICKER FROM THIS SIDE OF FORM**

- 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	<p>Press the TAB key repeatedly until the cursor appears in the <b>List Box</b>.</p> <p><b>NOTE:</b> 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.</p>
2	To scroll through the list of entries, use the DOWN ARROW key.
3	<p>Select an entry by pressing UP and DOWN ARROW and press the spacebar to highlight the entries for deletion.</p>  <p><b>NOTE:</b> Multiple items in the List Box may be <u>deleted</u>;</p> <ul style="list-style-type: none"> <li>• Highlight a selection</li> <li>• Press the "Shift" key</li> <li>• Use the mouse to select multiple items.</li> </ul>
4	<p>If no deletions or changes are necessary, press the ENTER key to complete the bundle. <b>Otherwise</b>, follow the applicable instructions below.</p> <ul style="list-style-type: none"> <li>• To delete a <u>highlighted</u> entry in the List Box, select <b>Delete Entry</b> by pressing the ALT + "D" keys.</li> <li>• The <b>Confirm Delete</b> screen appears.</li> </ul>  <ul style="list-style-type: none"> <li>• If "Yes," press "Y" or ENTER.</li> <li>• If "No," press "N."</li> </ul>

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

## Modify Subcontractor Renewal

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

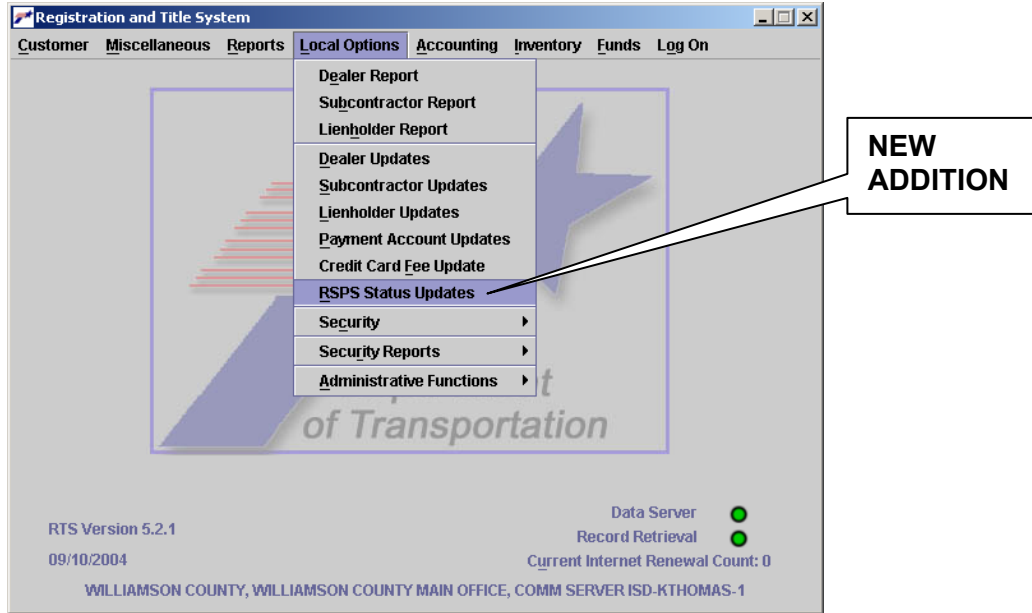
STEP	ACTION
1	<p>If you decide <u>not</u> to modify the record, press the ESC key.</p> <ul style="list-style-type: none"> <li>The <b>Confirm Action</b> (CTL001) screen appears.</li> </ul> <p><b>NOTE:</b> The <b>Confirm Action</b> (CTL001) screen appears and the message states “Are you sure that you do NOT want to modify the renewal record?”</p> <ul style="list-style-type: none"> <li>If “Yes,” press “Y” or ENTER.</li> <li>If “No,” press “N.”</li> </ul>
2	<p>If you decide <u>to</u> modify the record:</p> <ul style="list-style-type: none"> <li>The cursor appears in the inventory <b>Year</b> field. If the inventory year is <u>incorrect</u>: <ul style="list-style-type: none"> <li>Use the BACKSPACE key to erase the incorrect information and type the correct information.</li> <li>Press the TAB key.</li> </ul> </li> </ul>
3	<p>If the <b>Plate Item Code – Description</b> or <b>Sticker Item Code – Description</b> is <u>incorrect</u>:</p> <ul style="list-style-type: none"> <li>If issuing a sticker only, press the Shift + TAB keys.</li> <li>If issuing a plate and sticker, press the Shift + TAB keys, twice.</li> <li>If issuing a plate only, press the Shift + TAB keys, twice. <ul style="list-style-type: none"> <li>Press the first letter of the correct plate type And/Or</li> <li>Press the UP ARROW/DOWN ARROW key, until the correct plate type appears.</li> </ul> </li> </ul>
4	<p>If the <b>Issue Date</b> (the date the renewal was issued by subcontractor) is <u>incorrect</u>:</p> <ul style="list-style-type: none"> <li>There is no need to erase type over the existing date using the correct date (MM/DD/YYYY).</li> <li>Press the TAB key.</li> </ul>

STEP	ACTION
5	<p>If the <b>Doc No</b> (the document number) is <u>incorrect</u>:</p> <ul style="list-style-type: none"> <li>• Use the BACKSPACE key to erase the incorrect information and type the correct information.</li> <li>• Press the TAB key.</li> </ul>
6	<p>If the <b>VIN</b> (the vehicle identification number) is <u>incorrect</u>:</p> <ul style="list-style-type: none"> <li>• Use the BACKSPACE key to erase the incorrect information and type the correct information.</li> <li>• Press the TAB key.</li> </ul>
7	<p>If the <b>New Plate</b> is <u>incorrect</u>:</p> <ul style="list-style-type: none"> <li>• To correct the <b>New Plate</b></li> <li>• Use the BACKSPACE key to erase the incorrect information and type the correct information.</li> <li>• Press the TAB key.</li> </ul>
8	<p>If the <b>Curr Plt No</b> (the current plate number) is <u>incorrect</u>:</p> <ul style="list-style-type: none"> <li>• To correct the Curr Plt No</li> <li>• Use the BACKSPACE key to erase the incorrect information and type the correct information.</li> <li>• Press the TAB key.</li> </ul>
9	<p>If the <b>Exp Mo</b>, <b>Reg Class</b> and/or <b>Fee</b> is <u>incorrect</u>:</p> <ul style="list-style-type: none"> <li>• Press the TAB key as many times as necessary to advance to a field with incorrect information.</li> <li>• Use the BACKSPACE key to erase the incorrect information and type the correct information.</li> </ul>
10	<p>If the user failed to deselect the print function initially the modify function can be used to receive a printed receipt. On the <b>Modify Subcontractor Renewal</b> (REG009) screen press the ALT + "R" keys to place a check "√" in the checkbox next to print on the screen.</p> <p><b>NOTE:</b> A printer symbol appears in the Print column of the List Box signifying selection of the print function.</p> <p><b>NOTE:</b> Receipts for all transactions displaying a print symbol will print when entry is complete and the ENTER key is pressed.</p>
11	<p>Press the ENTER key. The <b>Subcontractor Renewal</b> screen reappears. To modify more entries, repeat steps 1-11 as needed.</p>

## ***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 from an RTS workstation and to record the updates from RSPS laptops into 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**



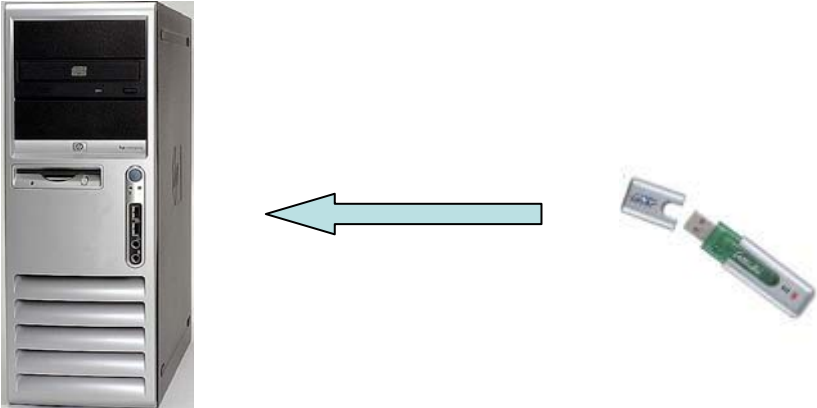
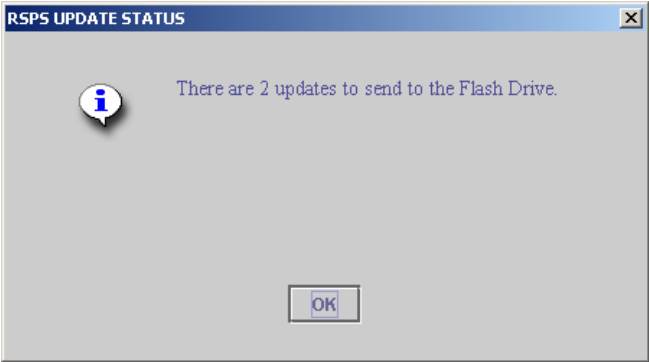
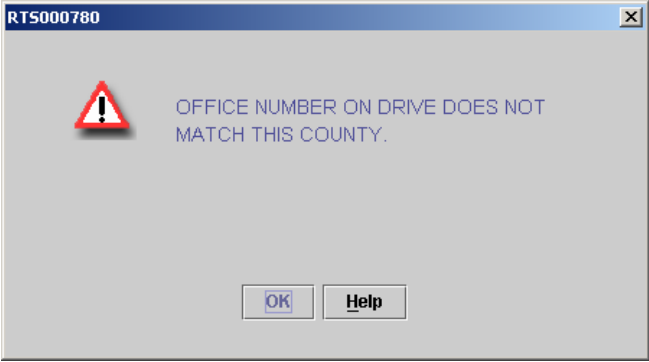
STEP	ACTION
1	Select <b>Local Options</b> by pressing the ALT + "L" keys.
2	Select <b>RSPS Status Updates</b> by pressing the "R" key.
3	The <b>RSPS Update Status</b> (RSP001) screen appears.

### **RSPS STATUS UPDATE**

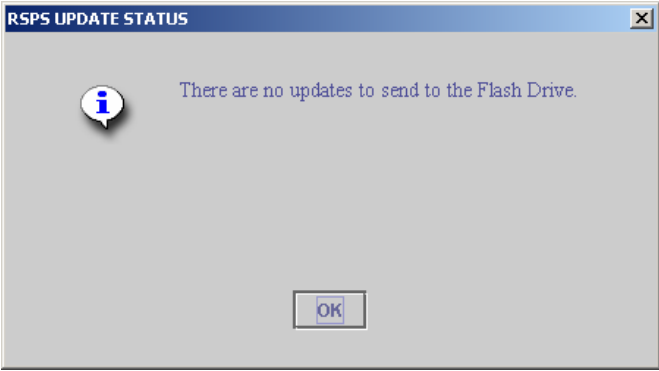
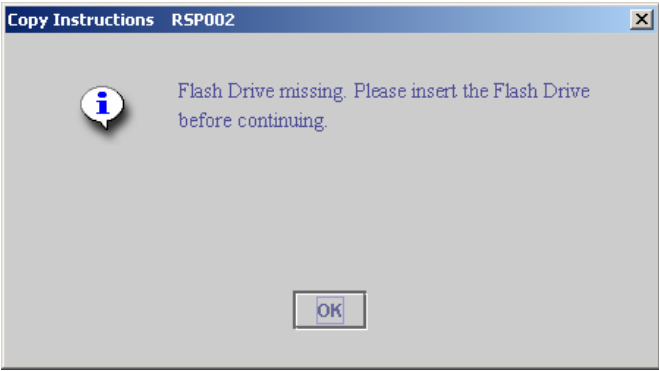
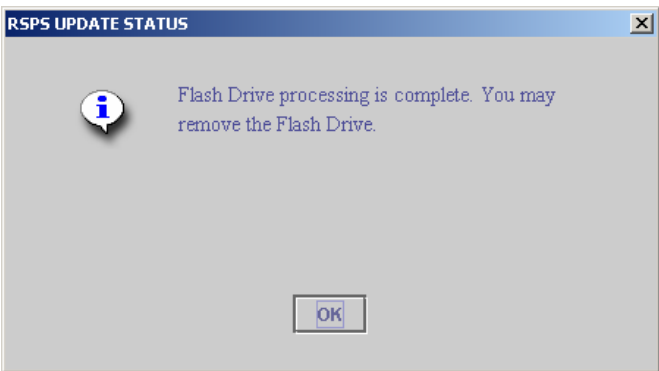
The screenshot shows the 'RSPS Status Update RSP001' screen. It has a title bar with the text 'RSPS Status Update RSP001'. The main area contains:
 

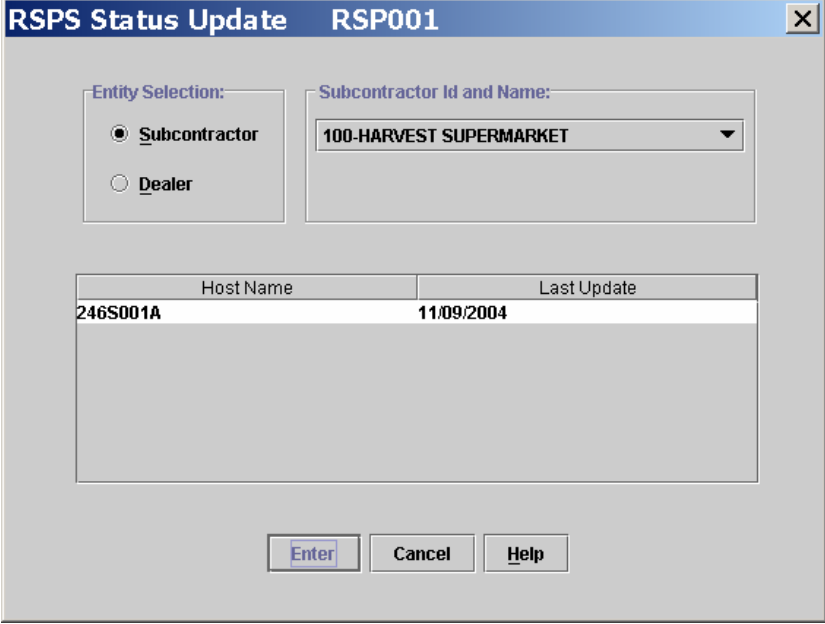
- Entity Selection:** Two radio buttons, 'Subcontractor' (selected) and 'Dealer'.
- RSPS ID:** A dropdown menu showing '11'.
- RSPS Name:** A dropdown menu showing 'RAY'S PERFECT STORE'.
- Table:** A table with two columns, 'Host Name' and 'Last Update'. The table body is empty.
- Buttons:** 'Enter', 'Cancel', and 'Help' buttons at the bottom.

 A callout box with the text 'NEW SCREEN' points to the right side of the form.

STEP	ACTION
4	The <b>Entity Selection</b> box defaults to Subcontractor.
5	The <b>Subcontractor ID and Name</b> 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 <b>Host Name/Last Update</b> box displays the host name of the subcontractor or dealer RSPS laptop for the immediate prior update and the date.
7	<p>Insert the <b>USB Flash Drive</b> <u>into</u> the USB port on the RTS workstation and select ENTER.</p> 
8	<p>The <b>RSPS Update Status</b> screen appears, informing the user of the number of system updates available to be <i>uploaded</i> from the RTS workstation to the USB Flash Drive. Select OK.</p> 
9	<p>If the office number on the USB Flash Drive does not match the RTS workstation office number, the <b>RTS000780</b> screen appears. Select OK.</p> 



STEP	ACTION
10	<p>If there are no system updates to send to the USB Flash Drive, the <b>RSPS Update Status</b> screen appears with message, “There are no updates to send to the Flash Drive”. Select OK.</p> 
11	<p>If the USB Flash Drive has not been inserted into the USB port, the <b>Copy Instructions</b> screen (RSP002) appears. Insert the USB Flash Drive and select OK.</p> 
12	<p>The <b>RSPS Update Status</b> 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 <i>downloaded</i> from the USB Flash Drive to the RTS workstation, and (2) new updates have been <i>uploaded</i> from the RTS workstation to the USB Flash Drive. Select OK.</p> 

STEP	ACTION
13	<p>The <b>RSPS Status Update</b> screen (RSP001) appears, now including the host name of the subcontractor or dealer RSPS laptop for the immediate prior update and the current date.</p> <p><b>Note:</b> Host name for the immediate prior update and current date will not appear for the initial use of the USB Flash Drive.</p> 
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)

RTS.POS.5161

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

INVENTORY DETAIL REPORT

WILLIAMSON

WILLIAMSON COUNTY MAIN OFFICE

New "Reprinted" sticker column

ITEM DESCRIPTION	ITEM YEAR	ITEM 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-KTHOMAS
			24600038248095001	S				E-KTHOMAS
TOTAL WINDSHIELD STICKER 2005:				10	1	0		
. . . END OF REPORT . . .								

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

Reflects POS sticker activity

RUNDATE 09/20/2004

RUNTIME 10:14:51

PAGE 1

# 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

Item number  
no longer  
shown for  
printable  
stickers

			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

# INVENTORY SUMMARY REPORT (RTS.POS.5221)

RTS.POS.5221

INVENTORY SUMMARY REPORT  
HOOD  
HOOD COUNTY MAIN OFFICE

New "Quantity Reprinted" column

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 DESCRIPTION	ITEM YEAR	QUANTITY SOLD	QUANTITY VOIDED	QUANTITY REUSED	QUANTITY 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 . . .

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 CODE	ITEM DESCRIPTION	ITEM YEAR	QUANTITY	BEGIN NUMBER	END NUMBER	EMPLOYEE ID	ISSUED TRANS 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 CODE	ITEM DESCRIPTION	ITEM YEAR	QUANTITY	BEGIN NUMBER	END NUMBER	EMPLOYEE ID	ISSUED TRANS 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 HOLD/RELEASE EVENT:

ITEM CODE	ITEM DESCRIPTION	ITEM YEAR	QUANTITY	BEGIN NUMBER	END NUMBER
FRP	FARM TRLR PLT		1	12T001	001
PSP	PASSENGER PLT		1	BBB009	009

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)

## New – Part J:

- Lists stickers that were reprinted at POS
- Includes stickers that were originally printed from scanner and/or keyboard entry in the RTS Subcontractor Renewal event, then later reprinted at POS
- Sorted by workstation ID, employee ID, item code and item year

RTS.POS.9901 BATCH INVENTORY  
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 INVENTORY ITEMS WERE MISMATCHED:  
RTS990273-I-THERE ARE NO RECORDS 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	US	2005	2	YPV25K	5LMEU27LXWLJ08227	4		3
S001A	US	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	2005	17	YR9190	1GCDM19WXWB114006	4		3
S001A	WS	2005	17	YRY36F	YV1LS5642W1443486	3		3
S001A	WS	2005	17	YRY94G	1G6KD54Y7WU704050	4		3
S001A	WS	2005	17	YYM26X	4T1SV24E4KU104090	3		3
S001A	WS	2005	17	J70SFF	1N4DL01D4WC103302	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	2005	17	YR9190	1GCDM19WXWB114006	4		3
S001A	WS	2005	17	YRY36F	YV1LS5642W1443486	3		3
S001A	WS	2005	17	YRY94G	1G6KD54Y7WU704050	4		3
S001A	WS	2005	17	YYM26X	4T1SV24E4KU104090	3		3
S001A	WS	2005	17	J70SFF	1N4DL01D4WC103302	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	2005	17	YR9190	1GCDM19WXWB114006	4		3
S001A	WS	2005	17	YRY36F	YV1LS5642W1443486	3		3
S001A	WS	2005	17	YRY94G	1G6KD54Y7WU704050	4		3
S001A	WS	2005	17	YYM26X	4T1SV24E4KU104090	3		3
S001A	WS	2005	17	J70SFF	1N4DL01D4WC103302	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	2005	17	YR9190	1GCDM19WXWB114006	4		3
S001A	WS	2005	17	YRY36F	YV1LS5642W1443486	3		3
S001A	WS	2005	17	YRY94G	1G6KD54Y7WU704050	4		3
S001A	WS	2005	17	YYM26X	4T1SV24E4KU104090	3		3
S001A	WS	2005	17	J70SFF	1N4DL01D4WC103302	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	2005	17	YR9190	1GCDM19WXWB114006	4		3
S001A	WS	2005	17	YRY36F	YV1LS5642W1443486	3		3
S001A	WS	2005	17	YRY94G	1G6KD54Y7WU704050	4		3
S001A	WS	2005	17	YYM26X	4T1SV24E4KU104090	3		3
S001A	WS	2005	17	J70SFF	1N4DL01D4WC103302	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	2005	17	YR9190	1GCDM19WXWB114006	4		3
S001A	WS	2005	17	YRY36F	YV1LS5642W1443486	3		3
S001A	WS	2005	17	YRY94G	1G6KD54Y7WU704050	4		3
S001A	WS	2005	17	YYM26X	4T1SV24E4KU104090	3		3
S001A	WS	2005	17	J70SFF	1N4DL01D4WC103302	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	2005	17	YR9190	1GCDM19WXWB114006	4		3
S001A	WS	2005	17	YRY36F	YV1LS5642W1443486	3		3
S001A	WS	2005	17	YRY94G	1G6KD54Y7WU704050	4		3
S001A	WS	2005	17	YYM26X	4T1SV24E4KU104090	3		3
S001A	WS	2005	17	J70SFF	1N4DL01D4WC103302	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	2005	17	YR9190	1GCDM19WXWB114006	4		3
S001A	WS	2005	17	YRY36F	YV1LS5642W1443486	3		3
S001A	WS	2005	17	YRY94G	1G6KD54Y7WU704050	4		3
S001A	WS	2005	17	YYM26X	4T1SV24E4KU104090	3		3
S001A	WS	2005	17	J70SFF	1N4DL01D4WC103302	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	2005	17	YR9190	1GCDM19WXWB114006	4		3
S001A	WS	2005	17	YRY36F	YV1LS5642W1443486	3		3
S001A	WS	2005	17	YRY94G	1G6KD54Y7WU704050	4		3
S001A	WS	2005	17	YYM26X	4T1SV24E4KU104090	3		3
S001A	WS	2005	17	J70SFF	1N4DL01D4WC103302	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	2005	17	YR9190	1GCDM19WXWB114006	4		3
S001A	WS	2005	17	YRY36F	YV1LS5642W1443486	3		3
S001A	WS	2005	17	YRY94G	1G6KD54Y7WU704050	4		3
S001A	WS	2005	17	YYM26X	4T1SV24E4KU104090	3		3
S001A	WS	2005	17	J70SFF	1N4DL01D4WC103302	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	2005	17	YR9190	1GCDM19WXWB114006	4		3
S001A	WS	2005	17	YRY36F	YV1LS5642W1443486	3		3
S001A	WS	2005	17	YRY94G	1G6KD54Y7WU704050	4		3
S001A	WS	2005	17	YYM26X	4T1SV24E4KU104090	3		3
S001A	WS	2005	17	J70SFF	1N4DL01D4WC103302	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	2005	17	YR9190	1GCDM19WXWB114006	4		3
S001A	WS	2005	17	YRY36F	YV1LS5642W1443486	3		3
S001A	WS	2005	17	YRY94G	1G6KD54Y7WU704050	4		3
S001A	WS	2005	17	YYM26X	4T1SV24E4KU104090	3		3
S001A	WS	2005	17	J70SFF				

## SUBSTATION INVENTORY REPORT (RTS.POS.5923)

RTS.POS.5923

### SUBSTATION INVENTORY REPORT HOOD ANY SUBSTATION

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

New "Quantity Reprinted" column

ITEM DESCRIPTION	ITEM YEAR	QUANTITY SOLD	QUANTITY VOIDED	QUANTITY REUSED	QUANTITY 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 HOOD SUMMARY

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

New "Quantity Reprinted" column

ITEM DESCRIPTION	ITEM YEAR	QUANTITY SOLD	QUANTITY VOIDED	QUANTITY REUSED	QUANTITY 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 . . .



## MONTHLY PRODUCTION REPORT (RTS.PR.D.9482)

RTS.PR.D.9482  
PRD2

TEXAS DEPARTMENT OF TRANSPORTATION  
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  
RUNTIME 10:49:54

PAGE 1  
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 CODE	ITEM DESCRIPTION	ITEM YEAR	QUANTITY	BEGIN NUMBER	END NUMBER	QUANTITY	BEGIN NUMBER	END NUMBER
ATVS	ATV STICKER ITEM REJECTED BY SYSTEM: THIS ITEM CODE IS PRINTABLE.	2005	10	00051R	00060R			
WS	WINDSHIELD STICKER ITEM REJECTED BY SYSTEM: THIS ITEM CODE IS PRINTABLE.	2005	10	7386249WF	7386258WF			
TTS	TOW TRUCK VALIDATION STKR ITEM REJECTED BY SYSTEM: THIS ITEM CODE IS PRINTABLE.	2005	10	1TF	10TF			

. . . 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
<b><u>CUSTOMER</u></b>  <b>Registration Only</b>	Texas Online Internet Registration Renewal	<b>Problem:</b> The word "Official" misspelled.	<b>Fix completed:</b> <b>6490</b>
	County Processing (Vendor Payment Report)	<b>Problem:</b> Two copies are sent to every data server in IVTRS counties.	<b>Fix completed:</b> Now only one <b>7112</b>
	Internet Renewal	<b>Problem:</b> Did not delete transactions from the "shopping cart" when another county name was selected before completion of sale.	<b>Fix completed:</b> <b>6698 - 6790</b>
	Renewal (POS)	<b>Problem:</b> 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.	<b>Fix completed:</b> Now the Inventory Detail Report displays "U-ITEM NUMBER NOT FOUND" and on Part A of the BIAR Report. <b>6871</b>
<b><u>CUSTOMER</u></b>  <b>Title/Registration</b>	Title Application (Corrected)	<b>Problem:</b> 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.	<b>Fix completed:</b> The USA box will not be checked. If TX appears in the Country field, the address format will become international. <b>5914</b>
	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.	<b>Fix completed:</b> The USA box will not be checked. If TX appears in the Country field, the address format will become international. <b>6188</b>
		<b>Problem:</b> 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).	<b>Fix completed:</b> <b>6685</b>

PRIMARY EVENT SELECTION	SECONDARY EVENT SELECTION	ACTIVITY DESCRIPTION	STATUS
Cont'd... Title/Registration	COA	<b>Problem:</b> 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.	<b>Fix completed:</b> <b>7246</b>
<b><u>INVENTORY</u></b>	Receive Invoice	<b>Problem:</b> 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.	<b>Fix completed:</b> <b>4608</b>
	BIAR	<b>Problem:</b> 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).	<b>Fix completed:</b> All on one page <b>7128</b>
	Batch Inventory Action Report	<b>Problem:</b> Part G heading is printing in place of Part H heading.	<b>Fix completed:</b> <b>6364</b>
<b><u>GLOBAL</u></b>	Logon	<b>Problem:</b> 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.	<b>Fix completed:</b> Users should wait for the disclaimer panel before pressing enter, if a problem occurs an invalid user message appears. <b>7232</b>