

**INTRODUCTION TO VERSION 5.2.0**

**COUNTY**

**August 2004**

**TABLE OF CONTENTS**  
**INTRODUCTION TO RTS VERSION 5.2.0**  
**COUNTY**  
**August 2004**

OVERVIEW.....	4
STICKER/RECEIPT FORM – FRONT.....	5
STICKER/RECEIPT FORM – BACK.....	6
LOADING RTS 500 RECEIPT PAPER.....	7
LOADING THE STICKER/RECEIPT FORM.....	7
SCREEN DELETIONS AND CHANGES.....	8
Inventory – Sticker Number Confirmation (INV008).....	8
Inventory – Item Number Input (INV001)...(Sticker).....	8
Inventory – Registration Items (INV007)...(Sticker).....	8
REGISTRATION RENEWAL.....	9
Inquiry Key Selection (KEY001).....	9
Registration (REG003).....	9
Enter Registration Expiration Month and Year (REG029).....	10
Registration Renewal Receipt .....	10
Windshield Sticker Receipt.....	11
Universal License Plate Sticker Receipt.....	12
TITLE APPLICATION.....	13
No Owner Entry (TTL007).....	13
Enter Registration Expiration Month and Year (REG029).....	14
Title Application Receipt.....	14
Sticker Receipt.....	15
REPRINT REPORT.....	16
Select Receipt (CUS003).....	16
Select Receipt (CUS003).....	17
Reprint Receipt (RPR001).....	17
Reprinted Receipt.....	18
DUPLICATE RECEIPT.....	19
Receipt.....	20
REPLACEMENT.....	21

VOID TRANSACTION..... 21  
MODIFY..... 22  
LOCAL OPTIONS..... 22  
    Security Access Rights Reports (SEC006)..... 23  
    Security Access Rights Reports (SEC011)..... 23  
    Security Access Rights Reports (SEC012)..... 23  
REPORTS..... 24  
CLASSIC AND ANTIQUE VEHICLES/MOTORCYCLES..... 25  
MAILING ADDRESS ON TITLE AND RENEWAL  
STICKER/RECEIPT FORMS..... 25  
ACTIVITY CHANGES..... 26

**INTRODUCTION TO RTS VERSION 5.2.0  
POINT-OF-SALE STICKER PRINTING  
FOR THE COUNTIES  
August 2004**

**OVERVIEW**

Functional and procedural changes are in place in the Registration and Title System (RTS) accommodating the Point-of-Sale Sticker Printing version release. The following is an overview of those changes.

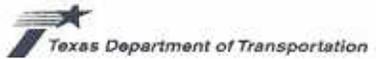
1. Color coded preprinted stickers cease to exist at county locations (except ATV stickers and Annual Permit stickers).
  - Windshield stickers and universal license stickers cease to be accountable inventory items.
  - RTS will no longer prompt for or present stickers as an inventory item.
2. Search by sticker number will no longer be available thru RTS because there is no longer a sticker number (the number appearing on Point-of-Sale stickers is a control number). Search by sticker number will still be available thru MVDI (if the record has a sticker number) at the Regional and Headquarters Offices.
3. Sticker/receipt will print on a new form. Receipt will reflect new font and size.
4. Receipts for transactions that do not include stickers remain the same.
5. Duplicate receipts will mirror originals.
6. Sticker/receipt may be reprinted and voided.
  - Reprints and voids are tracked and retained for audit purposes.
7. Non-attainment counties are identified by county name and sticker, a "Bar" will no longer appear on these stickers.
8. An additional tray is added to the existing county printers. Each printer will have two trays plus a manual feeding tray.
9. The Quick Counter event is eliminated.
10. Enhancement of the Reprint Receipt event allows reprint of all prior receipts.

## Sticker/Receipt Form

Until information is printed on the "blank" sticker/receipt form, it is a non-accountable item. The number appearing on the sticker is a control number used strictly for shipping and billing purposes.

Carefully follow sticker removal instructions on the front of the sticker/receipt form.

There are 125 sticker/receipt forms packaged in cellophane-wrapped bundles with 12 bundles (1500) per box. Each bundle should fit into a printer tray.



Please detach at perforation prior to removal of sticker  
PRESS THUMB THROUGH RED AREA →  
THEN TURN FORM OVER AND REMOVE WINDOW STICKER FROM BACK



000000177

↓ Peel sticker from corners. ↓



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

---

**NOTICE OF FEDERAL MOTOR CARRIER SAFETY REGULATIONS AND HAZARDOUS MATERIALS REGULATIONS FOR OWNERS OF THE FOLLOWING LISTED VEHICLES:**

- Vehicles weighing in excess of 10,000 lbs.
- Farm vehicles weighing in excess of 10,000 lbs.
- Vehicles transporting 15 or more passengers.
- Vehicles transporting hazardous material requiring a placard.

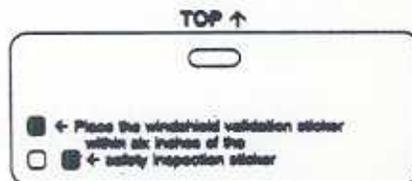
"Payment of required registration fees is a declaration of knowledge that Texas has adopted and enforces the Federal Motor Carrier Safety Regulations and Hazardous Materials Regulations, and it is the obligation of the registrant to be familiar with applicable requirements."

**WARNING:**

**THE TRANSPORTATION CODE, SECTION 502.410,**

A person commits an offense if the person violates a provision of this chapter and no other penalty is prescribed for the violation.

Peel window sticker from this corner.  
See instructions on front of form.



## LOADING RTS 500 RECEIPT PAPER

- Insert RTS 500 receipt paper face down in printer **tray number 2**, positioning the TxDOT logo facing toward the bottom left hand corner.



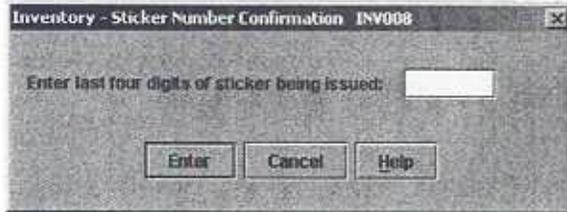
## LOADING THE STICKER/RECEIPT FORM

- Insert the Sticker/Receipt Form face down in printer **tray number 3**, positioning the TxDOT logo facing toward the bottom left hand corner.

## SCREEN DELETIONS AND CHANGES

The following screen will no longer appear in the system since there will not be a sticker number associated with the sticker/receipt forms:

### INVENTORY – STICKER NUMBER CONFIRMATION (INV008)



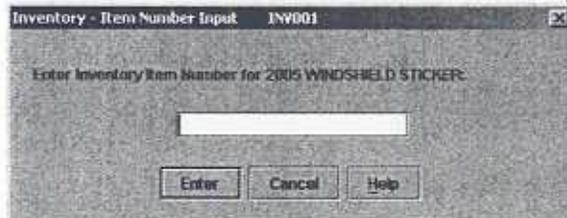
Inventory - Sticker Number Confirmation INV008

Enter last four digits of sticker being issued:

Enter Cancel Help

- Although appearing for other inventory (plate, permit), the following screens will no longer appear requiring inventory information for stickers:

### INVENTORY – ITEM NUMBER INPUT (INV001)



Inventory - Item Number Input INV001

Enter Inventory Item Number for 2005 WINDSHIELD STICKER:

Enter Cancel Help

### INVENTORY – REGISTRATION ITEMS (INV007)



Inventory - Registration Items INV007

Expiration Month: August

Year	Item Description	Item No
2005	WINDSHIELD STICKER	100WF

Override Item No

Enter Cancel Help

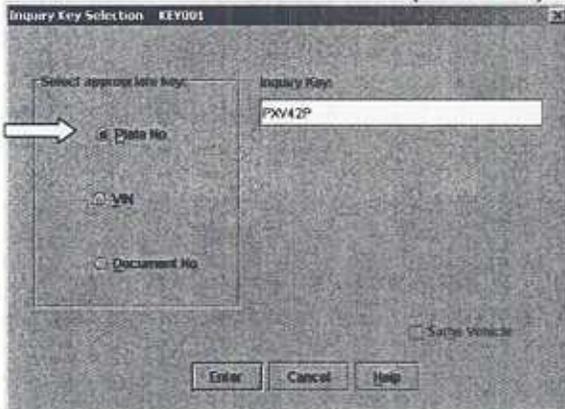
# REGISTRATION RENEWAL

Changes to the **Registration Renewal** event due to the elimination of windshield and universal license plate stickers as inventory item codes in the system follow:

## MAIN MENU



## INQUIRY KEY SELECTION (KEY001)



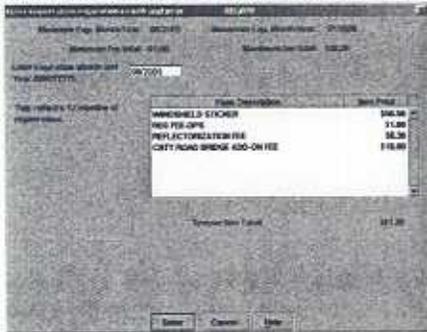
- The sticker number (Sticker No) is no longer an inquiry selection key in any event.

## REGISTRATION (REG003)



- The sticker number field no longer displays on RTS screens or reports.

## ENTER REGISTRATION EXPIRATION MONTH AND YEAR (REG029)



- There is no change to this screen.
- "Windshield Sticker" or "Plate Sticker" will appear in the Fees Description box on all fee screens. It is not alluding to a certain sticker but to a fee.

### Registration Renewal Receipt

- The registration information displays on the upper two-thirds of the **Registration Renewal Receipt** and the lower one-third of the receipt accommodates the new Point of Sale windshield sticker or universal license plate sticker.
- The sticker number no longer displays on the receipt.
- The applicable sticker information prints on the Sticker/Receipt form and the Duplicate copies (RTS 500 paper).
- The Sticker/Receipt form will print first.
- The **Windshield Sticker** prints on the lower left corner and the **Universal License Plate Sticker** prints on the lower right corner of the receipt.
- Each sticker displays the license plate number, the last eight digits of the vehicle identification number (VIN), county name, expiration month and year, and a barcode (barcode is not printed on universal license plate sticker).
- The Bar Code data includes the Document Number, VIN, Resident County Number, Workstation ID, Registration Plate Code, Registration Sticker Code, Plate Number, Expiration Date, Registration Class Code, Print County Number, and the date the sticker was printed.
- The system prints the applicable sticker based upon the vehicle record; the word "VOID" prints in the other sticker area. Example: A windshield sticker prints on the left and "VOID" appears on the right in the universal license plate sticker space.
- On the following two pages, see **Registration Renewal Receipt** for both windshield sticker and universal license plate sticker.

# Registration Renewal Receipt with Windshield Sticker



Texas Department of Transportation

## REGISTRATION RENEWAL RECEIPT



COUNTY: HOOD  
 TAC NAME: SANDY TIDWELL  
 DATE: 06/29/2004 EFFECTIVE DATE: 09/01/2004  
 PLATE NO: PXV42P TIME: 01:19PM EXPIRATION DATE: 9/2005  
 DOCUMENT NO: 16110436037151809 EMPLOYEE ID: KTHOMAS TRANSACTION ID: 11120038165131956  
 OWNER NAME AND ADDRESS  
 TODD R GREEN  
 4416 AUBURN AVENUE  
 MACO, TX 76710

REGISTRATION CLASS: PASSENGER-LESS/MQL 6000  
 PLATE TYPE: PASSENGER PLT  
 STICKER TYPE: NS

PREVIOUS PLATE NO: PXV42P VEHICLE CLASSIFICATION: PASS  
 VEHICLE IDENTIFICATION NO: 3FALP05338M106371  
 TX/MAKE: 2001/FORD MODEL: BODY STYLE: 4D UNIT NO:  
 EXFT WT: 2900 CARRYING CAPACITY: 0 GROSS WT: 2900 TONNAGE: 0.00  
 BODY VEHICLE IDENTIFICATION NO: TRAVEL TRK LENGTH: 0

INVENTORY ITEM(S)	YR	FEE ASSESSED		
WINDSHIELD STICKER	2005	WINDSHIELD STICKER	\$	50.50
		REG FEE-DPS	\$	1.00
		REFLECTORIZAION FEE	\$	0.30
		CNTY ROAD BRIDGE ADD-ON FEE	\$	10.00
		TOTAL	\$	61.80

VEHICLE RECORD NOTATIONS  
 RELEASE OF PERSONAL INFO RESTRICTED  
 ACTUAL MILEAGE

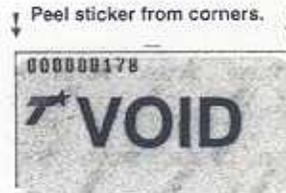
METHOD OF PAYMENT AND PAYMENT AMOUNT:  
 CHECK #123456 \$ 61.80

TOTAL AMOUNT PAID \$ 61.80

THIS RECEIPT TO BE CARRIED IN ALL COMMERCIAL 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



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

# Registration Renewal Receipt with Universal License Plate Sticker



Texas Department of Transportation

## REGISTRATION RENEWAL RECEIPT



COUNTY: HOOD  
 PLATE NO: 74VJHL  
 DOCUMENT NO: 16131136547085953  
 OWNER NAME AND ADDRESS  
 GARY GARNER  
 P O BOX 155151  
 MACO, TX 76715

TAC NAME: SANDY TIDWELL  
 DATE: 07/02/2004  
 TIME: 08:56AM  
 EMPLOYEE ID: KHUBBAR  
 EFFECTIVE DATE: 07/02/2004  
 EXPIRATION DATE: 6/2005  
 TRANSACTION ID: 11130238168085604

VEHICLE LOCATION ADDRESS  
 2619 COLCORD  
 MACO, TX 76707

REGISTRATION CLASS: TRAILER  
 PLATE TYPE: TRLR PLT  
 STICKER TYPE: US

PREVIOUS PLATE NO: 74VJHL  
 VEHICLE IDENTIFICATION NO: 11WNC1626TW220979  
 YR/MAKE: 1998/W-W MODEL: BODY STYLE: VN UNIT NO:  
 EMPTY WT: 3200 CARRYING CAPACITY: 3500 GROSS WT: 6700 TONNAGE: 0.05  
 BODY VEHICLE IDENTIFICATION NO: TRAVEL TRLR LENGTH: 0

INVENTORY ITEM(S)	YR	FEE ASSESSED		
PLATE STICKER	2005	PLATE STICKER		54.48
		REFLECTORIZATION FEE		0.50
		CNTY ROAD BRIDGE ADD-ON FEE		10.00
		TOTAL	\$	64.78

VEHICLE RECORD NOTATIONS  
 RELEASE OF PERSONAL INFO RESTRICTED

METHOD OF PAYMENT AND PAYMENT AMOUNT:  
 CHECK #123456 \$ 64.78  
 TOTAL AMOUNT PAID \$ 64.78

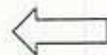
THIS RECEIPT TO BE CARRIED IN ALL COMMERCIAL VEHICLES.

Please detach at perforation prior to removal of sticker

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



000006887

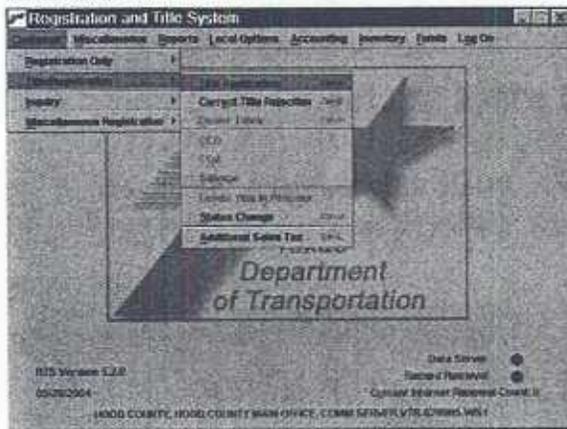


DO NOT ATTEMPT TO REMOVE WINDOW STICKER FROM THIS SIDE OF FORM

# TITLE APPLICATION

Changes to the **Title Application** event due to the elimination of windshield and universal license plate stickers as inventory item codes in the system follow:

## Main Menu



## OWNER ENTRY (TTL007)

A screenshot of the 'Owner Entry (TTL007)' form. The form has several fields: 'Owner Name: Owner Id' (JOHN O PUBLIC), 'Proposed Recipient Name: (if different)', 'Owner Address' (123 MAPPLE ST, GEORGETOWN TX 78543), 'Previous Owner' (JAMES THOMAS, AUSTIN TX), 'Check to record lien(s)' (Record Lien(s) checkbox), 'County Of Residence' (111), 'Dealer License No.', and 'Unit No.'. There are 'Enter', 'Cancel', and 'Help' buttons at the bottom. A white arrow points to the 'County Of Residence' field.

- There is no change to this screen.
- The county name corresponding with the county number appearing in the "County Of Residence" field will print on the Point-of-Sale sticker.

- **ENTER REGISTRATION EXPIRATION MONTH AND YEAR (REG029)**

REG029

Maximum Exp. Month/Year: 04/2006      Maximum Exp. Month/Year: 04/2006

Maximum Fee Total: 387.30      Maximum Fee Total: 434.43

Enter Expiration Month and Year (MM/YY): 04/2006

This reflects 12 months of registration.

Fees Description	Am. Price
TITLE APPLICATION FEE	\$13.00
TERP FEE	\$20.00
SALES TAX FEE	\$312.50
WINDSHIELD STICKER	\$40.50
REG FEE-DPS	\$1.00
REFLECTORIZATION FEE	\$8.30
CNTY ROAD BRIDGE ADD-ON FEE	\$10.00

Transaction Total: 434.43

Enter    Cancel    Help

- There is no change to this screen.
- "Windshield Sticker" or "Plate Sticker" will appear in the Fees Description box on all fee screens. It is not alluding to a certain sticker but to a fee.

### Title Application Receipt

- The registration information displays on the upper two-thirds of the **Title Application Receipt** and the lower one-third of the receipt accommodates the new Point-of-Sale windshield sticker or universal license plate sticker.
- The sticker number no longer displays on the receipt.
- The applicable sticker information prints on the Sticker/Receipt form and the Duplicate copies (RTS 500 paper).
- The Sticker/Receipt form will print first.
- The **Windshield Sticker** prints on the lower left corner and the **Universal License Plate Sticker** prints on the lower right corner of the receipt.
- Each sticker displays the license plate number, the last eight digits of the vehicle identification number (VIN), county name, expiration month and year, and a barcode (barcode is not printed on universal license plate sticker).
- The Bar Code data includes the Document Number, VIN, Resident County Number, Workstation ID, Registration Plate Code, Registration Sticker Code, Plate Number, Expiration Date, Registration Class Code, Print County Number, and the date the sticker was printed.
- The system prints the applicable sticker based upon the vehicle record; the word "VOID" prints in the other sticker area. Example: A windshield sticker prints on the left and "VOID" appears on the right in the universal license plate sticker space.
- On the following page, see a **Title Application Receipt** for windshield sticker.

**TITLE APPLICATION RECEIPT**



COUNTY: HOOD  
 PLATE NO: 912THF  
 DOCUMENT NO: 11120038165132736  
 OWNER NAME AND ADDRESS  
 JOHN Q PUBLIC  
 123 MAPPLE ST  
 GEORGETOWN, TX 76543

TAC NAME: SANDY TIDWELL  
 DATE: 06/29/2004  
 TIME: 01:29PM  
 EMPLOYEE ID: KYTHOMAS  
 EFFECTIVE DATE: 06/29/2004  
 EXPIRATION DATE: 1/2005  
 TRANSACTION ID: 11120038165132736

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

VEHICLE IDENTIFICATION NO: 1FDNK749CVAL2600 VEHICLE CLASSIFICATION: PASS  
 YR/MAKE: 1982/FORD MODEL: BODY STYLE: 2T UNIT NO:  
 EMPTY WT: 3400 CARRYING CAPACITY: 0 GROSS WT: 3400 TONNAGE: 0.00 TRAILER TYPE:  
 BODY VEHICLE IDENTIFICATION NO: TRAVEL TRLR LNS/WDR: 0  
 PREV OWNER NAME: JAMES THOMAS PREV CITY/STATE: AUSTIN, TX

INVENTORY ITEM(S) YR  
 PASSENGER PLT  
 WINDSHIELD STICKER 2005  
 VEHICLE RECORD NOTATIONS  
 RELEASE OF PERSONAL INFO RESTRICTED  
 DISSEL

FEE ASSESSED	
TITLE APPLICATION FEE	13.00
TSP FEE	20.00
SALES TAX FEE	112.50
WINDSHIELD STICKER	40.50
RSG FEE-DPS	1.00
REPLACERIZATION FEE	0.30
CNTY ROAD BRIDGE ADD-ON FEE	10.00
TOTAL	197.30

METHOD OF PAYMENT AND PAYMENT AMOUNT:  
 CHECK #123456 \$ 197.30  
 TOTAL AMOUNT PAID \$ 197.30

ODOMETER READING: EXEMPT BRAND:  
 OWNERSHIP EVIDENCE: TEXAS TITLE  
 1ST LIEN

2ND LIEN

3RD LIEN

SALES TAX CATEGORY: SALES/USE

Sales Tax Date: 06/29/2004	
Sales Price \$	5,000.00
Less Trade In Allowance \$	0.00
Taxable Amount \$	5,000.00
Sales Tax Paid \$	112.50
Less Other State Tax Paid \$	0.00
Tax Penalty \$	0.00
TOTAL TAX PAID \$	112.50

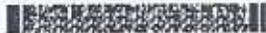
Batch No: 2003816501 Batch Count: 1

THIS RECEIPT TO BE CARRIED IN ALL COMMERCIAL VEHICLES.

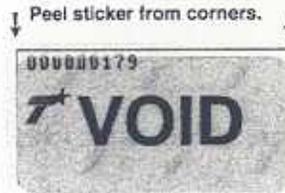
THIS RECEIPT IS YOUR PROOF OF APPLICATION FOR CERTIFICATE OF TITLE AND REGISTRATION.

Please detach at perforation prior to removal of sticker

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



000000179

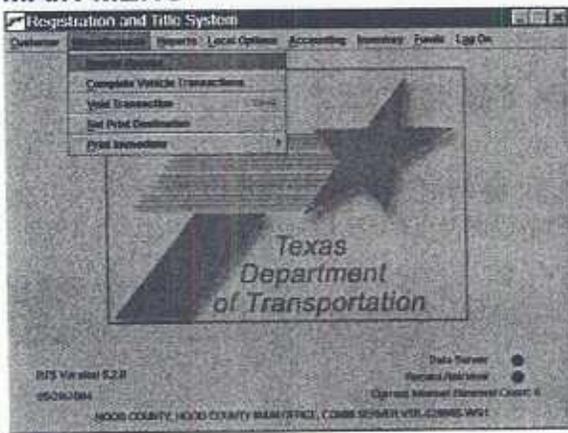


**DO NOT ATTEMPT TO REMOVE WINDOW STICKER FROM THIS SIDE OF FORM**

## REPRINT RECEIPT

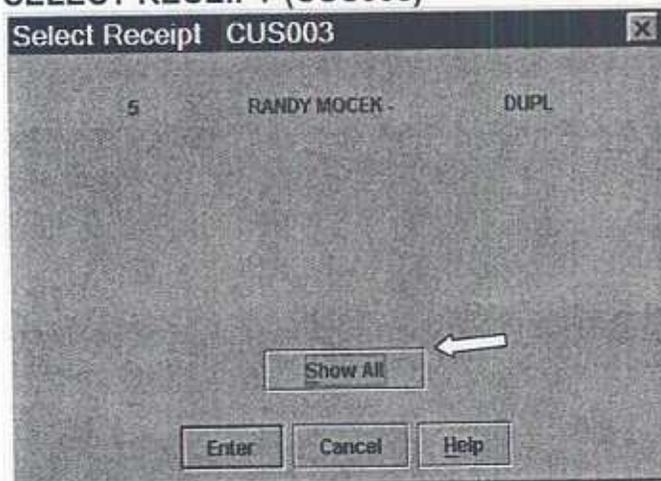
Changes to the **Reprint Receipt** event due to the elimination of windshield and universal license plate stickers as inventory item codes in the system are as follows:

### MAIN MENU



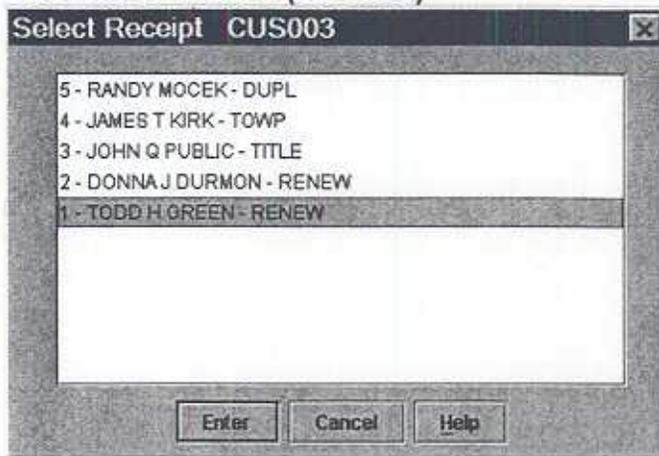
- Reprint Receipt is no longer limited to reprinting the last transaction. All transactions completed during the workday can be reprinted.
- All "Reprint Receipt" transactions where sticker issuance was associated with the original transaction will count as a sticker reprint. Therefore, a copy of the receipt must be retained to account for the reprint.

### SELECT RECEIPT (CUS003)



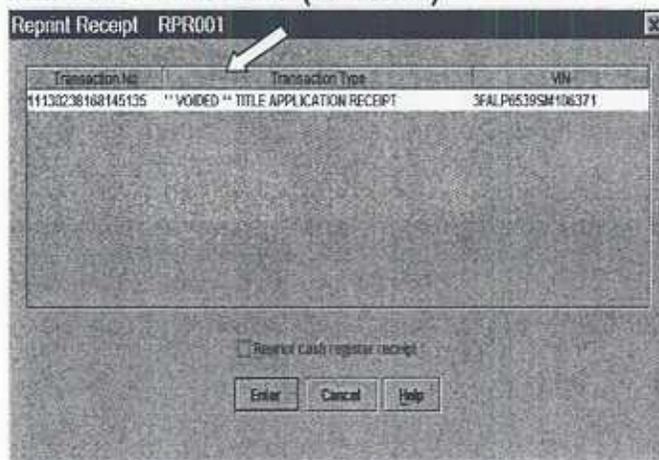
- The last transaction completed appears on the new **Select Receipt (CUS003)** screen.
- Selecting the ENTER key on this screen will select the last transaction processed and take the user directly to the **Reprint Receipt (RPR001)** screen.
- A list of all completed transactions for the day may be viewed for reprint by selecting "Show All."

## SELECT RECEIPT (CUS003)



- The second step of the **Select Receipt (CUS003)** screen appears displaying all transactions completed during the current workday in reverse order with the most recent appearing at the top of the box.
- Highlight the appropriate owner name and select the ENTER key.

## REPRINT RECEIPT (RPR001)



- There is no change to the **Reprint Receipt (RPR001)** screen, except when a transaction is voided.
- Voided transactions cannot be reprinted.
- If one transaction of a multi-transaction set is voided, it will be marked **\*\*VOIDED\*\*** on the **Reprint Receipt (RPR001)** screen and the cash register receipt cannot be printed.
- The **Supervisor Override (CTL004)** screen appears when a transaction other than the last completed transaction is selected.

# Reprint Receipt



## TITLE APPLICATION RECEIPT



COUNTY: HOOD  
 PLATE NO: 912THF  
 DOCUMENT NO: 11120038165112736  
 OWNER NAME AND ADDRESS  
 JOHN Q PUBLIC  
 123 MAPLE ST  
 GEORGETOWN, TX 76543

TAC NAME: BARRY TIDWELL  
 DATE: 06/29/2004  
 TIME: 01:27PM  
 EMPLOYER ID: KTHOMAS  
 EFFECTIVE DATE: 06/29/2004  
 EXPIRATION DATE: 5/2005  
 TRANSACTION ID: 11120038165112736

REGISTRATION CLASS: PASSENGER-LESS/ROL 6000  
 PLATE TYPE: PASSENGER PLT  
 STICKER TYPE: NS

VEHICLE IDENTIFICATION NO: 1FD0X749CVA12600 VEHICLE CLASSIFICATION: PASS  
 YR/MAKE: 1982/FORD MODEL: BODY STYLE: 2T UNIT NO:  
 EMPTY WT: 3400 CARRYING CAPACITY: 0 GROSS WT: 3400 TONNAGE: 0.00 TRAILER TYPE:  
 BODY VEHICLE IDENTIFICATION NO: TRAVEL TRLE LNO/MOVR: 0  
 PREV OWNER NAME: JAMES THOMAS PREV CITY/STATE: AUSTIN, TX

INVENTORY ITEM(S) YR  
 PASSENGER PLT 2000  
 WINDSHIELD STICKER  
 VEHICLE RECORD NOTATIONS  
 RELEASE OF PERSONAL INFO RESTRICTED  
 DIESEL

FEE ASSESSED		
TITLE APPLICATION FEE		13.00
TRSP FEE		20.00
SALES TAX FEE		312.50
WINDSHIELD STICKER		40.50
REG FEE-DPS		1.00
REFLECTORIZATION FEE		0.10
CNTY ROAD BRIDGE ADD-ON FEE		10.00
TOTAL		397.10

METHOD OF PAYMENT AND PAYMENT AMOUNT:  
 CHECK #121456 \$ 397.10  
 TOTAL AMOUNT PAID \$ 397.10

ODOMETER READING: EXEMPT BRAND:  
 OWNERSHIP EVIDENCE: TEXAS TITLE  
 1ST LIEN

2ND LIEN

3RD LIEN

SALES TAX CATEGORY: SALES/USE

Sales Tax Date: 06/29/2004	
Sales Price	5,000.00
Less Trade In Allowance	0.00
Taxable Amount	5,000.00
Sales Tax Paid	312.50
Less Other State Tax Paid	0.00
Tax Penalty	0.00
TOTAL TAX PAID \$	312.50

Batch No: 2003816501 Batch Count: 1

THIS RECEIPT TO BE CARRIED IN ALL COMMERCIAL VEHICLES.

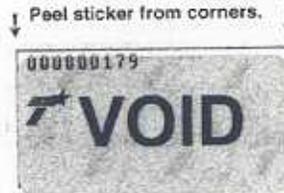
THIS RECEIPT IS YOUR PROOF OF APPLICATION FOR CERTIFICATE OF TITLE AND REGISTRATION.

Please detach at perforation prior to removal of sticker

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



000000179

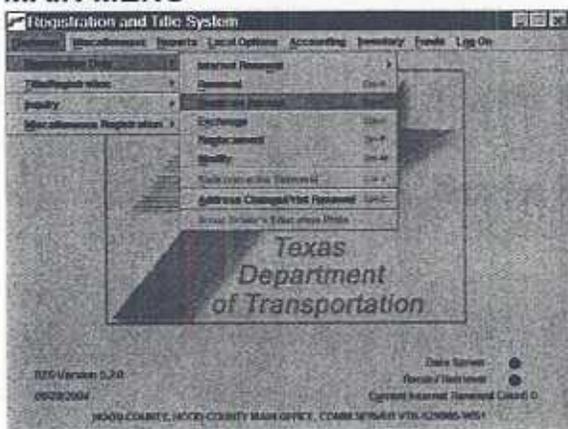


DO NOT ATTEMPT TO REMOVE WINDOW STICKER FROM THIS SIDE OF FORM

## DUPLICATE RECEIPT

Information regarding the **Duplicate Receipt** event due to the elimination of windshield and universal license plate stickers as inventory item codes in the system follow:

### MAIN MENU



- A "full page" copy of the original receipt will print.
- The sticker portion will not appear on the Duplicate Receipt.

DUPLICATE RECEIPT



COUNTY: HOOD  
PLATE NO: KBV52J  
DOCUMENT NO: 16125036047132154

TAC NAME: SANDY TIDWELL  
DATE: 06/30/2004  
TIME: 10:49AM  
EMPLOYEE ID: RHUBBAR  
EFFECTIVE DATE: 02/06/2003  
EXPIRATION DATE: 8/2004  
TRANSACTION ID: 11130238166104959

OWNER NAME AND ADDRESS  
RANDY MOCHK  
179 EMILY  
WACO, TX 76708

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

PREVIOUS PLATE NO: KBV52J PREVIOUS EXPIRATION DATE: 1/2004  
VEHICLE CLASSIFICATION: PASS-TRK CUSTOMER REG FEES PAID: \$66.80  
VEHICLE IDENTIFICATION NO: 1GNCS13W0V2152361  
YR/MAKE: 2003/CHEV MODEL: BZR BODY STYLE: UT UNIT NO:  
EMPTY WT: 3900 CARRYING CAPACITY: 0 GROSS WT: 3900 TONNAGE: 0.50  
BODY VEHICLE IDENTIFICATION NO: TRAVEL TRLR LENGTH: 0  
REGISTRATION ISSUE DATE: 01/11/2004 COUNTY OF REGISTRATION: 220

FEE ASSESSED		
DUPLICATE RECEIPT	\$	2.00
TOTAL	\$	2.00

VEHICLE RECORD NOTATIONS  
RELEASE OF PERSONAL INFO RESTRICTED  
ACTUAL MILEAGE  
DOCUMENT TYPE : REGULAR TITLE

METHOD OF PAYMENT AND PAYMENT AMOUNT:  
CASH \$ 2.00

TOTAL AMOUNT PAID \$ 2.00

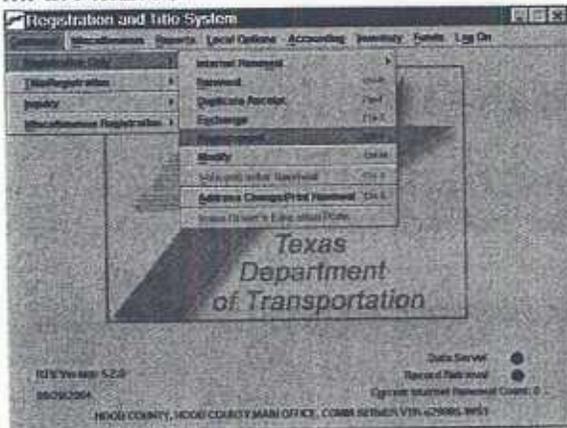


THIS RECEIPT TO BE CARRIED IN ALL COMMERCIAL VEHICLES.

## REPLACEMENT

Information regarding the **Replacement** event due to the elimination of windshield and universal license plate stickers as inventory item codes in the system follow:

### MAIN MENU



- Because the plate number appears on stickers, when a plate is to be replaced on a currently registered vehicle, a new sticker must also be issued.
- "Plate Only" should be selected only for fixed-month plate types such as Combination.
- When issuing a registration correction in which the month of expiration and/or plate number is modified, a no-charge replacement sticker reflecting the new month and/or plate number must also be issued. Select the "same vehicle" checkbox.

## VOID TRANSACTION

Changes to the **Void Transaction** event due to the elimination of windshield and universal license plate stickers as inventory item codes in the system follow:

### MAIN MENU



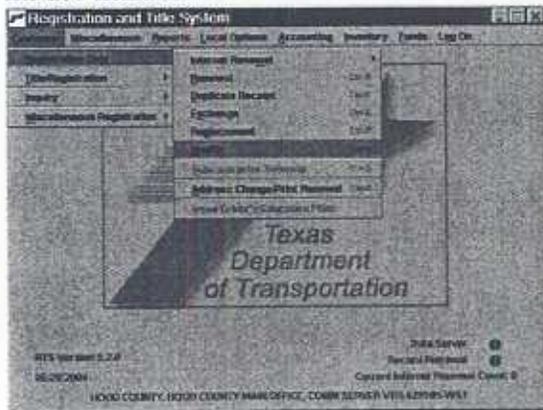
- Transaction can be voided only on the workstation on which it was originally processed. Supervisors must go to the issuing workstation to void a transaction.

- Voided transactions cannot be reprinted.
- If one or more transactions of a multi-transaction set is voided, Reprint Cash Register Receipt is disabled and cannot be reprinted.
- All voided transactions may be viewed in the Reprint Receipt event (select "Show All"), but cannot be reprinted.

## MODIFY

Information regarding the **Modify** event due to the elimination of windshield and universal license plate stickers as inventory item codes in the system follow:

### MAIN MENU

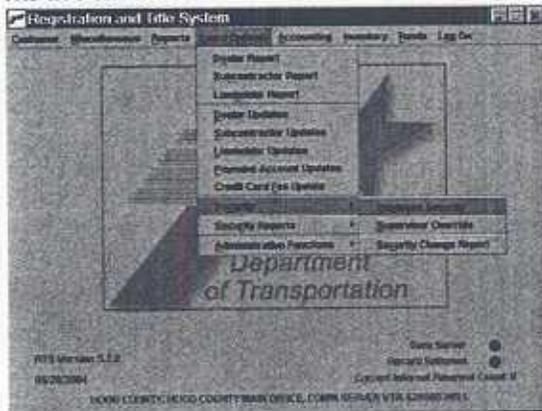


- A registration correction, in which the month of expiration and/or plate number is modified, requires the issuance of a no-charge replacement sticker reflecting the new month and/or plate number. Select the "Same Vehicle" checkbox.

## LOCAL OPTIONS

Changes to the **Security** event due to the elimination of windshield and universal license plate stickers as inventory item codes in the system follow:

### MAIN MENU



## SECURITY ACCESS RIGHTS REGISTRATION ONLY (SEC006)

Security Access Rights Registration Only - SEC006

Employee ID: 7000000  
Employee Name: BURBANK HEENE

Registration Only

- Registration Only
- Renewal
- Duplicate Barcode
- Exchange
- Replacement
- Sticker
- Subcontractor Renewal
- Address Change/Print Renewal
- Issue Driver's License (True)
- Market Renewal

Enter Cancel Help

- The **Quick Counter** checkbox has been eliminated.

**Note:** The Quick Counter event used to scan renewals was an efficient and quick method for simple renewals, until the advent of Point-of-Sale sticker printing. Now a sticker prints after each scanned receipt allowing no significant reduction of time.

## SECURITY ACCESS RIGHTS MISCELLANEOUS (SEC011)

Security Access Rights Miscellaneous - SEC011

Employee ID: 7000000  
Employee Name: BURBANK HEENE

Miscellaneous

- Miscellaneous
- Reprint Receipt
- Cashline Vehicle Transactions
- Yield Transaction
- Fuel Price Distribution
- Fuel Immediate

Enter Cancel Help

- The **Reprint Receipt** checkbox defaults to unchecked when adding a new user.

## SECURITY ACCESS RIGHTS REPORTS (SEC012)

Security Access Rights Reports - SEC012

Employee ID: 7000000  
Employee Name: BURBANK HEENE

Reports

- Reports
- Sales Tax Allocation
- Report Report
- Fuel Package Report
- Report Fuel Report

Enter Cancel Help

- The **Quick Counter Report** checkbox has been eliminated.
- The **Reprint Sticker Report** checkbox has been added for VTR use only.

## REPORTS

### All Reports Displaying Inventory

- Item Numbers no longer appear for printable stickers (WS, US, TTS, and ATVS).

### Inventory Detail Report (RTS.POS.5161)

- Point-of-Sale sticker activity is reflected and a "Reprinted" column appears on this report.

### Inventory Summary Report (RTS.POS.5221)

- Point-of-Sale sticker activity is reflected including a column for "Quantity Reprinted."

### Batch Inventory Action Report (RTS.POS.9901)

- All parts no longer display "Begin" and "End" numbers for printable stickers (WS, US, TTS, and ATVS).
- Part C lists stickers that were voided at the Point-of-Sale.
- Part J lists stickers that were reprinted at the Point-of-Sale.
  1. This part include stickers that were originally printed from scanner and/or keyboard entry in RTS Subcontractor Renewal or Dealer Title Application events, then later reprinted at the Point-of-Sale.
  2. Reports are sorted by Workstation ID, Employee ID, Item Code and Item Year.
- Part K lists stickers that were printed, reprinted, and/or voided on the Remote Sticker Printing System (RSPS).

### Substation Inventory Report (RTS.POS.5923)

- This report reflects all Point-of-Sale sticker activity for the substation.
  1. It prints at the substation and includes a "Quantity Reprinted" column.

### County-Wide Inventory Report (RTS.POS.5903)

- This report reflects all Point-of-Sale sticker activity for the county.
  1. It prints at the main office and includes a "Quantity Reprinted" column.

### Inventory Received Report (RTS.POS.3021)

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

## CLASSIC AND ANTIQUE VEHICLES/MOTORCYCLES

Previously, VTR stopped assigning Classic stickers and Antique tabs as the plate number. The majority of these records have been corrected by the county tax offices; however, records still exist with the plate type "Z-CALL TxDOT Before Chg." The Admin Table changes distributed with version 5.2.0 will now require the county user to assign the appropriate plate type "Old License Plate" to these records.

1. All records reflecting the plate type "Z-CALL TXDOT BEFORE CHG" on the **Registration (REG003)** screen now force a change to the plate type at renewal.

**NOTE:** Error Message **RTS000411** "THE CLASS/PLATE/STICKER COMBINATION IS INVALID. GO TO CHANGE REGISTRATION – ADDITIONAL INFORMATION SCREEN" appears for all "Z-CALL TXDOT BEFORE CHG" designated records following the **Inquiry Key Selection (KEY001)** screen.

2. To change the plate number the user should:
  - a) Access Change Registration
  - b) Change the Plate Type field on the **Class/Plate/Sticker Type Choice screen (REG008)** from the default listing to "OLD License Plt."
  - c) Select either Windshield Sticker (WS) or Plate Sticker (US) from the sticker type field
  - d) Continue to the **Enter Registration Expiration Month and Year screen (REG029)** and
  - e) Check (✓) the **Customer Supplied Inventory** checkbox
  - f) Enter the customer's "old" plate number and a plate age of "1"
3. The use of Customer Supplied Inventory will correct the system and the inventory will not appear on Part A of the **BIAR Report**.

**NOTE:** Antique Tabs will print in the universal license plate sticker format but continue to display as item code "ATS" on reports, no change to process.

## MAILING ADDRESS ON TITLE AND RENEWAL STICKER/RECEIPT FORMS

**NOTE:** Since the title and renewal receipt has been redesigned, the owner address may no longer appear through a county's return mail window envelope. The counties that use envelopes with windows similar to those used by TxDOT may reuse the Renewal Notice form returning it to the customer folded outside or on top of the sticker/receipt form. However, each county must determine if this option is acceptable as a long-term solution or if an envelope redesign will be required.

## Version 5.2.0 Activity Changes

PRIMARY EVENT SELECTION	SECONDARY EVENT SELECTION	ACTIVITY DESCRIPTION	STATUS
<b>CUSTOMER</b>  Registration Only	Texas Online Internet Registration Renewal and Address Change	<b>Problem:</b> Alaska and South Dakota did not appear in the state drop-down list when keying in the address.	Fix completed:
		<b>Problem:</b> Once an Internet user selected a county and processed the transaction before realizing that the wrong county had been selected, and then selected "browser back" to re-enter correctly, the record displayed the original county selection.	Fix completed:
	County Processing	<b>Problem:</b> During county processing of Internet records, the last hold record was left on hold and the system left it "in process."	Fix completed:
	Renewal	<b>Problem:</b> The Mail Fee checkbox was disabled on the Fees Due (PMT004) screen.	Fix completed:
		<b>Problem:</b> Error Message 729 "PLATE/STICKER IS CANCELLED. PROCESSING CANNOT CONTINUE" is no long appropriate.	Fix completed: STICKER was deleted
<b>CUSTOMER</b>  Title/Registration	Title Application	<b>Problem:</b> When transferring a non-titled vehicle, where the record displays a "Stolen" remark the document type code does not change from Non-Titled to Original.	Fix completed:
	Title Application SC SCOT NRPCOT	<b>Problem:</b> When transferring a vehicle record displaying an Owner Address with "zipcode+4" to a "Non-USA" Owner Address, the "zipcode+4" field contained data from the original USA record.	Fix completed:

PRIMARY EVENT SELECTION	SECONDARY EVENT SELECTION	ACTIVITY DESCRIPTION	STATUS
<u>INVENTORY</u>	Receive Invoice	<b>Problem:</b> The Verification On default on the screen Inventory – Receive Invoice (INV004) screen was "Destination Only."	<b>Fix completed:</b> Set default to "All Substations"
<u>MISCELLANEOUS</u>	Void Transaction	<b>Problem:</b> The Cash Drawer would not open when voiding a prior transaction with an associated payment.	<b>Fix completed:</b>
<u>ACCOUNTING</u>	Additional Collections	<b>Problem:</b> Account Item Codes appeared on the Additional Collections (RTS.POS.2301) Report.	<b>Fix completed:</b> Account Item Codes removed
		<b>Problem:</b> Formatting on the Additional Collections (RTS.POS.2301) Report did not parallel other reports.	<b>Fix completed:</b>