



INTRODUCTION TO VERSION 5.2.2

February 2005

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Registration and Title System Version 5.2.2
Remote Sticker Printing System
February 2005

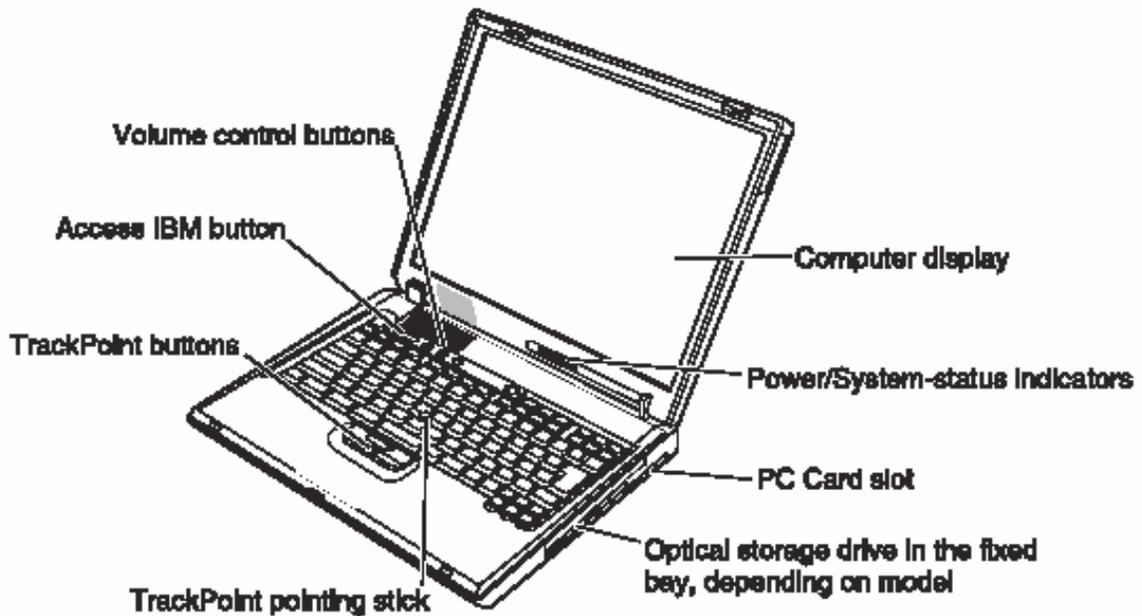
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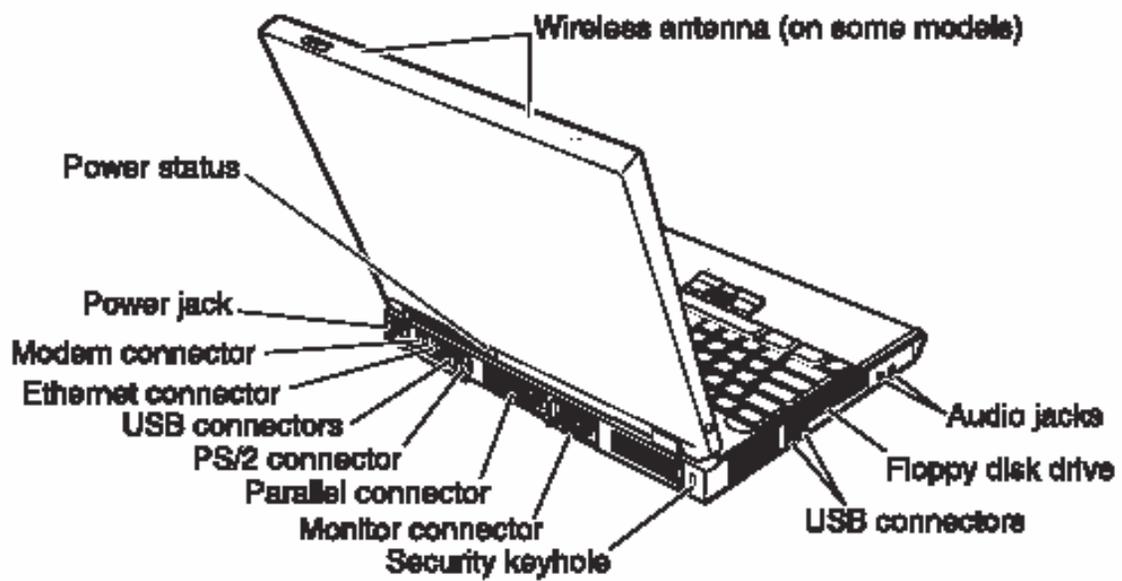
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RSPS EQUIPMENT FOR DEALERS

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

RSPS LAPTOP





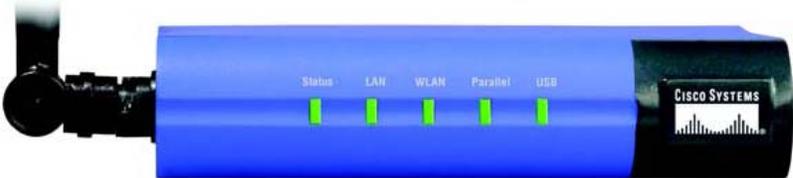
USB FLASH DRIVE



WIRELESS LAN ADAPTER



**WIRELESS PRINT SERVER
FRONT**



BACK



2300 PRINTER



RSPS EQUIPMENT SETUP FOR DEALERS

Wireless Printing

Note: A power strip with at least three plugs is required.

1. Connect parallel printer cable or USB cable and power cord to Printer
2. Connect Printer to power source
3. Connect parallel printer cable or USB cable to Wireless Print Server
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 Laptop to power source
8. 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
9. If no connection made, shutdown Laptop and power off
10. Power off Wireless Print Server
11. Power on Wireless Print Server
12. 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 still no connection, repeat steps 9 - 12

Local Printing

1. Connect parallel printer cable or USB cable and power cord to Printer
2. Connect Printer to power source
3. Connect parallel printer cable or USB cable to Laptop
4. Connect Laptop to power source
5. Power up Printer
6. Power up Laptop (black button, white dot)

CONFIGURATION OF LAPTOP BY COUNTY ADMINISTRATOR [INITIAL CONFIGURATION]

There are two levels of security associated with the Remote Sticker Printing System (RSPS): the Windows operating system and the RSPS application. In order to utilize RSPS, a user must first successfully logon to Windows. Once logged on to Windows, a user must successfully login to the RSPS application. Within RSPS there are four user groups: Administrator (county), Supervisor (dealer or subcontractor), Power User (experienced employee), and User (new employee). Each user group has a different level of security access to the various RSPS events.

Note: Only county employees should logon to Windows using RSPSCNTY.

The following charts show the security functionality of RSPS:

RSPSCNTY

| | | Administrator | Supervisor | Power User | User |
|----------------|---------------------|----------------------|-------------------|-------------------|-------------|
| DTA | Print Sticker | X | X | X | X |
| | Reprint Sticker | X | X | X | X |
| | Reports | X | X | X | X |
| | Reprint Reports | X | X | X | X |
| | Recovery | X | X | X | X |
| | Printer Setup | ✓ | X | X | X |
| | | | | | |
| Subcontractor | Renewal | X | X | X | X |
| | Reprint Sticker | X | X | X | X |
| | Void Sticker | X | X | X | X |
| | Reports | X | X | X | X |
| | Reprint Reports | X | X | X | X |
| | Export | X | X | X | X |
| | Printer Setup | ✓ | X | X | X |
| | | | | | |
| Administration | Login/Logout | ✓ | X | X | X |
| | Setup | ✓ | X | X | X |
| | User Administration | ✓ | X | X | X |

RSPSUSER

| | | Administrator | Supervisor | Power User | User |
|----------------|---------------------|---------------|------------|------------|--------------------|
| DTA | Print Sticker | ✓ | ✓ | ✓ | ✓ |
| | Reprint 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 | Power on the RSPS laptop the Log On to Windows screen appears. |

LOG ON TO WINDOWS SCREEN



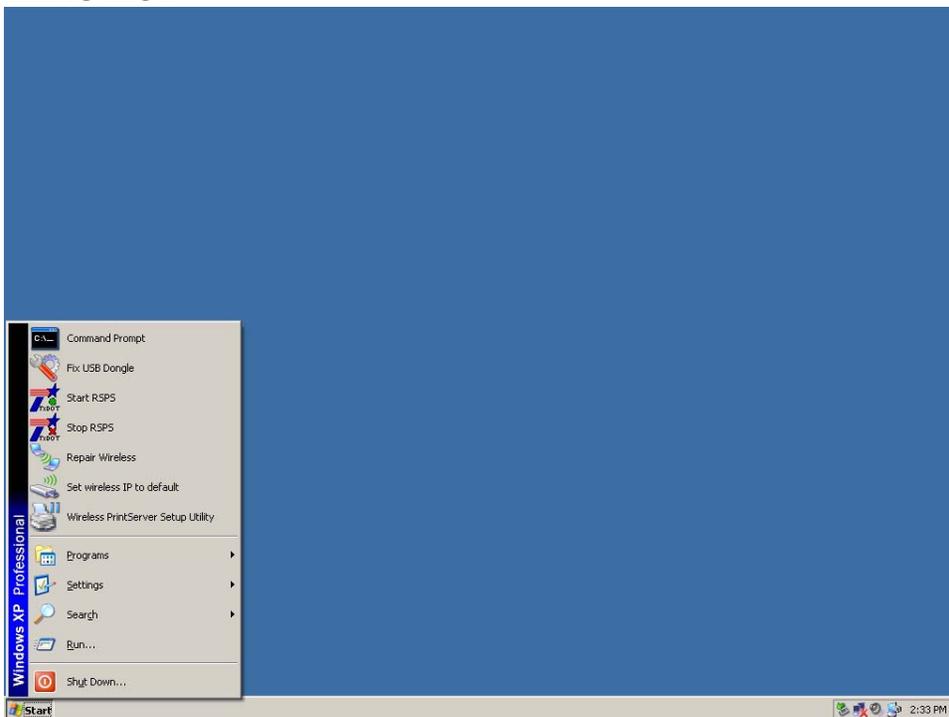
| STEP | ACTION |
|------|---|
| 2 | Input the VTR supplied: <ul style="list-style-type: none"> • User Name • Password |
| 3 | Select "OK" the Windows XP Desktop appears. |

WINDOWS XP DESKTOP



| STEP | ACTION |
|------|--|
| 4 | Select "Start" or press Ctrl + Esc a Menu List appears. |

MENU LIST



| STEP | ACTION |
|------|---|
| 5 | Select "Start RSPS" the Login (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

Employee:

Password:

The password will not display.

New Password

Enter Cancel

| STEP | ACTION |
|------|---|
| 6 | Select the "I Accept" radio button. |
| 7 | Input the VTR supplied: <ul style="list-style-type: none"> • User ID • Password |
| 8 | Select ENTER the Setup (COM003) screen appears. |

SETUP SCREEN

Setup COM003

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

Setup COM003

County Information

011 - BASTROP

County No: 011

County Name: BASTROP

RSPS Type

Dealer
 Subcontractor
 Issue Plates

Max Export Days: Max Export Trans:

RSPS Information

Dealer ID: 001

Name: FORD

RSPS ID: D001 A

Address: 453 WEST

BASTROP TX 22222

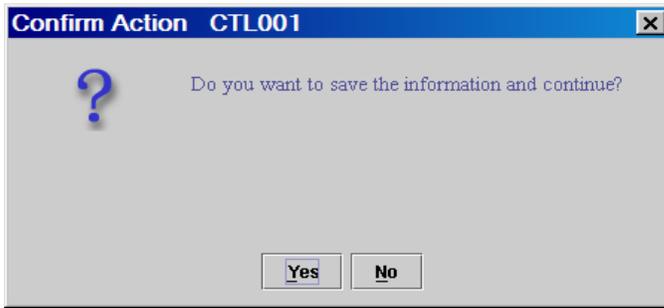
Enter Cancel

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

Completed Setup screen using the following steps:

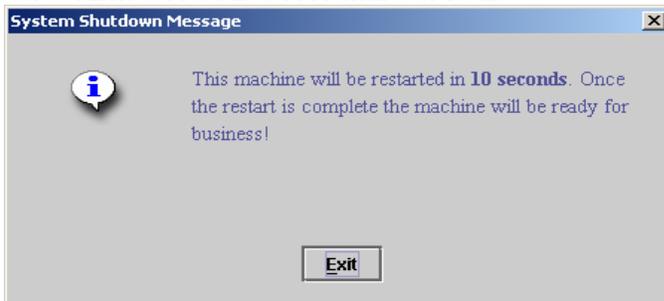
| STEP | ACTION |
|------|--|
| 9 | <p>Select the following:</p> <p>County Information: Select a 3-digit Office Issuance Number with County Name.</p> <ul style="list-style-type: none"> ▪ Drop-down list displaying county numbers and names ▪ Laptop will restart if changed • County No – This field will auto populate after a 3-digit Office Issuance Number selection is made from the drop-down list. • County Name – This field will auto populate after a county selection is made from the drop-down list. |
| 10 | <p>RSPS Type:</p> <ul style="list-style-type: none"> • Select the Dealer radio button. <ul style="list-style-type: none"> ▪ When selected, the RSPS Information reverts to dealer information after log in by employee. Laptop will restart if changed. • Issue Plates (if applicable) – This field is disabled for dealers. <u>Enabled only for a subcontractor.</u> • Max Export Days – This field defaults to 7-days, the maximum allowed before export of transactions from the Subcontractor to the county. <u>Enabled only for a subcontractor.</u> • Max Export Trans – This field defaults to 300 transactions, the maximum allowed to be held by a Subcontractor before export to the county. <u>Enabled only for a subcontractor.</u> |
| 11 | <p>Input the following:</p> <p>RSPS Information:</p> <p>Dealer or Subcontractor ID – Enter the Dealer ID number from the current RTS system (maximum 3 characters). Laptop will restart if changed.</p> <p>Name – Enter the Dealer name from the current RTS system (maximum 30 characters).</p> <p>RSPS ID – Enter a unique identifier for the RSPS system.</p> <ul style="list-style-type: none"> ▪ Format is D111A. ▪ “D001” is auto populated based on the entry in the Dealer ID field. User must enter “Y” ▪ Naming conventions are as follows: <ul style="list-style-type: none"> ▪ D = Dealer ▪ 001 = Dealer ID ▪ A = sequential from A through Z (for multiple RSPS systems at the same location) <p>Address – enter the dealers address from the current RTS system</p> <ul style="list-style-type: none"> ▪ Address fields 1 and 2 maximum 30 characters ▪ City field maximum 19 characters ▪ State field must be 2 characters ▪ ZIP field must be 5 numeric characters ▪ ‘ZIP + 4’ field must be 4 numeric characters |
| 12 | <p>Select ENTER the Confirm Action (CTL001) screen appears.</p> |

CONFIRM ACTION SCREEN



| STEP | ACTION |
|------|---|
| 13 | Select "Yes" the System Shutdown Message screen appears. |

SYSTEM SHUTDOWN MESSAGE



| STEP | ACTION |
|------|---|
| 14 | Select "Exit" or wait 10 seconds. The RSPS laptop restarts and the Log On to Windows screen appears. |

County Administrator Setup of Security for Dealer Supervisor

LOG ON TO WINDOWS SCREEN



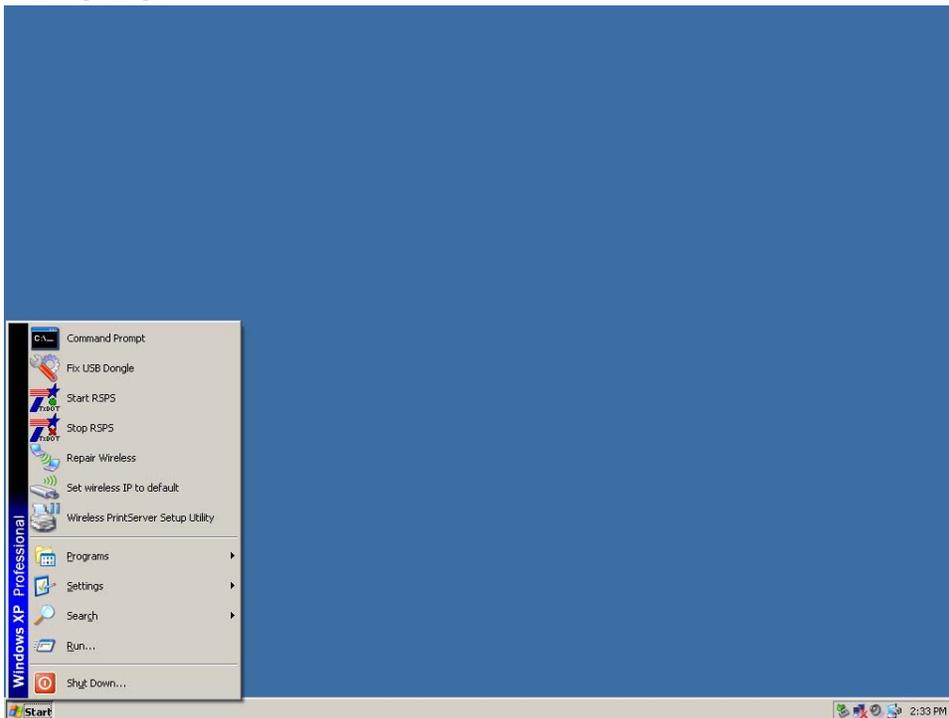
| STEP | ACTION |
|------|---|
| 15 | Input the VTR supplied: <ul style="list-style-type: none"> • User Name • Password |
| 16 | Select "OK" the Windows XP Desktop appears. |

WINDOWS XP DESKTOP



| STEP | ACTION |
|------|--|
| 17 | Select "Start" or press Ctrl + Esc a Menu List appears. |

MENU LIST



| STEP | ACTION |
|------|---|
| 18 | Select "Start RSPS" the Login (COM001) screen appears. |

LOGIN SCREEN

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I Accept I Do Not Accept

Employee:

Password:

The password will not display.

New Password

Enter Cancel

| STEP | ACTION |
|------|---|
| 19 | Select the "I Accept" radio button. |
| 20 | Input the VTR supplied: <ul style="list-style-type: none"> • User ID • Password |
| 21 | Select "Enter" the RSPS screen (desktop) appears. |

RSPS SCREEN

Print Sticker Reprint Sticker Reports Reprint Reports Recovery Printer Setup User Admin Setup

Texas Department of Transportation

RSPS Version 1.1.0
02/05/2005

BASTROP D001A FORD CNTYADM

Logout

| STEP | ACTION |
|------|---|
| 22 | Select "User Admin" the User Administration (COM004) screen appears. |

USER ADMINISTRATION SCREEN

| User ID | User Name | User Group |
|---------|----------------|---------------|
| CNTYADM | COUNTY S ADMIN | Administrator |

Buttons: Add, Modify, Delete, Cancel

| STEP | ACTION |
|------|---|
| 23 | Select the “Add” button the User Properties (COM005) screen appears. |

USER PROPERTIES SCREEN

User ID: RHUBBAR

First Name: RILENE MI: L Last Name: HUBBARD

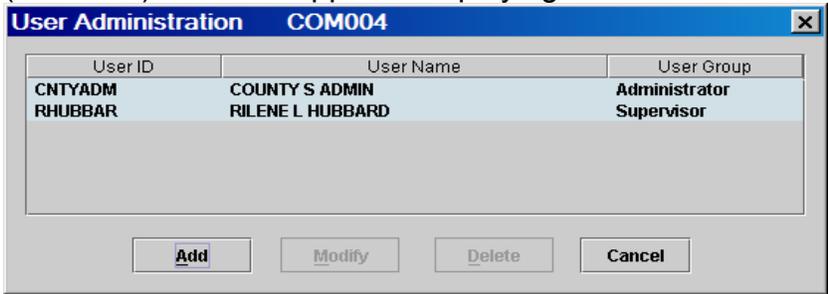
Reset Password

Select User Group

| User Group | User Access |
|---------------|--|
| Administrator | [Icons representing full system access] |
| Supervisor | [Icons representing dealer-level access] |
| Power User | [Icons representing experienced employee access] |
| User | [Icons representing new employee access] |

Buttons: Add, Cancel

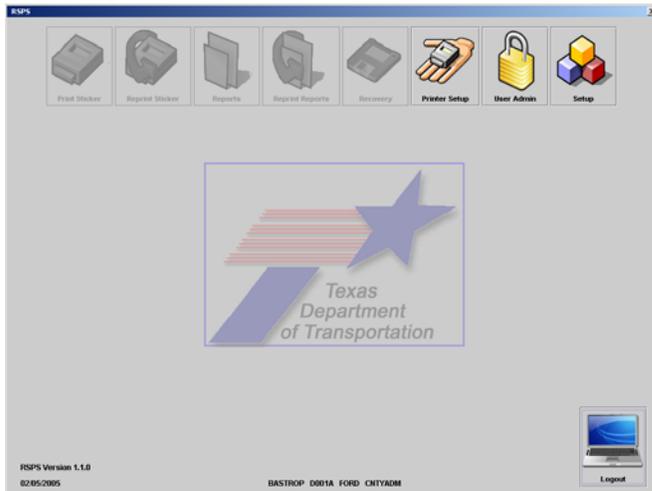
Enter the following information:

| STEP | ACTION |
|------|---|
| 24 | User ID – Enter a unique identification for the user (7 – 8 characters) |
| 25 | First Name – Enter first name of user. required (maximum 15 characters) |
| 26 | MI – Enter middle initial of user, not required |
| 27 | Last Name – Enter last name of user, required (maximum 15 characters) |
| 28 | Select User Group – Select “Supervisor” Note: Administrator (county), Supervisor (dealer), Power User (experienced employee), User (new employee) |
| 29 | Select the “Add” button to add a Supervisor and the User Administration (COM004) screen reappears displaying the user name as entered.  |

| STEP | ACTION |
|------|--|
| 30 | If additional supervisors are to be added, select the “Add” key repeating steps 22 through 29 to add county administrator(s) and/or additional supervisor(s) |
| 31 | Select “Cancel” for the RSPS screen (desktop) to reappear. |

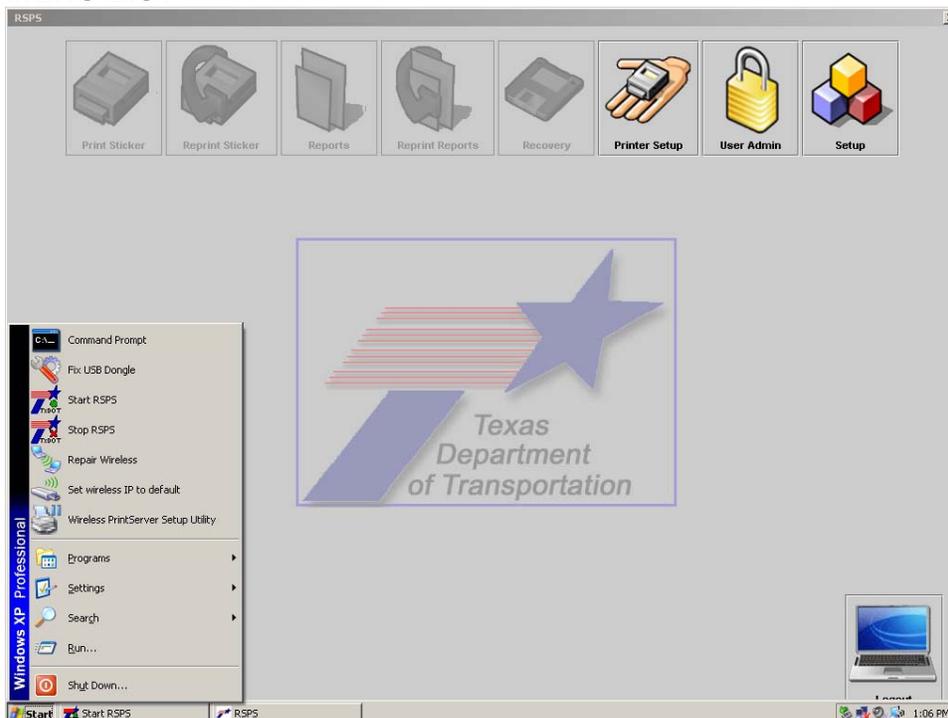
Update Diskette Processing

RSPS SCREEN



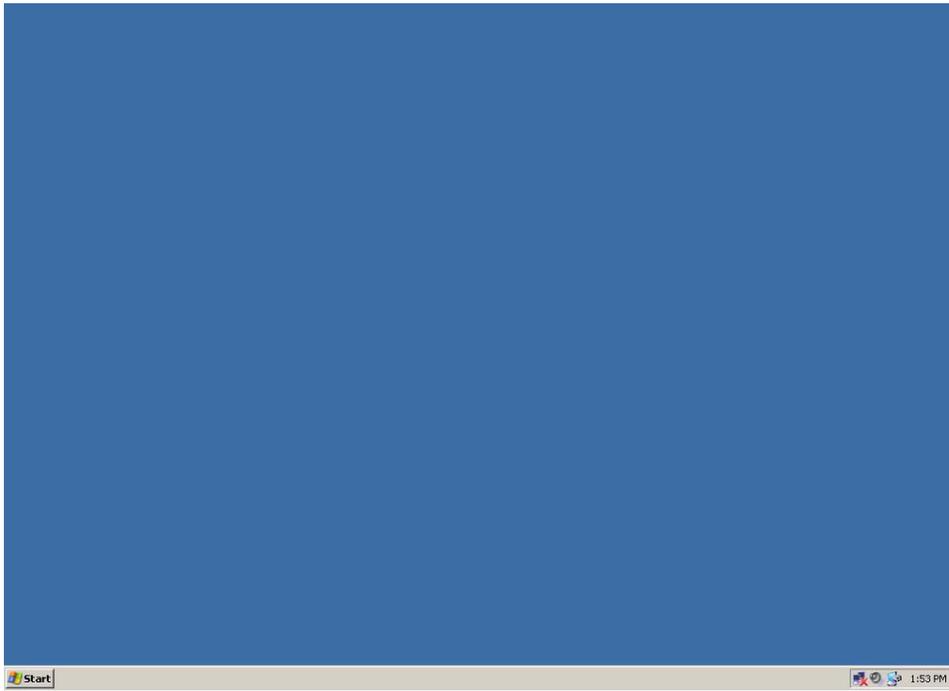
| STEP | ACTION |
|------|--|
| 32 | Press Ctrl + Esc a Menu List appears. |

MENU LIST



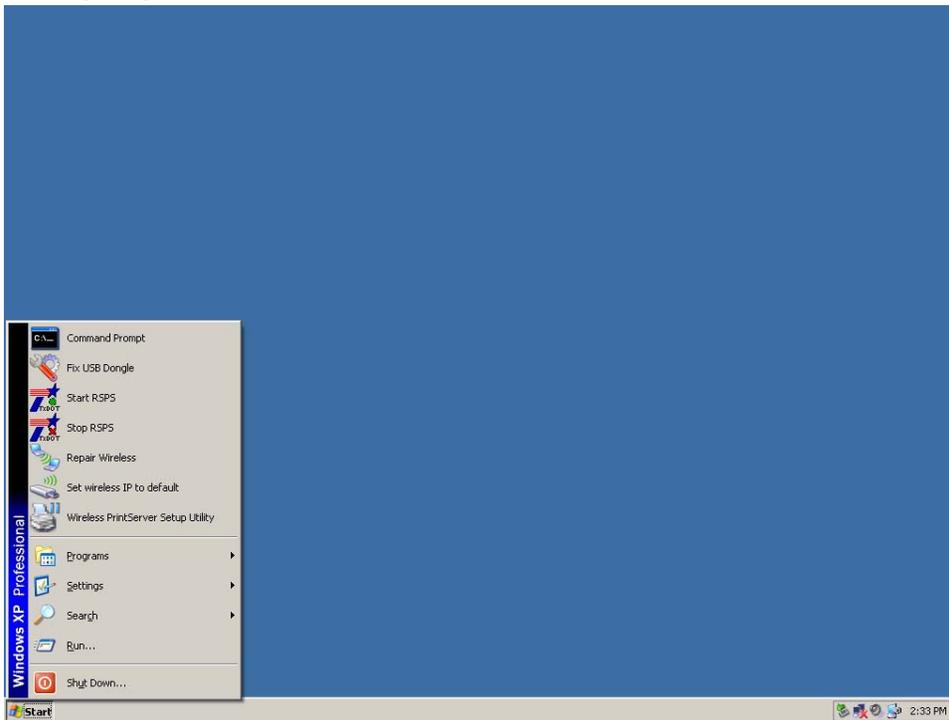
| STEP | ACTION |
|------|--|
| 33 | Select “Stop RSPS” the Windows XP Desktop screen appears. |

WINDOWS XP DESKTOP



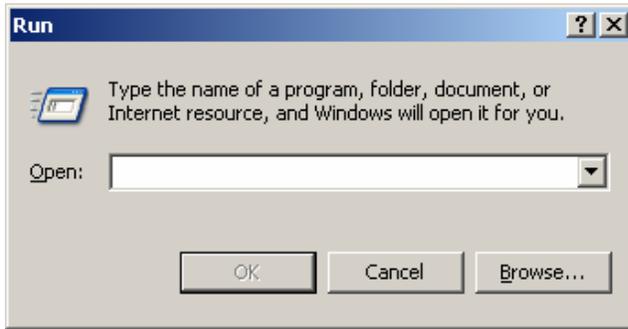
| STEP | ACTION |
|------|--|
| 34 | Insert the update diskette into the RSPS laptop. |
| 35 | Press Ctrl + Esc. A Menu List appears. |

MENU LIST



| STEP | ACTION |
|------|--|
| 36 | Select "Run..." the Run screen appears. |

RUN SCREEN

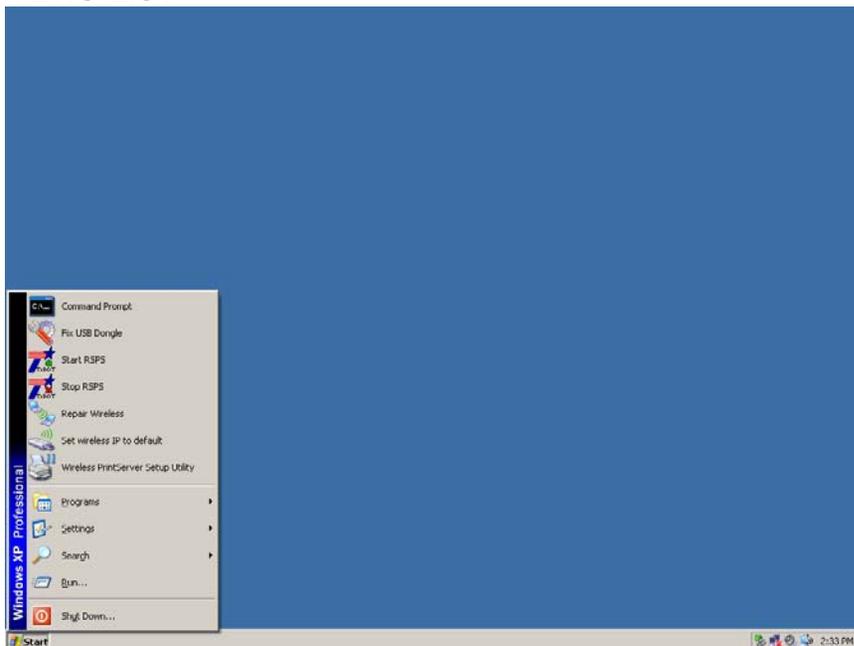


| STEP | ACTION |
|------|--|
| 37 | Input "a:\newsetup.cmd" and select "OK". |
| 38 | A Windows screen appears as the update process runs. |
| 39 | Remove the update diskette from the RSPS laptop <u>AFTER</u> the update process completes (the Windows screen disappears). |

Setup RSPS Print Server and Workstation(s)

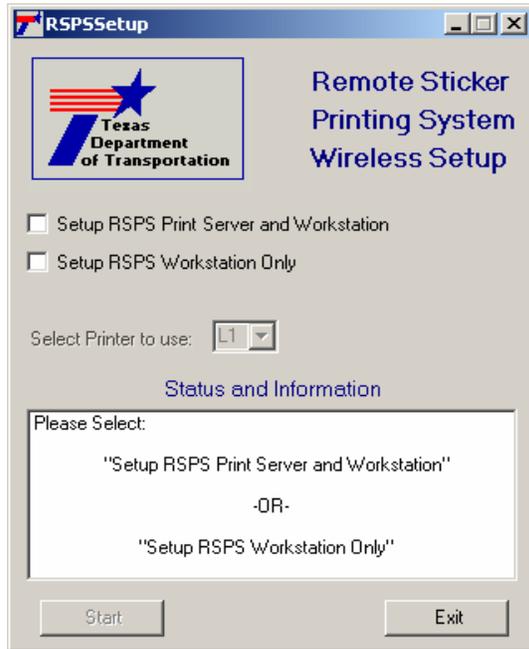
| STEP | ACTION |
|------|---|
| 40 | Insert the Wireless LAN Adapter into the RSPS laptop. |
| 41 | Connect the network cable from the RSPS laptop to the Wireless Print Server. |
| 42 | Connect the parallel printer cable or the USB cable from the Wireless Print Server to the printer. |
| 43 | Power up the Wireless Print Server and the printer . |
| 44 | Press Ctrl + Esc. A Menu List appears. |

MENU LIST



| STEP | ACTION |
|------|--|
| 45 | Select "Wireless PrintServer Setup Utility". The RSPS Setup screen appears. |

RSPS SETUP SCREEN



| STEP | ACTION |
|------|--|
| 46 | Select “Setup RSPS Print Server and Workstation” . Note: See pages 38 – 40 for “Wireless Print Server Setup Utility - Workstation Only” instructions. |
| 47 | In the “Select Printer to use” box, select “L1” if a parallel printer cable is used. Select “L2” if a USB cable is used. Refer to step 42. |

RSPS SETUP SCREEN

| Parallel Cable | USB Cable |
|----------------|-----------|
| | |

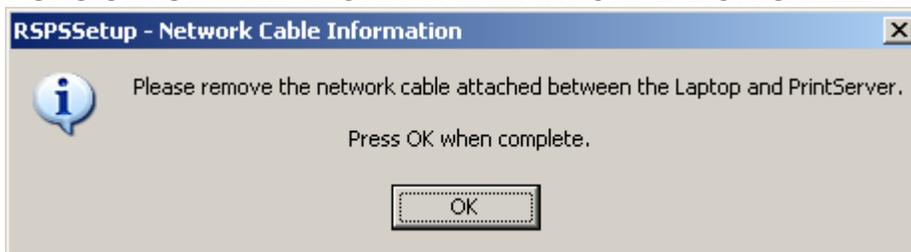
| STEP | ACTION |
|------|---|
| 48 | Select "Start". The RSPS Setup – BiAdmin Information screen appears. |

RSPS SETUP – BIADMIN INFORMATION SCREEN



| STEP | ACTION |
|------|---|
| 49 | Select "OK". Various screens will flash and the RSPS Setup – Network Cable Information screen will appear. |

RSPS SETUP – NETWORK CABLE INFORMATION SCREEN



| STEP | ACTION |
|------|---|
| 50 | Remove the network cable between the RSPS laptop and the Wireless Print Server. |
| 51 | Select "OK". The RSPS Setup screen reappears. |

RSPS SETUP SCREEN



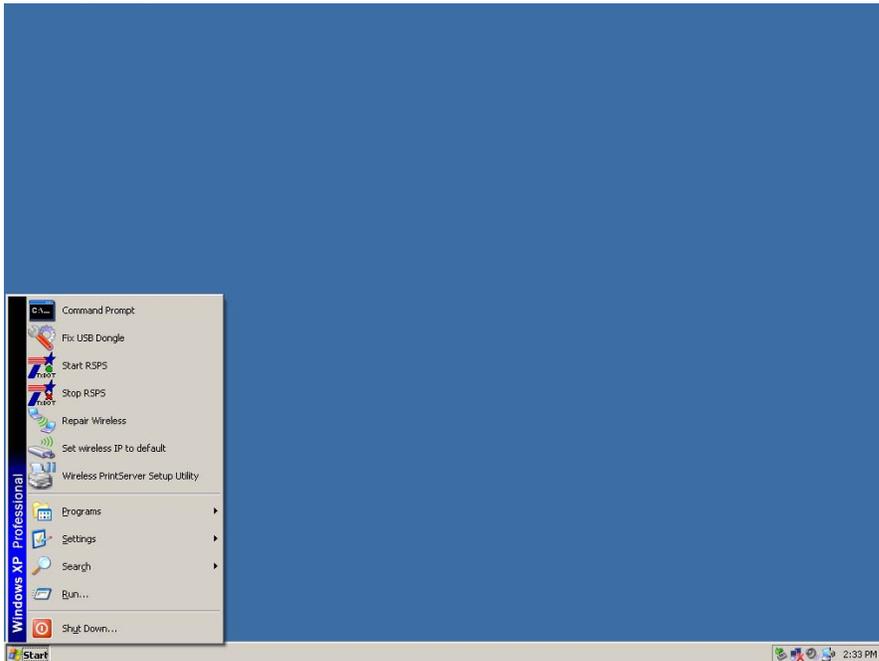
| STEP | ACTION |
|------|--|
| 52 | Select "Test Print". A test page prints. |
| 53 | Select "Exit". The Windows XP Desktop appears. |
| 54 | To insure that the Processor Summary Report will print every 7 days, the county should run this report prior to issuing to the dealer. |

WINDOWS XP DESKTOP



| STEP | ACTION |
|------|--|
| 55 | Select Ctrl + Esc. A Menu List appears. |

MENU LIST



| STEP | ACTION |
|------|--|
| 56 | Select "Shut Down." The Shut Down Windows screen appears. |

SHUT DOWN WINDOWS SCREEN



| STEP | ACTION |
|------|---|
| 57 | Select "Shut down" and select "OK." The system will shut down and the RSPS laptop powers off. |
| 58 | The RSPS laptop is now ready for use by dealer(s). |

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

The configuration of a dealer RSPS laptop can be changed from one dealer to another. The configuration can also be changed from dealer laptop to subcontractor 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.

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

| STEP | ACTION |
|------|--|
| 1 | Power on the RSPS laptop, the Log On to Windows screen appears. |

LOG ON TO WINDOWS SCREEN



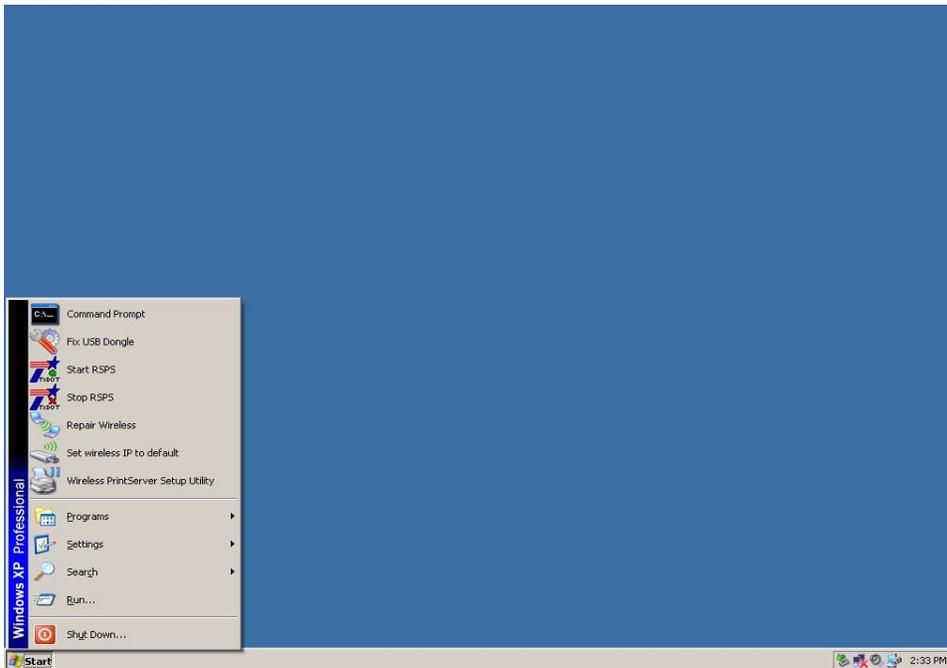
| STEP | ACTION |
|------|---|
| 2 | Input the VTR supplied: <ul style="list-style-type: none"> • User Name • Password |
| 3 | Select "OK" the Windows XP Desktop appears. |

WINDOWS XP DESKTOP



| STEP | ACTION |
|------|--|
| 4 | Select "Start" or press Ctrl + Esc a Menu List appears. |

MENU LIST



| STEP | ACTION |
|------|---|
| 5 | Select "Start RSPS" the Login (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

Employee:

Password:

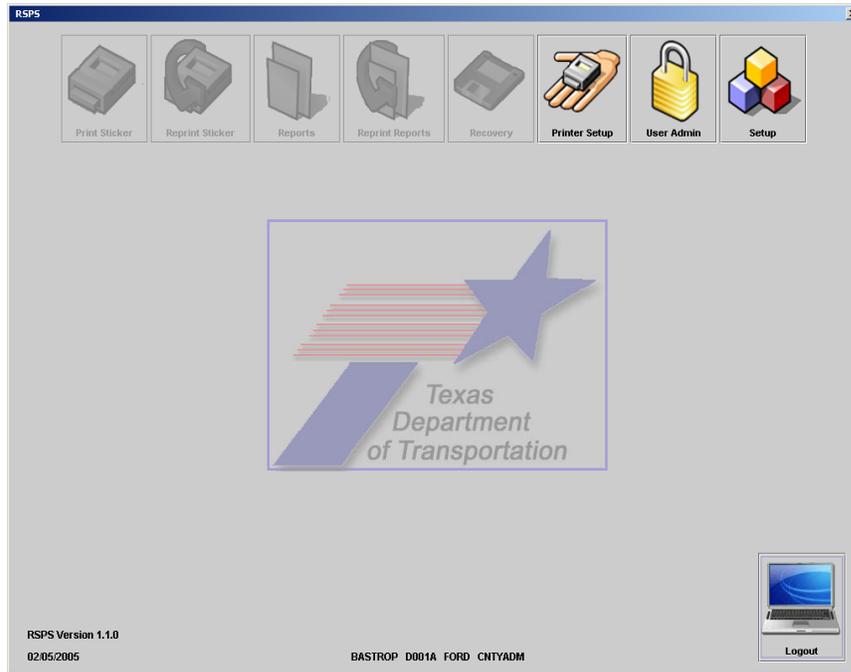
The password will not display.

New Password

Enter Cancel

| STEP | ACTION |
|------|---|
| 6 | Select the "I Accept" radio button. |
| 7 | Input the VTR supplied: <ul style="list-style-type: none"> • User ID • Password |
| 8 | Select ENTER the Setup (COM003) screen appears. |

RSPS SCREEN

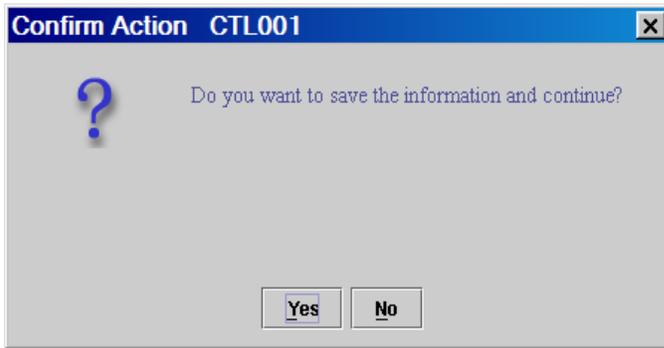


| STEP | ACTION |
|------|---|
| 9 | Select "Setup". The Setup (COM003) screen appears. |

SETUP SCREEN

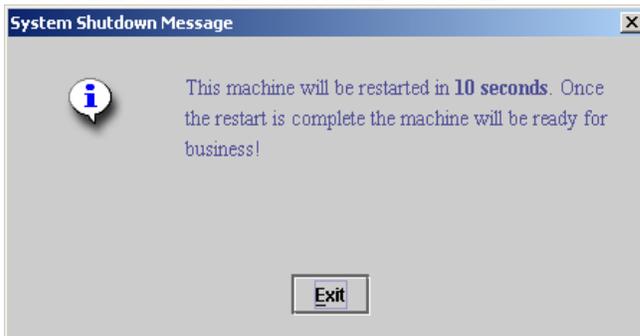
| STEP | ACTION |
|------|--|
| 10 | Erase the information to be changed and input the new information. |
| 11 | Select "Enter". The Confirm Action (CTL001) screen appears. |

CONFIRM ACTION SCREEN



| STEP | ACTION |
|------|---|
| 13 | Select "Yes" the System Shutdown Message screen appears. |

SYSTEM SHUTDOWN MESSAGE



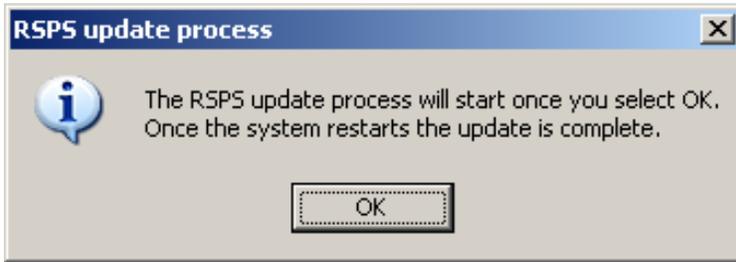
| STEP | ACTION |
|------|---|
| 14 | Select "Exit" or wait 10 seconds. The RSPS laptop restarts and the Log On to Windows screen appears. |

LOG ON TO WINDOWS SCREEN



| STEP | ACTION |
|------|--|
| 15 | Update the USB Flash Drive using the RTS "RSPS System Updates" event (refer to additional documentation). |
| 16 | Insert the updated USB Flash Drive into a port on the RSPS laptop. |
| 17 | Input the following: <ul style="list-style-type: none"> • the User Name • the Password |
| 18 | Select "OK." The RSPS Update Process screen appears. |

RSPS UPDATE PROCESS SCREEN



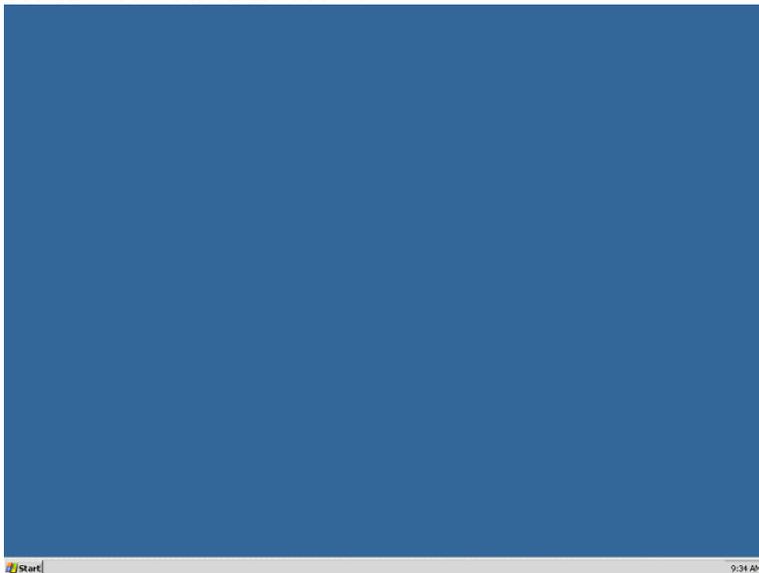
| STEP | ACTION |
|------|---|
| 19 | Select "OK." The system restarts and the Log On to Windows screen appears. |

LOG ON TO WINDOWS SCREEN



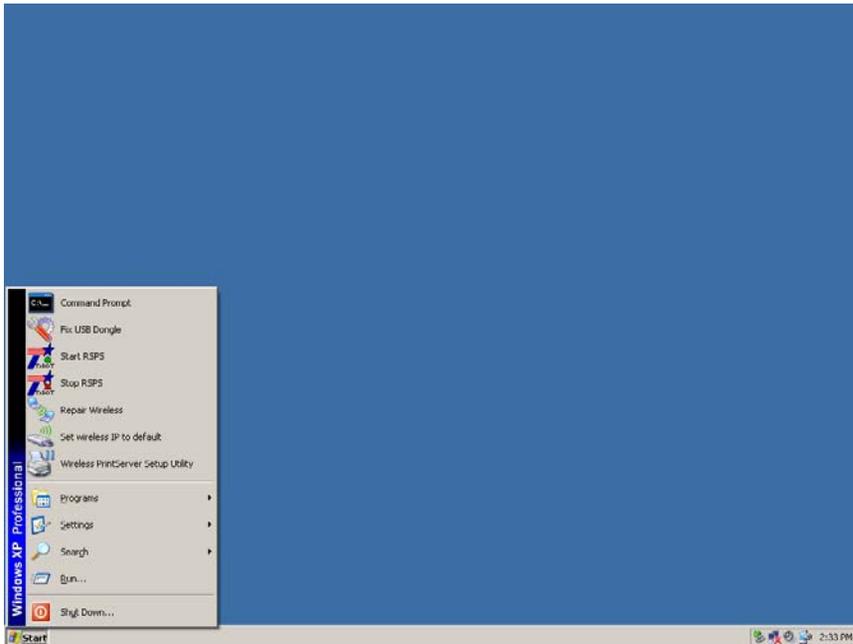
| STEP | ACTION |
|------|--|
| 20 | Remove the USB Flash Drive from the RSPS laptop <u>AFTER</u> the system restarts. |
| 21 | Input the following: <ul style="list-style-type: none"> • the User Name • the Password |
| 22 | Select "OK." The Windows XP Desktop appears. |

WINDOWS XP DESKTOP



| STEP | ACTION |
|------|---|
| 23 | Select "Start" or press Ctrl + Esc. A Menu List appears. |

MENU LIST



| STEP | ACTION |
|------|--|
| 24 | Select "Start RSPS". The Login (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:

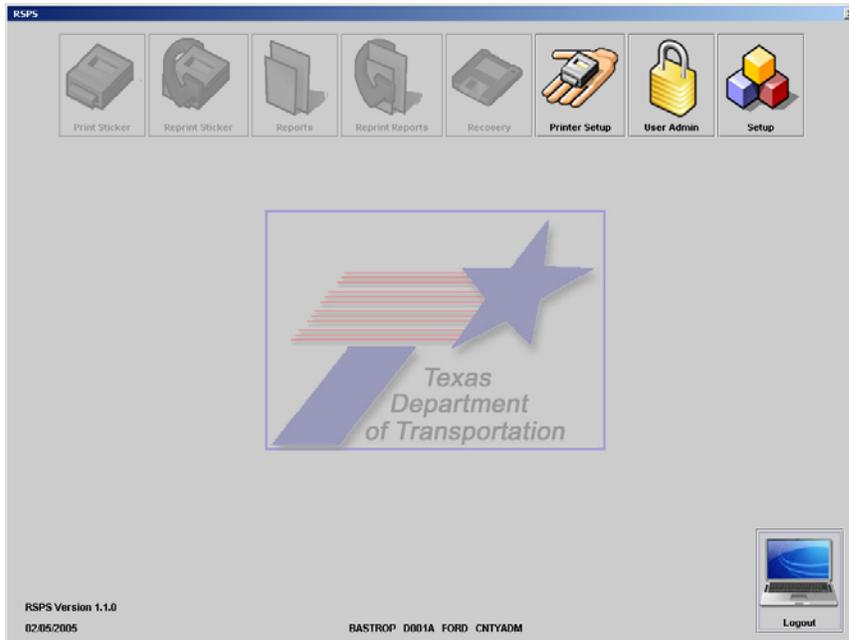
The password will not display.

New Password

Enter Cancel

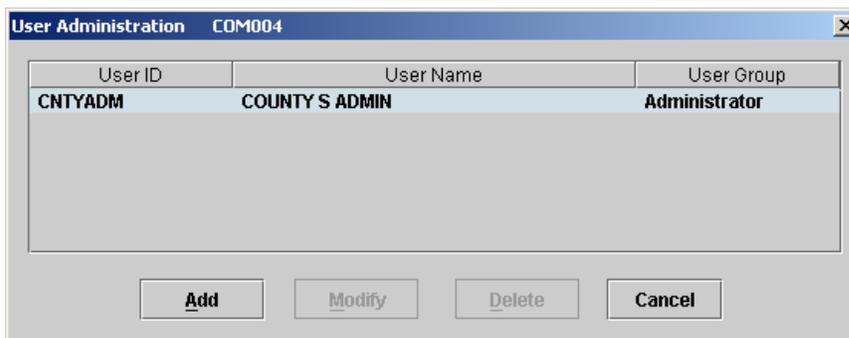
| STEP | ACTION |
|------|--|
| 25 | Select "I Accept" and input the following: <ul style="list-style-type: none"> • User ID • Password |
| 26 | Select "Enter". The RSPS screen (desktop) appears. |

RSPS SCREEN



| STEP | ACTION |
|------|--|
| 27 | Select "User Admin". The User Administration (COM004) screen appears. |

USER ADMINISTRATION SCREEN



| STEP | ACTION |
|------|---|
| 28 | Select "Add". The User Properties (COM005) screen appears. |

USER PROPERTIES SCREEN

User Properties COM005

User ID: 9999999

First Name: KIP MI: Last Name: THOMAS

Reset Password

Select User Group

| User Group | User Access |
|---------------|-------------|
| Administrator | |
| Supervisor | |
| Power User | |
| User | |

Add Cancel

Input the following for the Dealer Supervisor and (if desired) County Administrator:

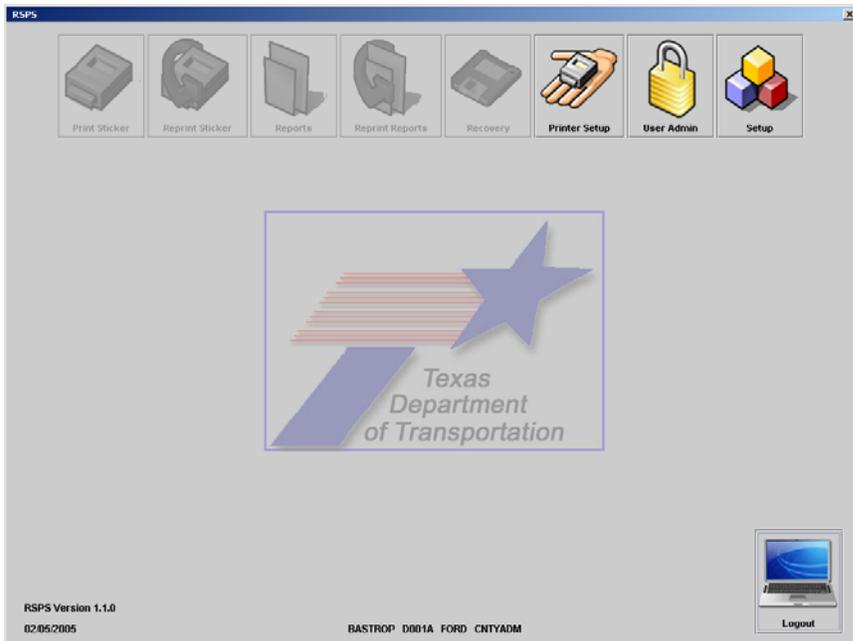
| STEP | ACTION |
|------|--|
| 29 | <p>User ID</p> <ul style="list-style-type: none"> • Unique identification number of user • 7 – 8 alphanumeric characters |
| 30 | <p>First Name</p> <ul style="list-style-type: none"> • First name of user • Maximum 15 characters • Required |
| 31 | <p>MI</p> <ul style="list-style-type: none"> • Middle initial of user • Not required |
| 32 | <p>Last Name</p> <ul style="list-style-type: none"> • Last name of user • Maximum 15 characters • Required |
| 33 | <p>User Group</p> <ul style="list-style-type: none"> • Select the applicable user group <ul style="list-style-type: none"> ▪ Select “Supervisor” for the Dealer Supervisor ▪ Select “Administrator” for the County Administrator (if desired) |
| 34 | <p>Select “Add,” the Dealer Supervisor and (if applicable) County Administrator is added and the User Administration (COM004) screen appears.</p> |

USER ADMINISTRATION SCREEN

| User ID | User Name | User Group |
|---------|----------------|---------------|
| CNTYADM | COUNTY S ADMIN | Administrator |
| KTHOMAS | KIP THOMAS | Supervisor |

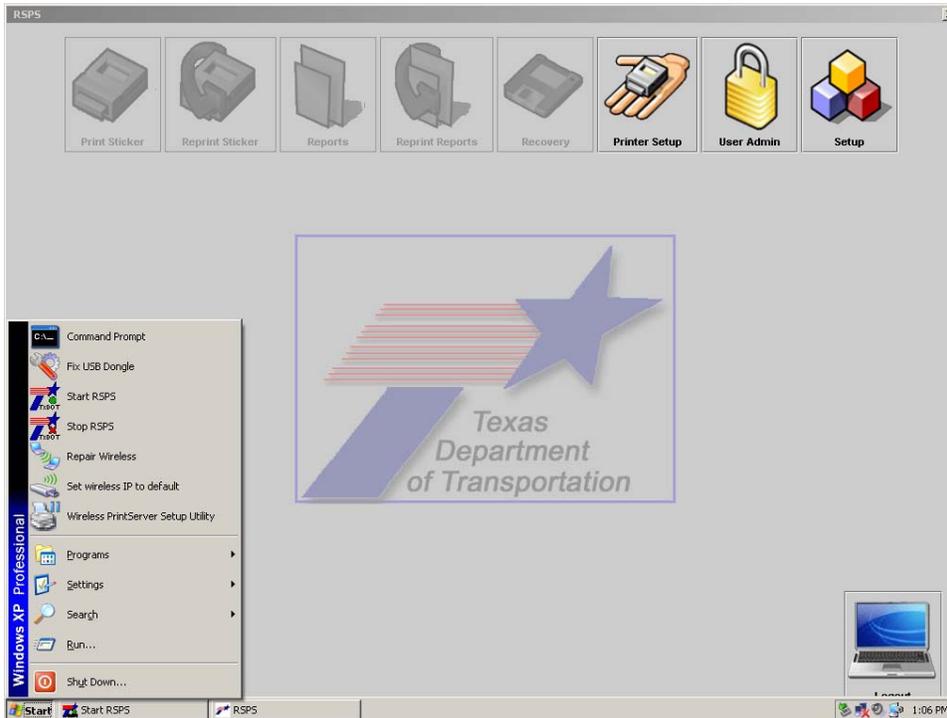
| STEP | ACTION |
|------|--|
| 35 | If desired, repeat steps 27 and 28 to add additional Dealer Supervisor(s) or County Administrator(s) |
| 36 | Select "Cancel". The RSPS screen (desktop) appears. |

RSPS SCREEN



| STEP | ACTION |
|------|---|
| 37 | Run the Wireless Print Server Setup Utility event (pages 34 - 37). |
| 38 | To insure that the Processor Summary Report will print every 7 days, the county should run this report prior to issuing to the dealer. |
| 39 | Press Ctrl + Esc. A Menu List appears. |

MENU LIST



| STEP | ACTION |
|------|--|
| 40 | Select "Shut Down". The Shut Down Windows screen appears. |

SHUT DOWN WINDOWS SCREEN



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

WIRELESS PRINT SERVER SETUP UTILITY

(Print Server and Workstation)

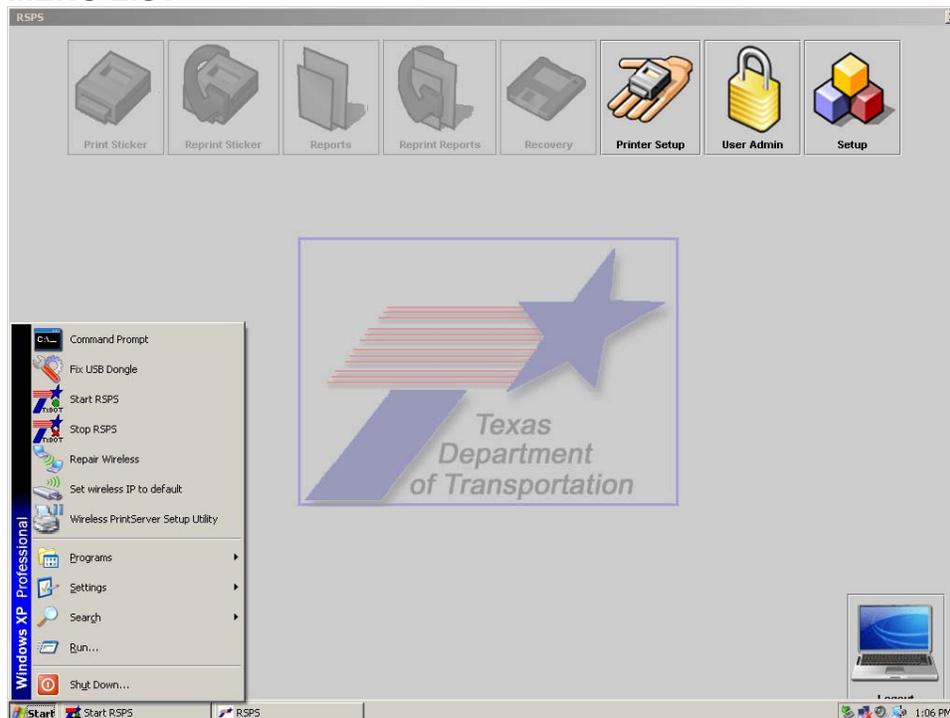
- This event is used to configure a single RSPS laptop and printer for wireless printing
- If local printing is utilized, this event does not have to be completed

Note: Only one Wireless Print Server may be used per location

To run the Wireless Print Server Setup Utility event, the following steps must be completed:

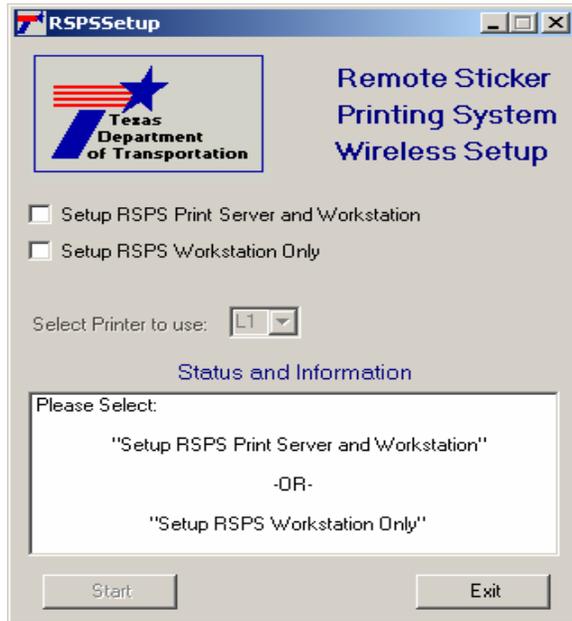
| STEP | ACTION |
|------|---|
| 1 | Configure the RSPS laptop for the subcontractor or dealer. |
| 2 | Insert the Wireless LAN Adapter into the RSPS laptop. |
| 3 | Connect the network cable from the RSPS laptop to the Wireless Print Server. |
| 4 | Connect the parallel printer cable or the USB cable from the Wireless Print Server to the printer. |
| 5 | Power up the Wireless Print Server and the printer . |
| 6 | From the RSPS screen (desktop), press Ctrl + Esc. A Menu List appears. |

MENU LIST



| STEP | ACTION |
|------|--|
| 7 | Select "Wireless PrintServer Setup Utility". The RSPS Setup screen appears. |

RSPS SETUP SCREEN



| STEP | ACTION |
|------|---|
| 8 | Select "Setup RSPS Print Server and Workstation". |
| 9 | In the "Select Printer to use" box, select "L1" if a parallel printer cable is used. Select "L2" if a USB cable is used. Refer to step 4. |

RSPS SETUP SCREEN

| Parallel Cable | USB Cable |
|----------------|-----------|
| | |

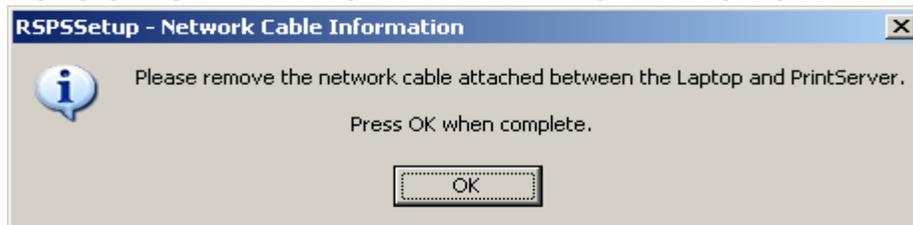
| STEP | ACTION |
|------|---|
| 10 | Select "Start". The RSPS Setup – BiAdmin Information screen appears. |

RSPS SETUP – BiADMIN INFORMATION SCREEN



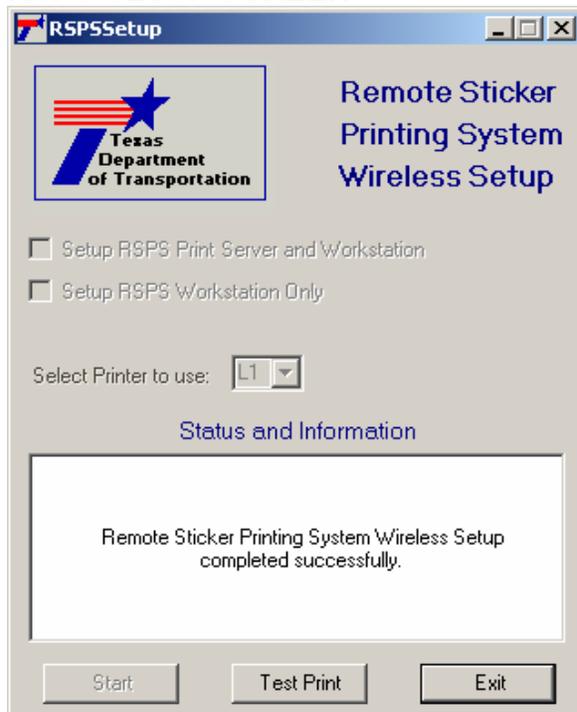
| STEP | ACTION |
|------|---|
| 11 | Select "OK". Various screens will flash and the RSPS Setup – Network Cable Information screen will appear. |

RSPS SETUP – NETWORK CABLE INFORMATION SCREEN



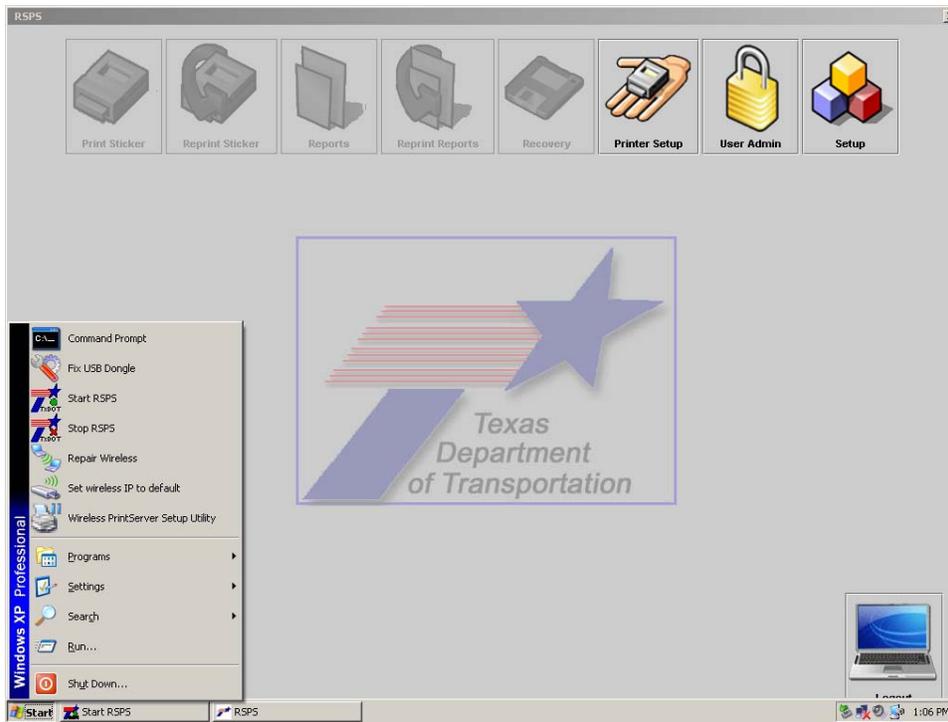
| STEP | ACTION |
|------|--|
| 12 | Remove the network cable between the RSPS laptop and the Wireless Print Server . |
| 13 | Select "OK". The RSPS Setup screen reappears. |

RSPS SETUP SCREEN



| STEP | ACTION |
|------|--|
| 14 | Select "Test Print". A test page prints. |
| 15 | Select "Exit". The RSPS screen (desktop) appears. |

RSPS SCREEN



| STEP | ACTION |
|------|---|
| 15 | The Wireless Print Server Setup Utility event is complete. |

WIRELESS PRINT SERVER SETUP UTILITY

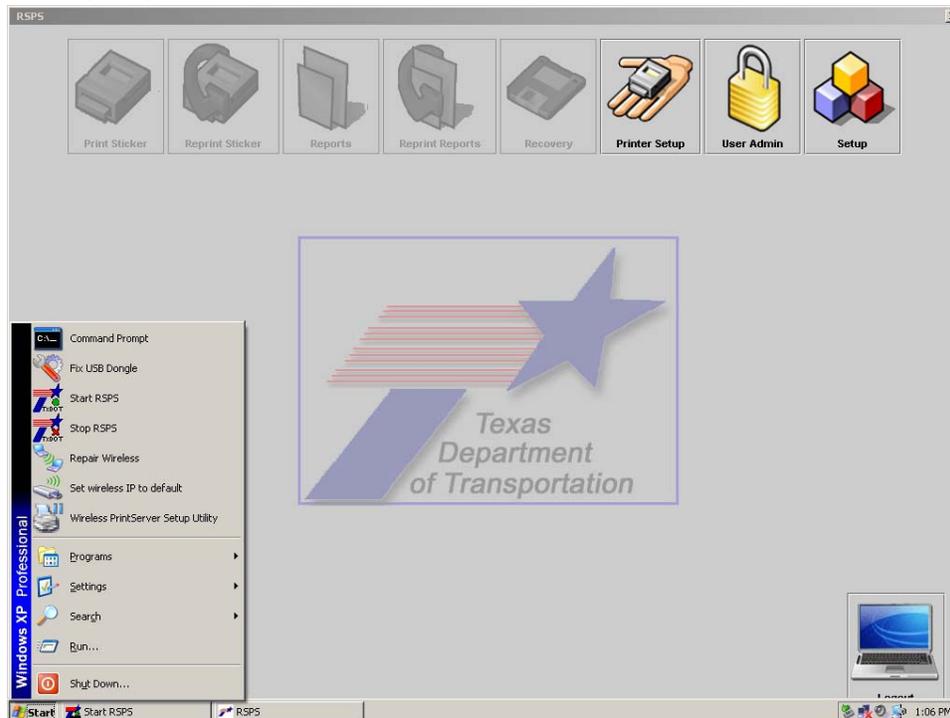
(Workstation Only)

- This event is used to configure additional RSPS laptops for wireless printing using:
 - the existing Wireless Print Server and printer, or
 - the existing Wireless Print Server and a second printer
- **Note:** Only one Wireless Print Server may be used per location
- If local printing is utilized, this event does not have to be completed

To run the Wireless Print Server Setup Utility event, the following steps must be completed:

| STEP | ACTION |
|------|--|
| 1 | Configure the RSPS laptop for the dealer. Note: The Wireless Print Server and printer are not required to complete this event. |
| 2 | From the RSPS screen (desktop), press Ctrl + Esc. A Menu List appears. |

MENU LIST



| STEP | ACTION |
|------|--|
| 3 | Select "Wireless PrintServer Setup Utility". The RSPS Setup screen appears. |

RSPS SETUP SCREEN



| STEP | ACTION |
|------|--|
| 4 | Select “Setup RSPS Workstation Only” . |
| 5 | In the “Workstation to Install” box, select the workstation (2, 3, 4, or 5). |
| 6 | Complete one of the following: <ul style="list-style-type: none"> In the “Select Printer to use” box; select “L1” if a parallel printer cable connects the existing Wireless Print Server to the existing printer. Select “L2” if a USB cable connects the existing Wireless Print Server to the existing printer OR In the “Select Printer to use” box, select “L1” if a parallel printer cable connects the existing Wireless Print Server to a second printer. Select “L2” if a USB cable connects the existing Wireless Print Server to a second printer. |

RSPS SETUP SCREEN

| Parallel Cable | USB Cable |
|----------------|-----------|
| | |

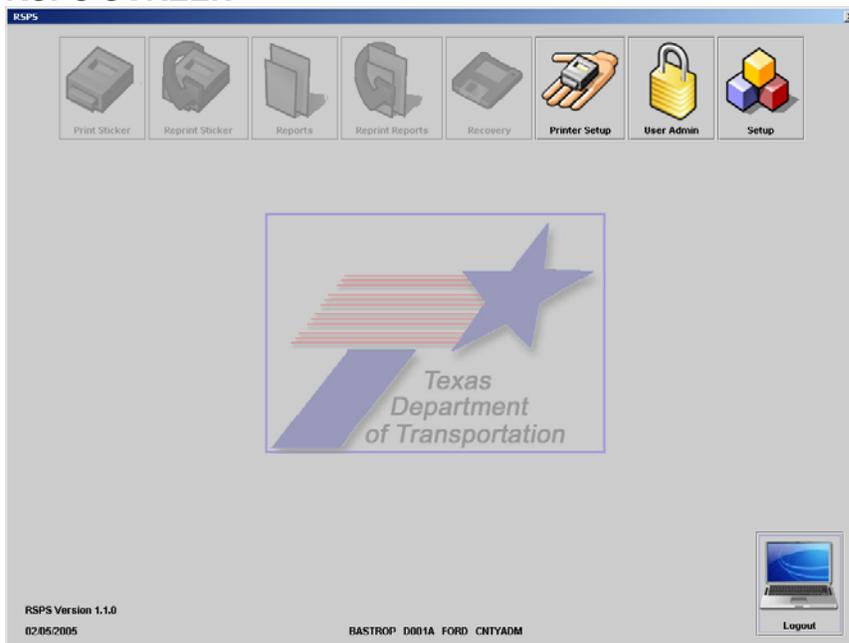
| STEP | ACTION |
|------|---|
| 7 | Select "Start". The IP address is set and the RSPS Setup screen reappears. |

RSPS SETUP SCREEN



| STEP | ACTION |
|------|--|
| 8 | Select "Exit". The RSPS screen (desktop) appears. |

RSPS SCREEN



| STEP | ACTION |
|------|--|
| 9 | The Wireless Print Server Setup Utility event is complete. |

SET WIRELESS IP TO DEFAULT

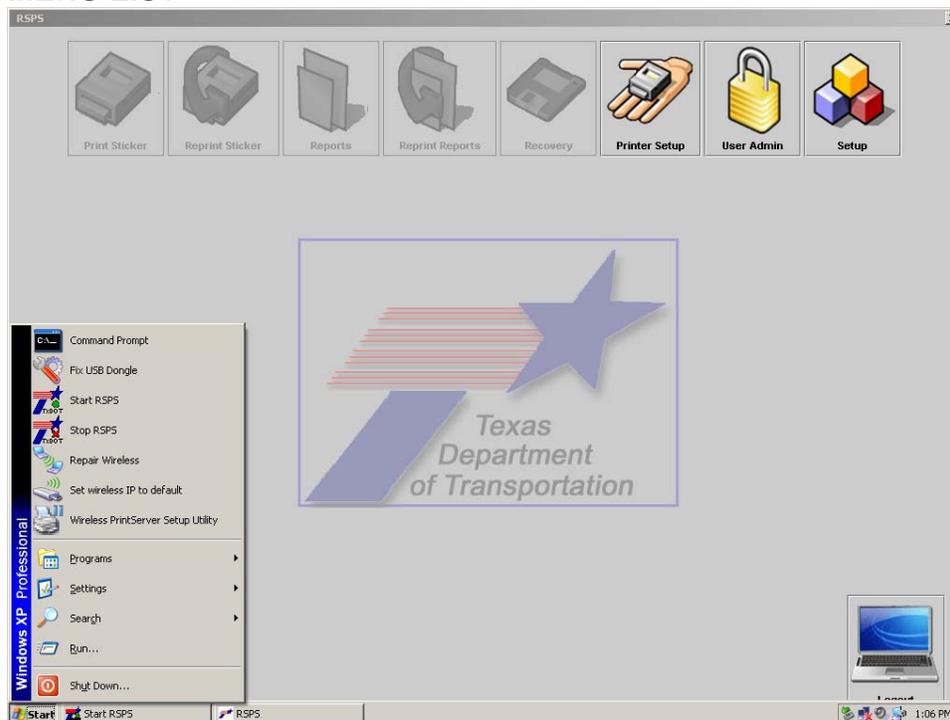
This event is used to set the IP address of the RSPS laptop back to the default setting

This event should only be used under the direction of a TxDOT

To run the Set Wireless IP To Default event, the following steps must be completed:

| STEP | ACTION |
|------|---|
| 1 | Log on to Windows and/or RSPS. |
| 2 | Press Ctrl + Esc. A Menu List appears. |

MENU LIST



| STEP | ACTION |
|------|--|
| 3 | Select "Set wireless IP to default". The event runs and the Menu List disappears. |

LOGON TO WINDOWS – START RSPS

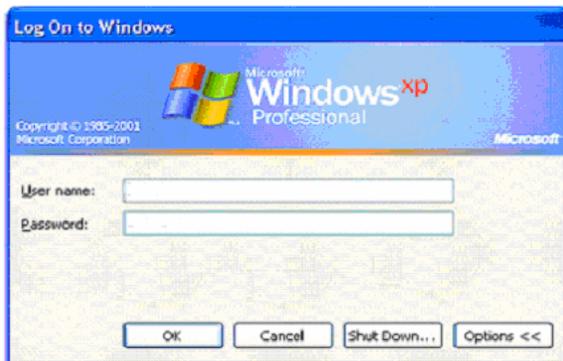
To Log On to Windows

- A user must log on to Windows (using RSPSUSER) to start RSPS
- Windows will automatically lock after two hours of inactivity

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

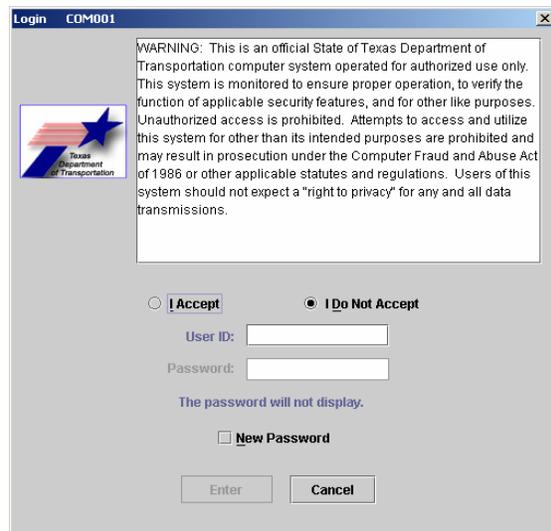
| STEP | ACTION |
|------|--|
| 1 | Ensure that <u>all devices</u> (dongle [adapter] and scanner, printer or wireless print server, etc.) are properly assembled and connected before powering on the RSPS laptop. Note: The dongle (adapter) and scanner are not applicable to dealers. |
| 2 | Power on the RSPS laptop. The Log On to Windows screen appears. |

LOG ON TO WINDOWS SCREEN



| STEP | ACTION |
|------|--|
| 3 | Input the VTR supplied: <ul style="list-style-type: none">• User Name• Password |
| 4 | Select "OK" the Login (COM001) 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 Login (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 VTR supplied: <ul style="list-style-type: none"> • User ID • Password |
| 4 | Select "Enter" the RSPS screen (desktop) appears. |

RSPS SCREEN



| STEP | ACTION |
|------|---|
| 5 | Only those events allowed under the user's configuration are available. |

CONFIGURATION OF LAPTOP BY SUPERVISOR

-To Add A New Employee

A dealer supervisor may add, delete, and modify employees and additionally may reset passwords for employees. The RSPS user will have three user groups in the Remote Sticker Printing System (RSPS):

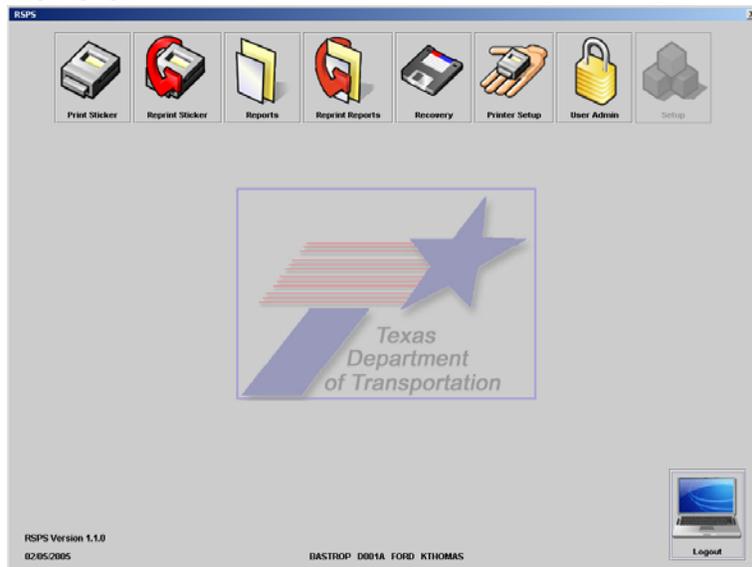
- **Supervisor** – Dealer supervisor/manager
- **Power User** – Dealer experienced personnel
- **User** – Dealer new personnel

Note: Refer to the RSPSUSER placement chart on page 9, showing the DTA, Subcontractor and Administration events allowed for use by each user group.

To add a new employee, the supervisor must complete the following steps:

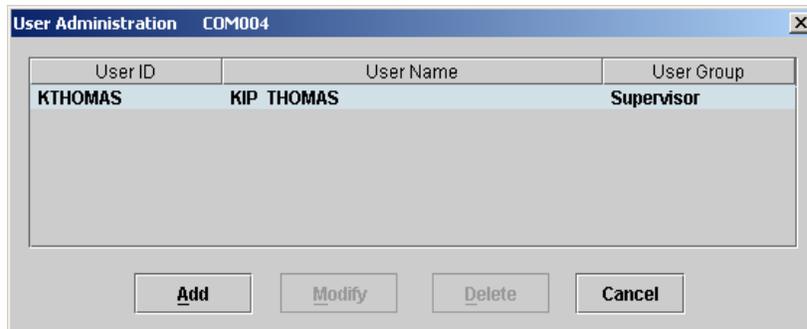
| STEP | ACTION |
|------|--|
| 1 | Login to RSPS, the RSPS screen (desktop) appears. |

RSPS SCREEN



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

USER ADMINISTRATION SCREEN



| STEP | ACTION |
|------|--|
| 3 | Select “Add” the User Properties (COM005) screen appears. |

USER PROPERTIES SCREEN

User Properties COM005

User ID: RHUBBAR

First Name: RILENE MI: Last Name: HUBBARD

Reset Password

Select User Group

| User Group | User Access |
|------------|-------------|
| Supervisor | |
| Power User | |
| User | |

Add Cancel

| STEP | ACTION | | | | | | | | | |
|---------|---|------------|-----------|------------|---------|----------------|------------|---------|------------|------------|
| 4 | User ID – Enter a unique identification number for the user (7 – 8 characters) | | | | | | | | | |
| 5 | First Name – Enter first name of user. Required (maximum 15 characters) | | | | | | | | | |
| 6 | MI – Enter middle initial of user, not required | | | | | | | | | |
| 7 | Last Name – Enter last name of user, required (maximum 15 characters) | | | | | | | | | |
| 8 | Select User Group – Select Supervisor, Power User or User | | | | | | | | | |
| 9 | Select “Add” the employee ID is added and the User Administration (COM004) screen reappears displaying the user name as entered. | | | | | | | | | |
| | <p>User Administration COM004</p> <table border="1"> <thead> <tr> <th>User ID</th> <th>User Name</th> <th>User Group</th> </tr> </thead> <tbody> <tr> <td>RHUBBAR</td> <td>RILENE HUBBARD</td> <td>Power User</td> </tr> <tr> <td>KTHOMAS</td> <td>KIP THOMAS</td> <td>Supervisor</td> </tr> </tbody> </table> <p>Add Modify Delete Cancel</p> <p>Note: The first time an employee logs on to the RSPS, he or she will use “PASSWORD” as the password. The system will prompt the employee to enter their own password choice. Refer to the “Password Change” section for additional information.</p> | User ID | User Name | User Group | RHUBBAR | RILENE HUBBARD | Power User | KTHOMAS | KIP THOMAS | Supervisor |
| User ID | User Name | User Group | | | | | | | | |
| RHUBBAR | RILENE HUBBARD | Power User | | | | | | | | |
| KTHOMAS | KIP THOMAS | Supervisor | | | | | | | | |
| 10 | If additional entries are to be made, select the “Add” key repeating steps 4 through 9 to add an additional “Supervisor,” “Power User” and/or “User.” | | | | | | | | | |

| STEP | ACTION |
|------|---|
| 11 | Select "Cancel" for the RSPS screen (desktop) to reappear. Note: The RSPS screen (desktop) displays enabled icons only for those events allowed under the user's configuration. |

RSPS SCREEN

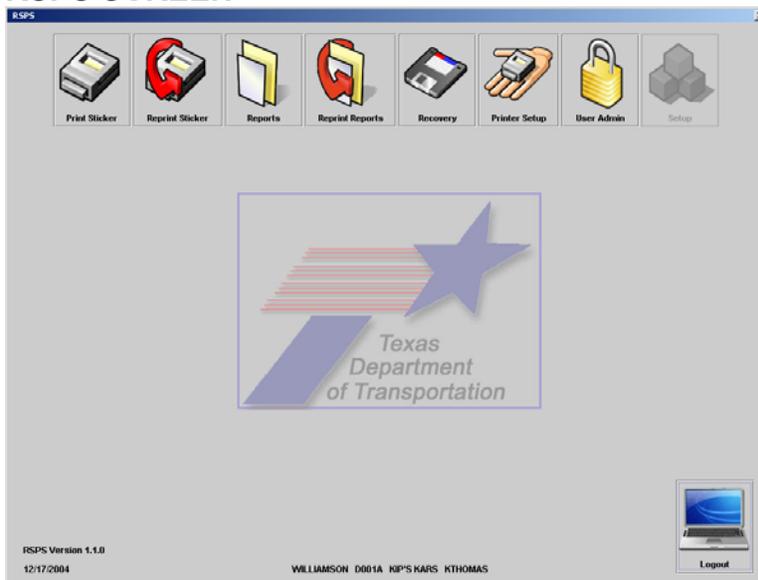


-To Delete An Employee

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

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

RSPS SCREEN



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

USER ADMINISTRATION SCREEN

| User ID | User Name | User Group |
|---------|----------------|------------|
| RHUBBAR | RILENE HUBBARD | Power User |
| KTHOMAS | KIP THOMAS | Supervisor |
| CMUNOZ1 | CONRAD MUNOZ | User |

Buttons: Add, Modify, Delete, Cancel

| STEP | ACTION |
|------|---|
| 3 | Select and highlight the employee to be deleted. Note: Users who are logged into the RSPS laptop <u>cannot</u> delete themselves. |
| 4 | Select "Delete" the Confirm Action (CTL001) screen appears. |

CONFIRM ACTION SCREEN

Do you want to delete the selected user?

Buttons: Yes, No

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

USER ADMINISTRATION SCREEN

| User ID | User Name | User Group |
|---------|----------------|------------|
| RHUBBAR | RILENE HUBBARD | Power User |
| KTHOMAS | KIP THOMAS | Supervisor |

Buttons: Add, Modify, Delete, Cancel

| STEP | ACTION |
|------|---|
| 6 | Select "Cancel" the RSPS (desktop) screen appears. |

-To Modify Employee RSPS Access Rights

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

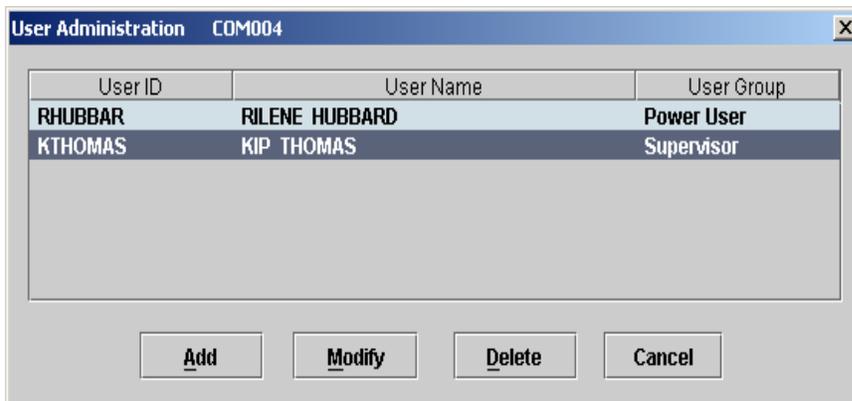
| STEP | ACTION |
|------|---|
| 1 | Login to RSPS the RSPS screen (desktop) appears. |

RSPS SCREEN



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

USER ADMINISTRATION SCREEN



| STEP | ACTION |
|------|--|
| 3 | Select and highlight the employee whose attributes are to be modified. |
| 4 | Select "Modify" the User Properties (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 | |
| Power User | |
| User | |

Modify Cancel

| STEP | ACTION |
|------|--|
| 5 | Input or select the required modifications. |
| 6 | Select "Modify" the employee's attributes are modified and User Administration (COM004) screen appears. |

USER ADMINISTRATION SCREEN

User Administration COM004

| User ID | User Name | User Group |
|---------|----------------|------------|
| RHUBBAR | RILENE HUBBARD | Power User |
| KTHOMAS | KIP T THOMAS | Supervisor |

Add Modify Delete Cancel

| STEP | ACTION |
|------|---|
| 7 | If additional entries are to be made, select the "Modify" key repeating steps 4 through 6 to modify Supervisor, Power User(s) and/or User(s). |
| 8 | Select "Cancel" the RSPS screen (desktop) appears. |

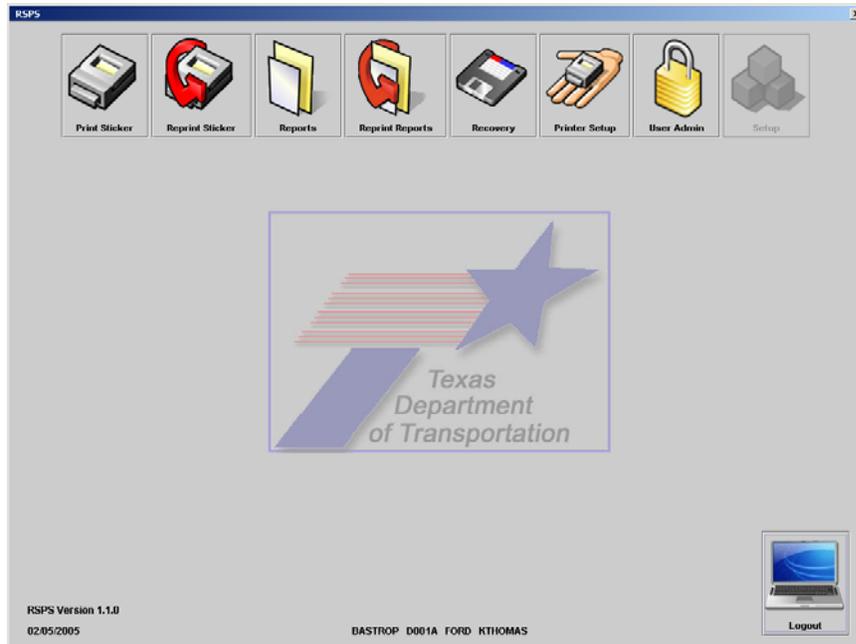
-To Reset Password

When necessary, a password may be reset to the word "Password" by a dealer supervisor.

To reset the password, the following steps must be completed:

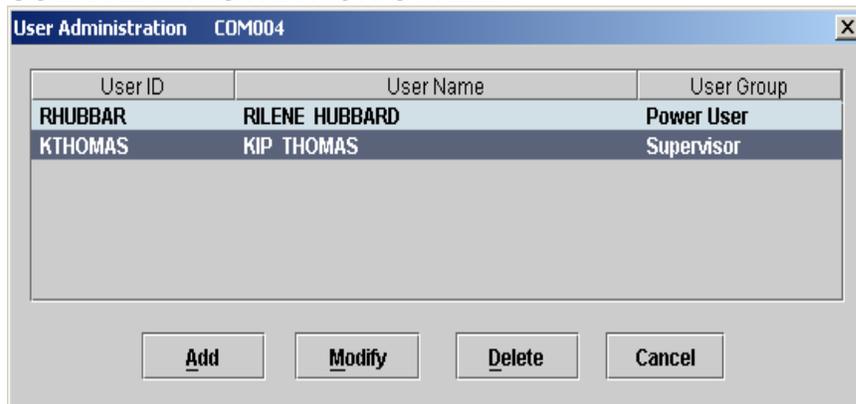
| STEP | ACTION |
|------|---|
| 1 | Login to RSPS the RSPS screen (desktop) appears. |

RSPS SCREEN



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

USER ADMINISTRATION SCREEN



| STEP | ACTION |
|------|---|
| 3 | Select and highlight the employee whose password is to be reset. |
| 4 | Select "Modify" the User Properties (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: Hard Drive, Network, Folder, Printer, Modem, Hand, Lock] |
| Power User | [Icons: Hard Drive, Network, Folder, Printer] |
| User | [Icons: Hard Drive, Folder] |

Modify Cancel

| STEP | ACTION |
|------|--|
| 5 | Select "Reset Password" a check "√" appears in the check box. |
| 6 | Select "Modify" the password is "reset" to the word "Password" and the User Administration (COM004) screen appears. |

USER ADMINISTRATION SCREEN

User Administration COM004

| User ID | User Name | User Group |
|---------|----------------|------------|
| RHUBBAR | RILENE HUBBARD | Power User |
| KTHOMAS | KIP T THOMAS | Supervisor |

Add Modify Delete Cancel

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

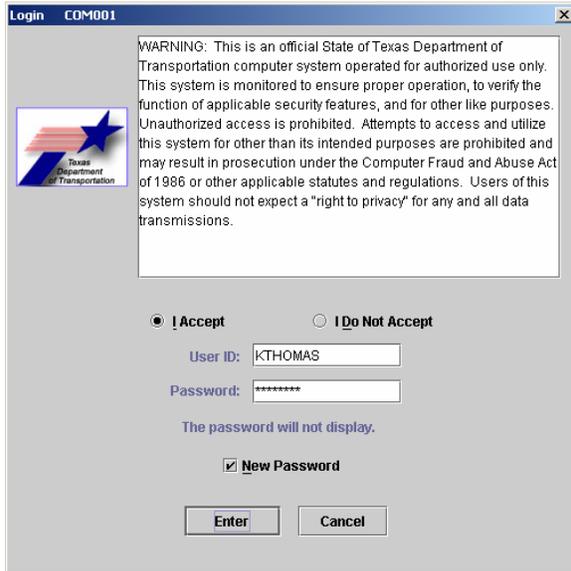
-To Change Password

The RSPS password may be changed at any time. The password for RSPS application user accounts will expire every 90-days and the user will be required to create a new password.

To change a password, the following steps must be completed:

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

LOGIN SCREEN



| STEP | ACTION |
|------|--|
| 2 | Select the “I Accept” radio button. |
| 3 | Enter the following: <ul style="list-style-type: none"> • User ID • Password |
| 4 | Select “New Password” by placing a check “√” in the check box. |
| 5 | Select ENTER the Password Change (COM002) screen appears. |

PASSWORD CHANGE SCREEN



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

-To Change Print Destination

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

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

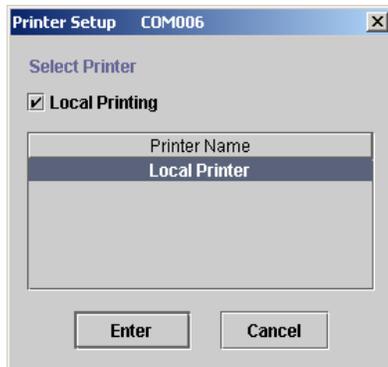
RSPS SCREEN



| STEP | ACTION |
|------|--|
| 2 | Select "Printer Setup" the Printer Setup (COM006) screen appears. |

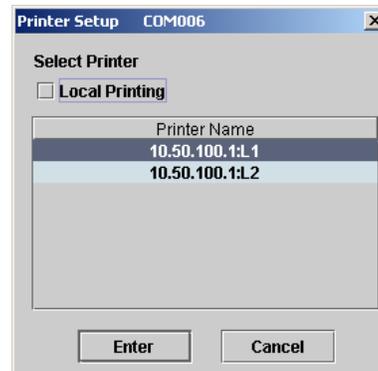
PRINTER SETUP SCREEN

Local Printing



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 local printing (local check box selected) or wireless (local check box not selected). |
| 4 | Select ENTER the print destination is updated and the RSPS screen (desktop) appears. |

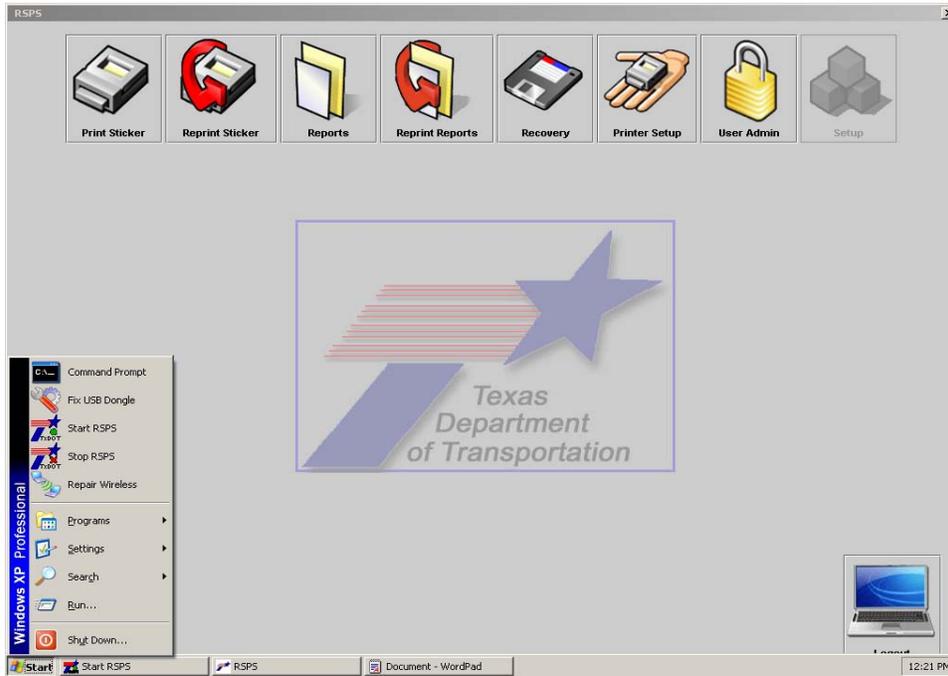
-To Stop RSPS

- RSPS may be stopped from any screen within the application
- All completed transactions are saved

To stop RSPS, the following steps must be completed:

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

MENU LIST



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

WINDOWS XP DESKTOP

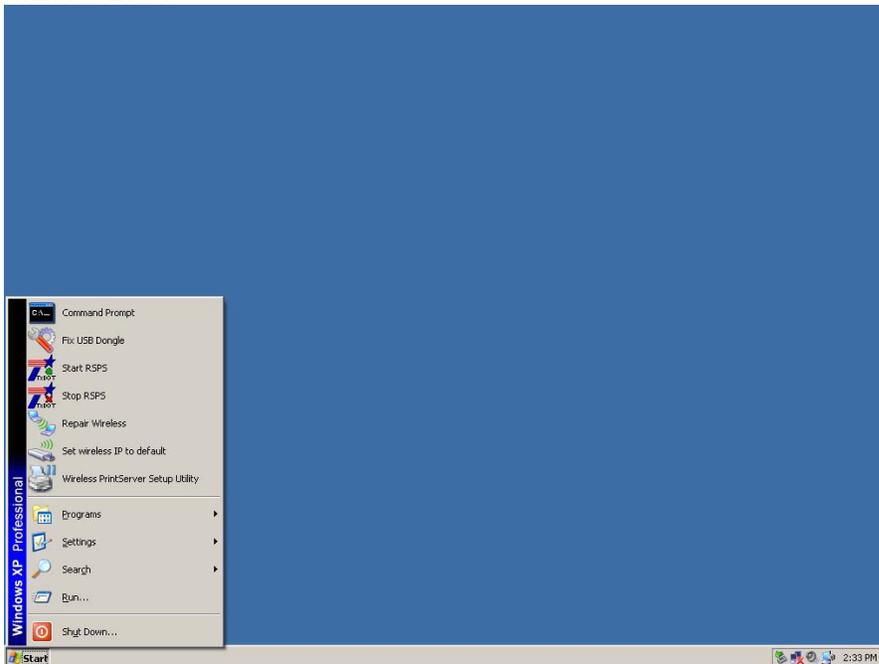


-To Start RSPS [if already logged on to Windows]

To start RSPS, the following steps must be completed:

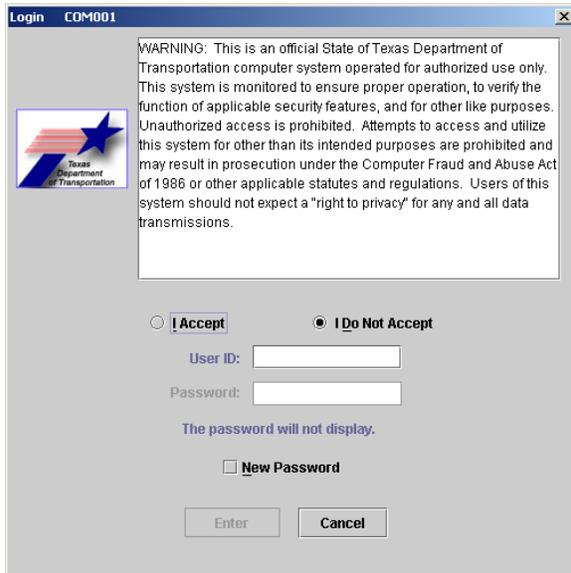
| STEP | ACTION |
|------|--|
| 1 | Press Ctrl + Esc a Menu List appears. |

MENU LIST



| STEP | ACTION |
|------|---|
| 2 | Select "Start RSPS" the Login (COM001) screen appears. |

LOGIN SCREEN



-To Start System Shutdown (if already logged onto Windows)

- The system (Windows, RSPS application, laptop, and all devices) may be shut down from any point (screen)
- All completed transactions are saved

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

| STEP | ACTION |
|------|---|
| 1 | Press Ctrl + Esc. A Menu List appears. |

MENU LIST



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

SHUT DOWN WINDOWS SCREEN



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

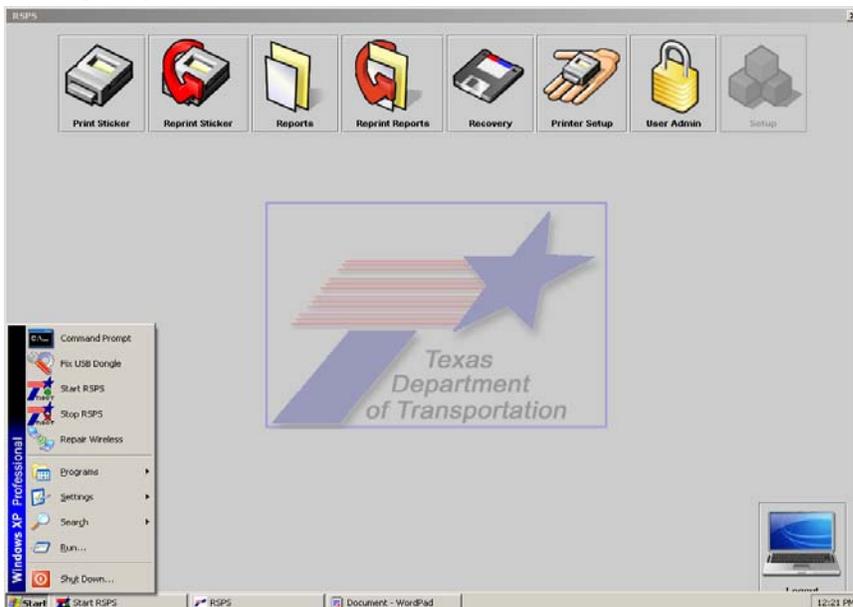
-To Start RSPS System Update

- RSPS laptops must be updated with new programming, virus protection, etc.
- Updates are completed using a USB Flash Drive provided by the county
- Updates must be completed at least once a month
- The RSPS laptop must be at the Log On to Windows screen to initiate the update

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

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

MENU LIST



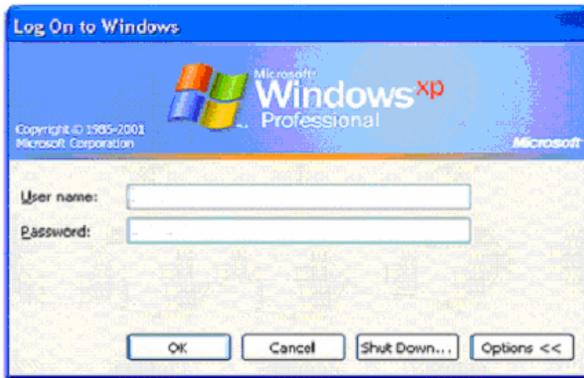
| STEP | ACTION |
|------|--|
| 2 | Select “Shut Down,” the Shut Down Windows screen appears. |

SHUT DOWN WINDOWS SCREEN



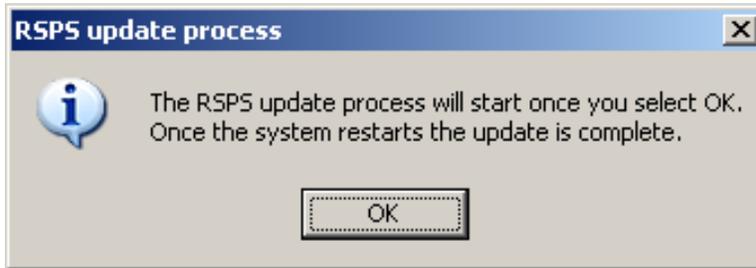
| STEP | ACTION |
|------|--|
| 3 | Use the up and down arrow keys to select “Log off rspuser” from the drop box and select “OK.” The Log On to Windows screen appears. |

LOG ON TO WINDOWS SCREEN



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

RSPS UPDATE PROCESS SCREEN



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

LOG ON TO WINDOWS SCREEN



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

-To Repair Wireless

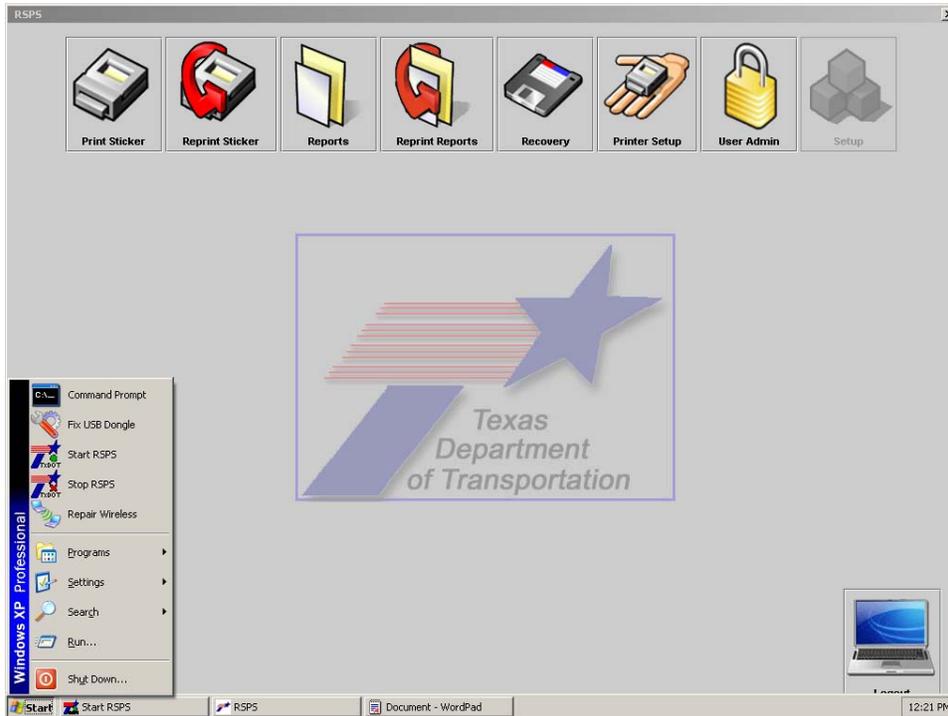
This event is used to re-establish the connection between the Wireless LAN Adapter and the RSPS laptop.

If the printer stops functioning, try this event before calling the County Administrator for assistance.

To run the Repair Wireless event, the following steps must be completed:

| STEP | ACTION |
|------|--|
| 1 | Ensure that all devices are properly assembled and have power. |
| 2 | Log on to Windows and RSPS. |
| 3 | Press Ctrl + Esc. A Menu List appears. |

MENU LIST



| STEP | ACTION |
|------|---|
| 4 | Select "Repair Wireless," the <u>event runs</u> and the Menu List disappears. |
| 5 | If the printer still does not function, call the County Administrator for assistance. |

REMOTE STICKER PRINTING BY DEALER

-To Print Sticker – DTA

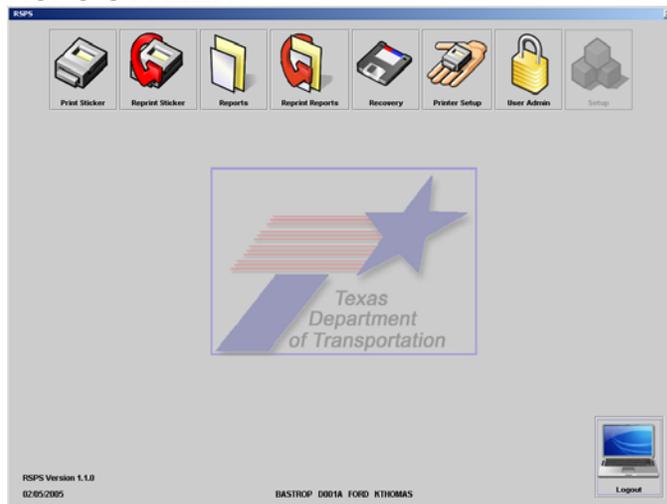
Dealers may print registration validation stickers using the Remote Sticker Printing System (RSPS) equipment.

- A sticker may be printed for only those transactions on the DTA diskette with sold registration
- RSPS will process DTA diskettes with up to 25 transactions
- RSPS will accommodate registration of up to 36 months for new and used vehicles, although, RTS will only accommodate new vehicles

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

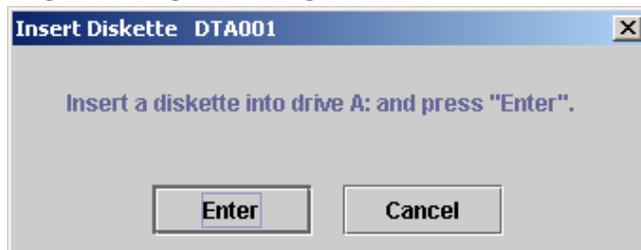
| STEP | ACTION |
|------|--|
| 1 | Login to "RSPS," the RSPS screen (desktop) appears. |

RSPS SCREEN



| STEP | ACTION |
|------|---|
| 2 | Select "Print Sticker". The Insert Diskette (DTA001) screen appears. |

INSERT DISKETTE SCREEN



| STEP | ACTION |
|------|---|
| 3 | Insert the DTA diskette into the RSPS and select "Enter". The RSPS reads the diskette and the Print Management (DTA002) screen appears. Note: An error message will appear if the diskette is removed before stickers have been printed. |

PRINT MANAGEMENT SCREEN

Print Management DTA002

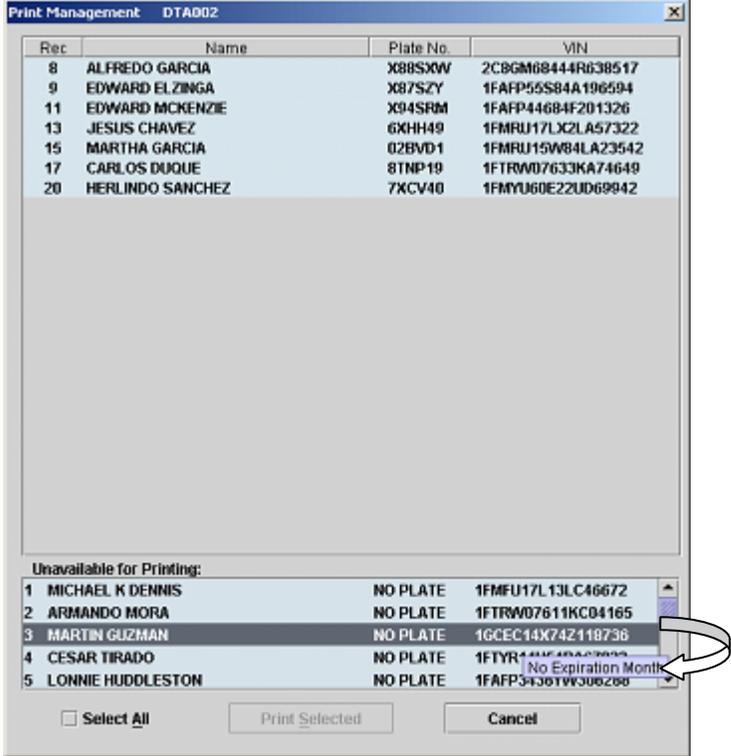
| Rec | Name | Plate No. | VIN |
|-----|----------------------------|-----------|-------------------|
| 1 | JOSA HERNADEZ | 4CMP90 | 1G1AZ37H9DR104391 |
| 2 | JOE'S CONCRETE | 4CMP03 | 1FTEXD4R6AH234891 |
| 3 | NATIONAL CAR RENTAL SYSTEM | 0351CR | 1FDNK74N9CVA12600 |
| 5 | NATIONAL CAR RENTAL SYSTEM | D04BTT | 1G2FS21E1JL256476 |
| 6 | TINA LUNA | 08XRZA | 1FDNK74N9CVA12777 |
| 7 | TINA LUNA | 08XRZC | 13SAH2828T1706350 |

Unavailable for Printing:

| | | | |
|---|--------------|----------|-------------------|
| 4 | ROADEY ROADS | NO PLATE | JM1BG2240N0494271 |
|---|--------------|----------|-------------------|

Select All

| STEP | ACTION |
|------|--|
| 4 | <p>All records on the diskette are displayed. Printable records are displayed in the top section and unprintable records are displayed in the bottom ("Unavailable for Printing") section. The following information is displayed for each record:</p> <p>Rec: Record number Name: Name of vehicle owner Plate No: Plate number assigned to vehicle by dealer VIN: Vehicle Identification Number of vehicle</p> |

| STEP | ACTION |
|------|--|
| 5 | <p>Use the cursor to highlight a record in the “Unavailable for Printing” section reveals the reason a sticker cannot be printed for that record (currently registered, sticker already printed, registration expired, no expiration month/year, etc.).</p>  <p>The screenshot shows a window titled 'Print Management DTAD02'. It contains a table with columns: Rec, Name, Plate No., and VIN. Below this table is a section titled 'Unavailable for Printing:' which lists records 1 through 5. Record 3, 'MARTIN GUZMAN', is highlighted, and a mouse cursor is pointing at it. The reason for being unavailable is 'No Expiration Month'.</p> |
| 6 | <p>The following options are available:</p> <p>Select All: Sticker printed for all printable records Print Selected: Sticker printed for only the selected printable record Cancel: Event cancelled</p> |
| 7 | <p>Select “Print All” or select a single printable record and select “Print Selected”. The RSPS screen (desktop) appears and the following functions are performed:</p> <ul style="list-style-type: none"> • Sticker(s) print • Print indicator added to each record for which a sticker is printed |
| 8 | <p>Present diskette, title paperwork, and reprint documentation to county.</p> |

-To Reprint Sticker – DTA

- A sticker may be reprinted until the diskette on which the record appears has been processed by the county
- If a dealer has multiple RSPS laptops, the reprint must be completed on the same laptop as the original print

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

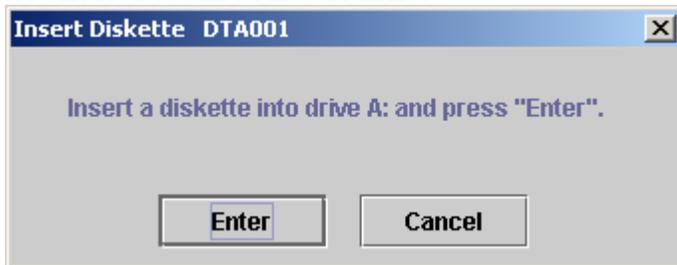
| STEP | ACTION |
|------|--|
| 1 | Login to "RSPS," the RSPS screen (desktop) appears. |

RSPS SCREEN



| STEP | ACTION |
|------|---|
| 2 | Select "Reprint Sticker". The Insert Diskette (DTA001) screen appears. |

INSERT DISKETTE SCREEN



| STEP | ACTION |
|------|---|
| 3 | Insert the DTA diskette into the RSPS and select "Enter". The RSPS reads the diskette and the Reprint Sticker (DTA003) screen appears. |

REPRINT STICKER SCREEN

Reprint Sticker DTA003

| Rec | Name | Plate No. | VIN |
|-----|----------------------------|-----------|-------------------|
| 1 | JOSA HERNADEZ | 4CMP90 | 1G1AZ37H9DR104391 |
| 2 | JOE'S CONCRETE | 4CMP03 | 1FTXD4R6AH234891 |
| 3 | NATIONAL CAR RENTAL SYSTEM | 0351CR | 1FDNK74N9CVA12600 |
| 5 | NATIONAL CAR RENTAL SYSTEM | D04BTT | 1G2FS21E1JL256476 |
| 6 | TINA LUNA | 08XRZA | 1FDNK74N9CVA12777 |
| 7 | TINA LUNA | 08XRZC | 13SAH2828T1706350 |

Unavailable for Printing:

| | | | |
|---|--------------|----------|-------------------|
| 4 | ROADEY ROADS | NO PLATE | JM1BG2240N0494271 |
|---|--------------|----------|-------------------|

Select All Reprint Selected Cancel

| STEP | ACTION |
|------|--|
| 4 | <p>All records on the diskette are displayed. Printable records are displayed in the top section and unprintable records are displayed in the bottom ("Unavailable for Printing") section.</p> <p>Note: Placing the cursor over a record in the "Unavailable for Printing" section will reveal the reason a sticker cannot be reprinted for that record (not yet printed, registration expired, no expiration month/year, etc.).</p> |
| 5 | <p>Select the record for which a reprint is required and select "Reprint Selected". The RSPS screen (desktop) appears and the following functions are performed:</p> <ul style="list-style-type: none"> • Sticker reprinted • Reprint indicator added to the record |
| 6 | Retain diskette and original sticker/receipt for presentation to county. |

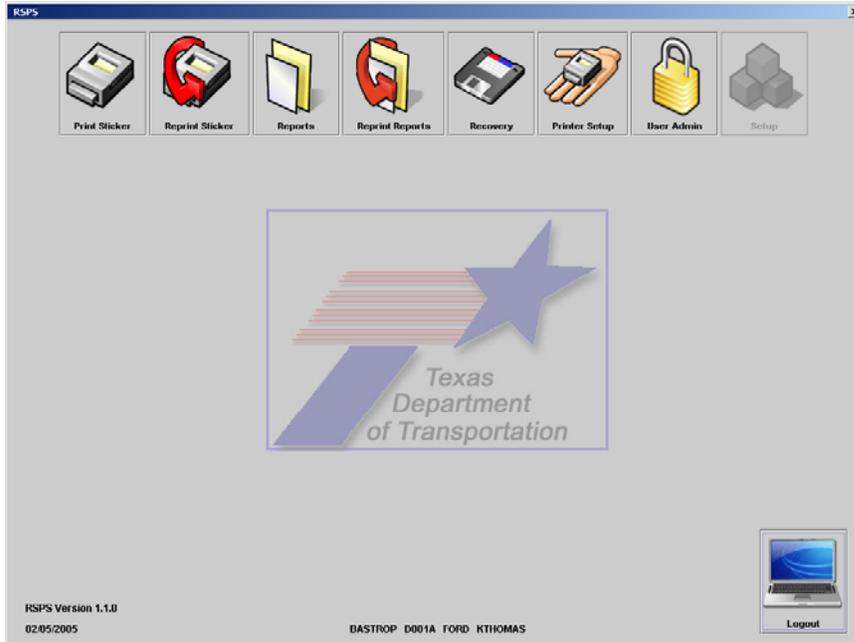
-Processor Summary Report – DTA

- Reflects all dealer sticker activity since the previous report or for specified date/time range
- Includes date, time, user ID, plate number, previous plate number, VIN, month and year of expiration, sticker type (WS, US), plate type, disk number, number printed, and number reprinted
- Sorted by user Id, diskette number, date, and time
- Produced at RSPS location

To print the **Processor Summary Report**, the following steps must be completed:

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

RSPS SCREEN



| STEP | ACTION |
|------|--|
| 3 | Select "Reports," the Report Selection (DTA005) screen appears. |

REPORT SELECTION SCREEN

| STEP | ACTION |
|------|------------------------------------|
| 4 | Select "Processor Summary Report". |

| STEP | ACTION |
|------|--|
| 5 | <p>The following report options are available:</p> <p>Since Last Run: All transactions processed since the last report (date and time of the last report is displayed)</p> <p>Specify Date/Time Range:</p> <ul style="list-style-type: none"> • All transactions processed during the specified date/time range • Start date must be within 60 days prior to the current date • Start date/time must be before the end date/time • End date/time must be prior to the current date/time • Not available for “User” configuration |
| 6 | <p>The following input fields are available:</p> <p>“From” Date:</p> <ul style="list-style-type: none"> • Start date for the date/time range • Enabled if “Date/Time Range” is selected • Default is current date <p>“To” Date:</p> <ul style="list-style-type: none"> • End date for the date/time range • Enabled if “Date/Time Range” is selected • Default is current date <p>“From” Time:</p> <ul style="list-style-type: none"> • Start time for the date/time range • Enabled if “Date/Time Range” is selected • Default is 00:00:00 <p>“To” Time:</p> <ul style="list-style-type: none"> • End time for the date/time range • Enabled if “Date/Time Range” is selected • Default is current time |
| 7 | <p>Select “Enter,” the report is printed and the RSPS screen (desktop) appears.</p> <p>Note: See a copy of the Processor Summary Report on pages 75-76</p> |

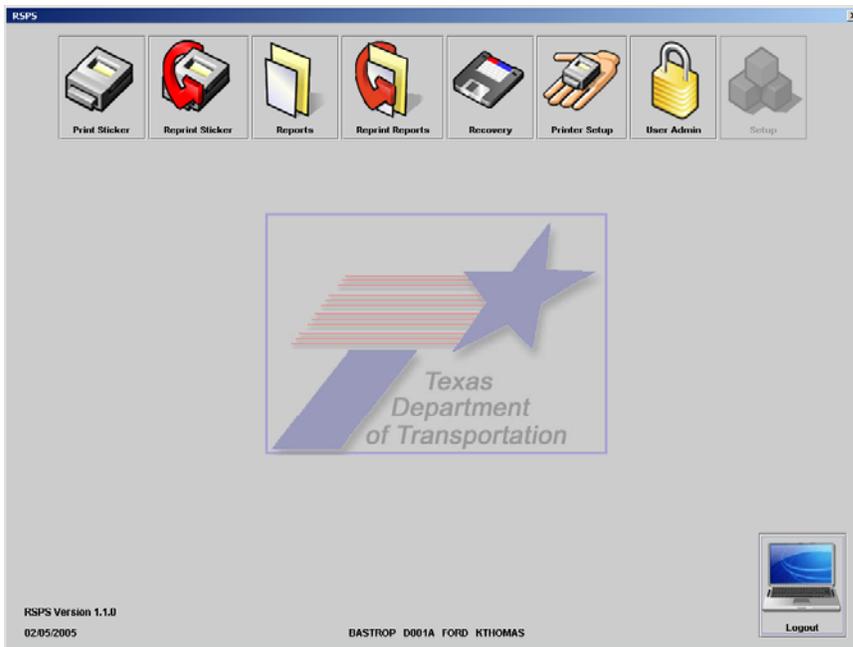
-User Summary Report – DTA

- Reflects all dealer sticker activity since previous report or for a specified date/time range
- Includes date, time, user ID, plate number, previous plate number, VIN, month and year of expiration, sticker type (WS, US), plate type, disk number, number printed, and number reprinted
- Sorted by user Id, diskette number, date, and time
- Produced at RSPS location

To print the **User Summary Report**, the following steps must be completed:

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

RSPS SCREEN



| STEP | ACTION |
|------|--|
| 3 | Select "Reports," the Report Selection (DTA005) screen appears. |

REPORT SELECTION SCREEN

| STEP | ACTION |
|------|--|
| 4 | Select "User Summary Report". |
| 5 | The following report options are available: Since Last Run: All transactions processed since the last report (date and time of the last report is displayed) Specify Date/Time Range: <ul style="list-style-type: none"> All transactions processed during the specified date/time range Start date must be within 60 days prior to the current date Start date/time must be before the end date/time End date/time must be prior to the current date/time Not available for "User" configuration |

| STEP | ACTION |
|------|--|
| 6 | <p>The following input fields are available:</p> <p>“From” Date:</p> <ul style="list-style-type: none"> • Start date for the date/time range • Enabled if “Date/Time Range” is selected • Default is current date <p>“To” Date:</p> <ul style="list-style-type: none"> • End date for the date/time range • Enabled if “Date/Time Range” is selected • Default is current date <p>“From” Time:</p> <ul style="list-style-type: none"> • Start time for the date/time range • Enabled if “Date/Time Range” is selected • Default is 00:00:00 <p>“To” Time:</p> <ul style="list-style-type: none"> • End time for the date/time range • Enabled if “Date/Time Range” is selected • Default is current time |
| 7 | Select report to be printed. |
| 8 | <p>Select “Enter,” the report is printed and the RSPS screen (desktop) appears.</p> <p>Note: See a copy of the User Summary Report on pages 77-78</p> |

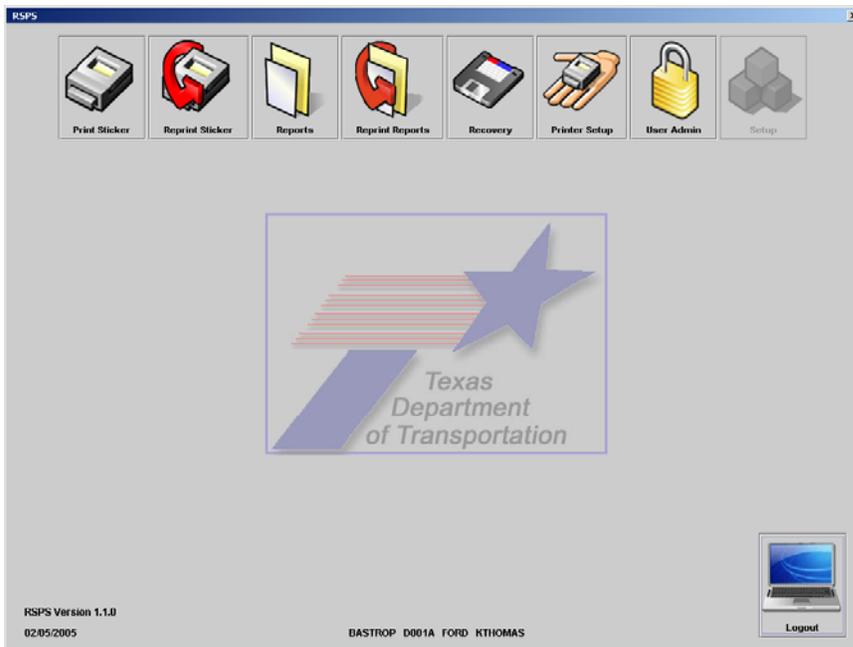
-Recovery – DTA

- Print and reprint transactions recorded on a diskette may be recovered if necessary
- All print and reprint transactions recorded on the diskette will be recovered
- Diskette transactions are retained for 60 days from the date the diskette was processed in the RSPS

To recover transactions, the following steps must be completed:

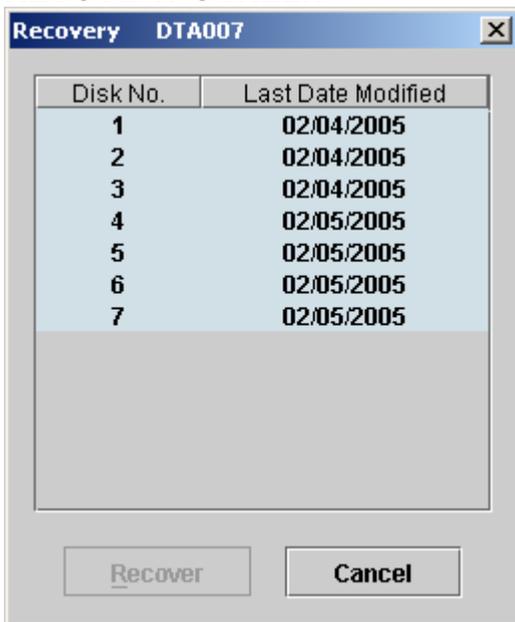
| STEP | ACTION |
|------|--|
| 1 | Login to RSPS, the RSPS screen (desktop) appears. |

RSPS SCREEN



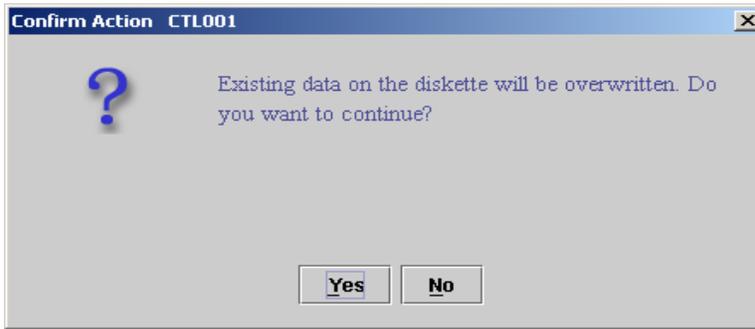
| STEP | ACTION |
|------|---|
| 2 | Select "Recovery," the Recovery (DTA007) screen appears. |

RECOVERY SCREEN



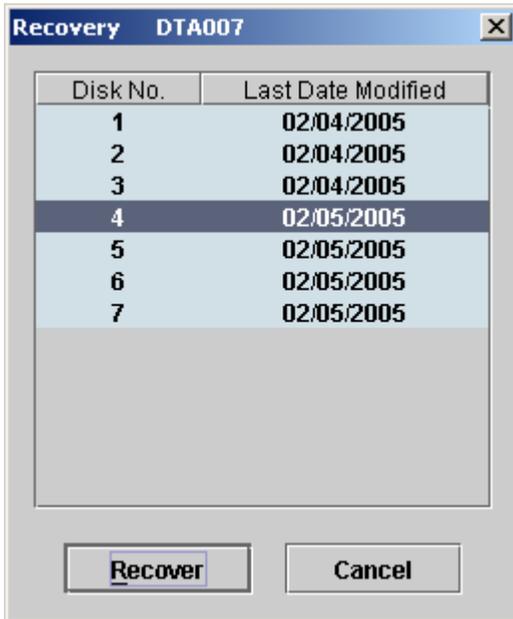
| STEP | ACTION |
|------|---|
| 3 | The following information is displayed: Disk No: Disk number for a particular set of DTA transactions Last Date Modified: Date this disk number was last modified |
| 4 | Select diskette to be recovered. |
| 5 | Select "Recover," the Confirm Action (CTL001) screen appears. |

WARNING SCREEN



| STEP | ACTION |
|------|--|
| 6 | Select "Yes," all transactions on the selected diskette are recovered and the Recovery (DTA007) screen reappears. |

RECOVERY SCREEN



| STEP | ACTION |
|------|--|
| 7 | Select "Cancel," the RSPS screen (desktop) appears. |
| 8 | Retain diskette for presentation to county. |

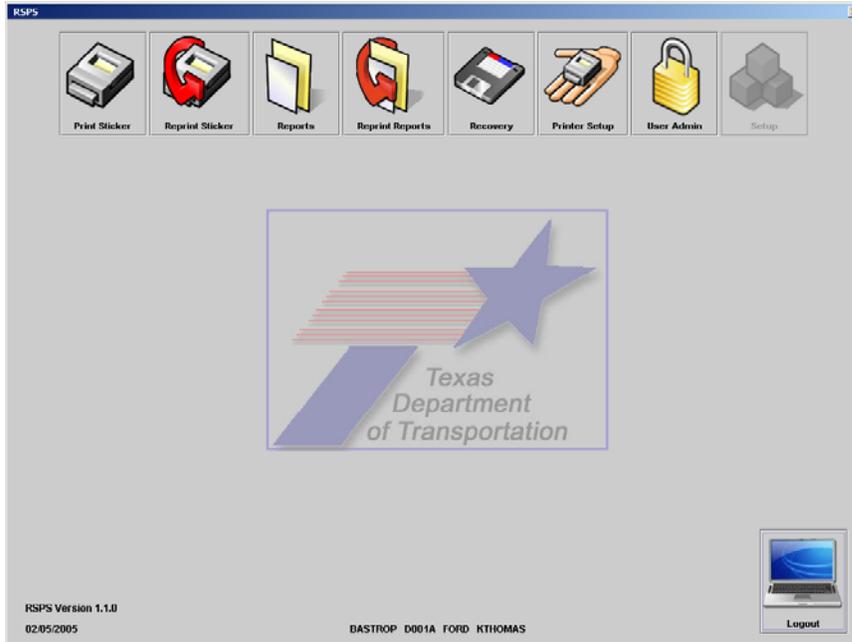
-Reprint Reports – DTA

- Previous Processor Summary Reports and User Summary Reports may be reprinted if necessary.
- Reports are retained for 60 days from the date of the original report.

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

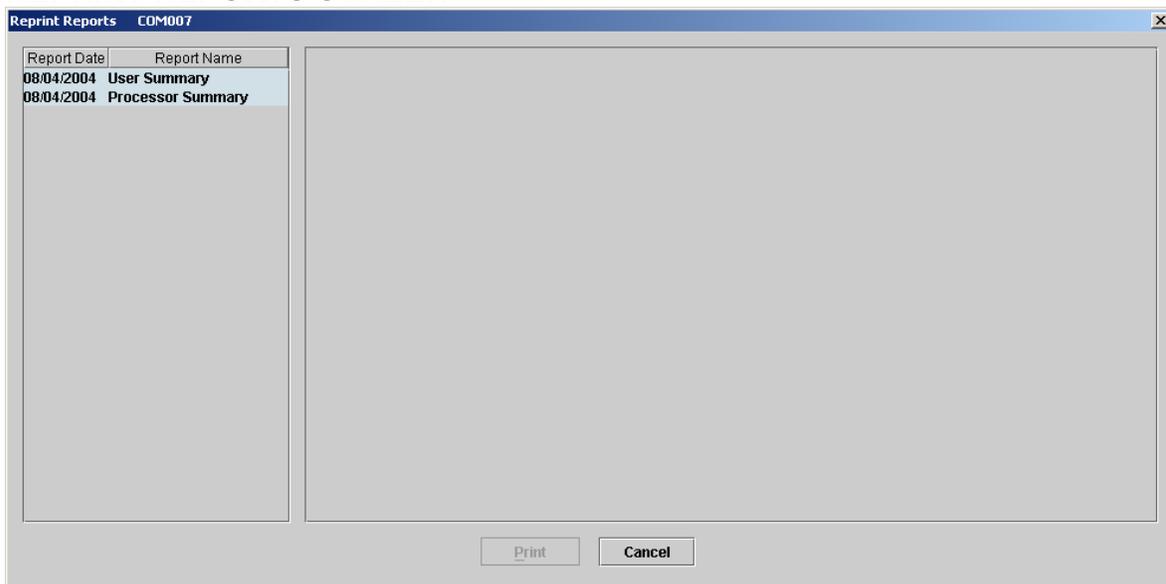
| STEP | ACTION |
|------|--|
| 1 | Place regular paper into tray 1 of the printer. |
| 2 | Login to RSPS, the RSPS screen (desktop) appears. |

RSPS SCREEN



| STEP | ACTION |
|------|---|
| 3 | Select "Reprint Reports," the Reprint Reports (COM007) screen appears. |

REPRINT REPORTS SCREEN



| STEP | ACTION |
|------|---|
| 4 | Select the report to be reprinted. The selected report appears in the preview area. |

-Reports

I - STICKER/RECEIPT FORMAT



REGISTRATION RECEIPT - DEALER

COUNTY: MCLENNAN
PLATE NO: 08XRZC
DOCUMENT NO:
PLATE TYPE: TRLR PLT
PREVIOUS PLATE NO:

DATE: 01/26/2005
TIME: 02:34PM
USER ID: CNTYADM
STICKER TYPE: US
VEHICLE IDENTIFICATION NO: 13SAH2828T1706350
EXPIRATION DATE: 3/2005
TRANSACTION ID: 2

DEALER NAME AND ADDRESS
FORD
453 WEST
AUSTIN, TX 22222

Please detach at perforation prior to removal of sticker

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



000006985

↓ Peel sticker from corners. ↓



MCLENNAN

08XRZC

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

II – Processor Summary Report (Since Last Run)

RSFS.0004

PROCESSOR SUMMARY REPORT
KIP'S KARS
WILLIAMSON

RSFS ID : D001A
DEALER ID : 001
REQUESTED BY : KTHOMAS
REPORT TYPE : SINCE LAST RUN
TRANSACTIONS FROM : 12/28/2004 13:09:31 THROUGH 12/28/2004 13:15:02

| DATE | TIME | USER ID | PLATE NUMBER | PREV PLATE NUMBER | VIN | EXP MO/YR | STKR TYPE | PLT TYPE | DISK NUMBER | PRINTED | REPRINTED | |
|------------|----------|----------|--------------|-------------------|-------------------|-----------|-----------|----------|-------------|---------|-----------|---|
| 12/28/2004 | 13:10:23 | CMUNOZ1 | 4CMP03 | | 1FTEXD4R6AH234891 | 03/05 | WS | TKP | 1 | 1 | | |
| 12/28/2004 | 13:11:52 | CMUNOZ1 | 08XRZA | | 1FDNK74N9CVA12777 | 03/05 | US | TLP | 1 | 1 | | |
| 12/28/2004 | 13:13:56 | CMUNOZ1 | 4CMP90 | PWT27B | 1G1AZ37H9DR104391 | 03/05 | WS | TKP | 1 | | 1 | |
| 12/28/2004 | 13:14:08 | CMUNOZ1 | 4CMP03 | | 1FTEXD4R6AH234891 | 03/05 | WS | TKP | 1 | | 1 | |
| 12/28/2004 | 13:14:19 | CMUNOZ1 | 0351CR | | 1FDNK74N9CVA12600 | 01/05 | WS | TKP | 1 | | 1 | |
| 12/28/2004 | 13:11:02 | JWHIPPLE | 0351CR | | 1FDNK74N9CVA12600 | 01/05 | WS | TKP | 1 | 1 | | |
| 12/28/2004 | 13:12:19 | JWHIPPLE | 08XRZC | | 13SAH2828T1706350 | 03/05 | US | TLP | 1 | 1 | | |
| 12/28/2004 | 13:09:31 | KTHOMAS | 4CMP90 | PWT27B | 1G1AZ37H9DR104391 | 03/05 | WS | TKP | 1 | 1 | | |
| 12/28/2004 | 13:11:27 | KTHOMAS | D04BTT | | 1G2FS21E1JL256476 | 02/05 | WS | PSP | 1 | 1 | | |
| 12/28/2004 | 13:13:02 | KTHOMAS | 4CMP03 | | 1FTEXD4R6AH234891 | 03/05 | WS | TKP | 1 | | 1 | |
| 12/28/2004 | 13:13:18 | KTHOMAS | D04BTT | | 1G2FS21E1JL256476 | 02/05 | WS | PSP | 1 | | 1 | |
| 12/28/2004 | 13:13:31 | KTHOMAS | 08XRZC | | 13SAH2828T1706350 | 03/05 | US | TLP | 1 | | 1 | |
| | | | | | | | | | | ----- | | |
| | | | | | | | | | | 6 | 6 | |
| | | | | | | | | | | ===== | | |
| | | | | | | | | | | TOTAL | 6 | 6 |

. . . END OF REPORT . . .

RUNDATE 12/28/2004
RUNTIME 13:15:02

PAGE 1

III – Processor Summary Report (Date/Time Range)

RSFS.0004

PROCESSOR SUMMARY REPORT
KIP'S KARS
WILLIAMSON

RSFS ID : D001A
DEALER ID : 001
REQUESTED BY : KTHOMAS
REPORT TYPE : DATE RANGE
TRANSACTIONS FROM : 12/28/2004 00:00:00 THROUGH 12/28/2004 13:15:13

| DATE | TIME | USER ID | PLATE NUMBER | PREV PLATE NUMBER | VIN | EXP MO/YR | STKR TYPE | PLT TYPE | DISK NUMBER | PRINTED | REPRINTED |
|------------|----------|----------|--------------|-------------------|-------------------|-----------|-----------|----------|-------------|---------|-----------|
| 12/28/2004 | 13:10:23 | CMUNOZ1 | 4CMP03 | | 1FTEXD4R6AH234891 | 03/05 | WS | TKP | 1 | 1 | |
| 12/28/2004 | 13:11:52 | CMUNOZ1 | 08XRZA | | 1FDNK74N9CVA12777 | 03/05 | US | TLP | 1 | 1 | |
| 12/28/2004 | 13:13:56 | CMUNOZ1 | 4CMP90 | PWT27B | 1G1AZ37H9DR104391 | 03/05 | WS | TKP | 1 | | 1 |
| 12/28/2004 | 13:14:08 | CMUNOZ1 | 4CMP03 | | 1FTEXD4R6AH234891 | 03/05 | WS | TKP | 1 | | 1 |
| 12/28/2004 | 13:14:19 | CMUNOZ1 | 0351CR | | 1FDNK74N9CVA12600 | 01/05 | WS | TKP | 1 | | 1 |
| 12/28/2004 | 13:11:02 | JWHIPPLE | 0351CR | | 1FDNK74N9CVA12600 | 01/05 | WS | TKP | 1 | 1 | |
| 12/28/2004 | 13:12:19 | JWHIPPLE | 08XRZC | | 13SAH2828T1706350 | 03/05 | US | TLP | 1 | 1 | |
| 12/28/2004 | 13:09:31 | KTHOMAS | 4CMP90 | PWT27B | 1G1AZ37H9DR104391 | 03/05 | WS | TKP | 1 | 1 | |
| 12/28/2004 | 13:11:27 | KTHOMAS | D04BTT | | 1G2FS21E1JL256476 | 02/05 | WS | PSP | 1 | 1 | |
| 12/28/2004 | 13:13:02 | KTHOMAS | 4CMP03 | | 1FTEXD4R6AH234891 | 03/05 | WS | TKP | 1 | | 1 |
| 12/28/2004 | 13:13:18 | KTHOMAS | D04BTT | | 1G2FS21E1JL256476 | 02/05 | WS | PSP | 1 | | 1 |
| 12/28/2004 | 13:13:31 | KTHOMAS | 08XRZC | | 13SAH2828T1706350 | 03/05 | US | TLP | 1 | | 1 |

6 6

TOTAL 6 6

. . . END OF REPORT . . .

RUNDATE 12/28/2004
RUNTIME 13:15:22

PAGE 1

IV - User Summary Report (Since Last Run)

RSFS.0003

USER SUMMARY REPORT
KIP'S KARS
WILLIAMSON

RSFS ID : D001A
DEALER ID : 001
REQUESTED BY : KTHOMAS
REPORT TYPE : SINCE LAST RUN
TRANSACTIONS FROM : 12/28/2004 13:09:31 THROUGH 12/28/2004 13:15:33

| USER ID | DATE | TIME | PLATE NUMBER | PREV PLATE NUMBER | VIN | EXP MO/YR | STKR TYPE | PLT TYPE | DISK NUMBER | PRINTED | REPRINTED | |
|----------|------------|----------|--------------|-------------------|-------------------|-----------|-----------|----------|-------------|---------|-----------|---|
| CMUNOZ1 | 12/28/2004 | 13:10:23 | 4CMP03 | | 1FTEXD4R6AH234891 | 03/05 | WS | TKP | 1 | 1 | | |
| CMUNOZ1 | 12/28/2004 | 13:11:52 | 08XRZA | | 1FDNK74N9CVA12777 | 03/05 | US | TLP | 1 | 1 | | |
| CMUNOZ1 | 12/28/2004 | 13:13:56 | 4CMP90 | PWT27B | 1G1AZ37H9DR104391 | 03/05 | WS | TKP | 1 | | 1 | |
| CMUNOZ1 | 12/28/2004 | 13:14:08 | 4CMP03 | | 1FTEXD4R6AH234891 | 03/05 | WS | TKP | 1 | | 1 | |
| CMUNOZ1 | 12/28/2004 | 13:14:19 | 0351CR | | 1FDNK74N9CVA12600 | 01/05 | WS | TKP | 1 | | 1 | |
| | | | | | | | | | | ----- | | |
| | | | | | | | | | | 2 | 3 | |
| JWHIPPLE | 12/28/2004 | 13:11:02 | 0351CR | | 1FDNK74N9CVA12600 | 01/05 | WS | TKP | 1 | 1 | | |
| JWHIPPLE | 12/28/2004 | 13:12:19 | 08XRZC | | 13SAH2828T1706350 | 03/05 | US | TLP | 1 | 1 | | |
| | | | | | | | | | | ----- | | |
| | | | | | | | | | | 2 | 0 | |
| KTHOMAS | 12/28/2004 | 13:09:31 | 4CMP90 | PWT27B | 1G1AZ37H9DR104391 | 03/05 | WS | TKP | 1 | 1 | | |
| KTHOMAS | 12/28/2004 | 13:11:27 | D04BTT | | 1G2FS21E1JL256476 | 02/05 | WS | PSP | 1 | 1 | | |
| KTHOMAS | 12/28/2004 | 13:13:02 | 4CMP03 | | 1FTEXD4R6AH234891 | 03/05 | WS | TKP | 1 | | 1 | |
| KTHOMAS | 12/28/2004 | 13:13:18 | D04BTT | | 1G2FS21E1JL256476 | 02/05 | WS | PSP | 1 | | 1 | |
| KTHOMAS | 12/28/2004 | 13:13:31 | 08XRZC | | 13SAH2828T1706350 | 03/05 | US | TLP | 1 | | 1 | |
| | | | | | | | | | | ----- | | |
| | | | | | | | | | | 2 | 3 | |
| | | | | | | | | | | ===== | | |
| | | | | | | | | | | TOTAL | 6 | 6 |

. . . END OF REPORT . . .

RUNDATE 12/28/2004
RUNTIME 13:15:33

PAGE 1

V - User Summary Report

(Date/Time Range)

RSFS.0003 USER SUMMARY REPORT
 KIP'S KARS
 WILLIAMSON

RSFS ID : D001A
 DEALER ID : 001
 REQUESTED BY : KTHOMAS
 REPORT TYPE : DATE RANGE
 TRANSACTIONS FROM : 12/28/2004 00:00:00 THROUGH 12/28/2004 13:15:42

| USER ID | DATE | TIME | PLATE NUMBER | PREV PLATE NUMBER | VIN | EXP MO/YR | STKR TYPE | PLT TYPE | DISK NUMBER | PRINTED | REPRINTED | |
|----------|------------|----------|--------------|-------------------|-------------------|-----------|-----------|----------|-------------|---------|-----------|---|
| CMUNOZ1 | 12/28/2004 | 13:10:23 | 4CMP03 | | 1FTEXD4R6AH234891 | 03/05 | WS | TKP | 1 | 1 | | |
| CMUNOZ1 | 12/28/2004 | 13:11:52 | 08XRZA | | 1FDNK74N9CVA12777 | 03/05 | US | TLP | 1 | 1 | | |
| CMUNOZ1 | 12/28/2004 | 13:13:56 | 4CMP90 | PWT27B | 1G1AZ37H9DR104391 | 03/05 | WS | TKP | 1 | | 1 | |
| CMUNOZ1 | 12/28/2004 | 13:14:08 | 4CMP03 | | 1FTEXD4R6AH234891 | 03/05 | WS | TKP | 1 | | 1 | |
| CMUNOZ1 | 12/28/2004 | 13:14:19 | 0351CR | | 1FDNK74N9CVA12600 | 01/05 | WS | TKP | 1 | | 1 | |
| | | | | | | | | | | ----- | | |
| | | | | | | | | | | 2 | 3 | |
| JWHIPPLE | 12/28/2004 | 13:11:02 | 0351CR | | 1FDNK74N9CVA12600 | 01/05 | WS | TKP | 1 | 1 | | |
| JWHIPPLE | 12/28/2004 | 13:12:19 | 08XRZC | | 13SAH2828T1706350 | 03/05 | US | TLP | 1 | 1 | | |
| | | | | | | | | | | ----- | | |
| | | | | | | | | | | 2 | 0 | |
| KTHOMAS | 12/28/2004 | 13:09:31 | 4CMP90 | PWT27B | 1G1AZ37H9DR104391 | 03/05 | WS | TKP | 1 | 1 | | |
| KTHOMAS | 12/28/2004 | 13:11:27 | D04BTT | | 1G2FS21E1JL256476 | 02/05 | WS | PSP | 1 | 1 | | |
| KTHOMAS | 12/28/2004 | 13:13:02 | 4CMP03 | | 1FTEXD4R6AH234891 | 03/05 | WS | TKP | 1 | | 1 | |
| KTHOMAS | 12/28/2004 | 13:13:18 | D04BTT | | 1G2FS21E1JL256476 | 02/05 | WS | PSP | 1 | | 1 | |
| KTHOMAS | 12/28/2004 | 13:13:31 | 08XRZC | | 13SAH2828T1706350 | 03/05 | US | TLP | 1 | | 1 | |
| | | | | | | | | | | ----- | | |
| | | | | | | | | | | 2 | 3 | |
| | | | | | | | | | | ===== | | |
| | | | | | | | | | | TOTAL | 6 | 6 |

. . . END OF REPORT . . .

RUNDATE 12/28/2004
 RUNTIME 13:15:46

PAGE 1

DEALER TITLE APPLICATION (DTA) EVENT AT COUNTY

-Dealer Titles

Dealers may print registration validation stickers using the Remote Sticker Printing System (RSPS) equipment. Stickers may be printed for only those transactions on the DTA diskette with sold registration. There is no change to the existing DTA vendor software.

DTA allows sticker printing or reprinting at the dealership or from the Point of Sale system. The number of prints and reprints are stored with the dealer information on the database. The information is part of the BIAR report for the day.

If necessary, stickers may be printed by the county in the RTS Dealer Titles event.

Changes

DEALER DISKETTE CONTENTS SCREEN

| Printed | Processed | Form 31 Number | Fee Calculated By Dealer |
|---------|-----------|----------------|--------------------------|
| | | A000606 | 127.30 |
| | | A000607 | 3523.89 |
| | | A000608 | 1028.00 |
| | | A000609 | 78.00 |
| | | A000610 | 127.30 |
| | | A000611 | 1247.78 |
| | | A000612 | 1247.78 |

County: WILLIAMSON
Batch Number: 001-101

001
MR. TEST DEALER
(465) 456-4564
JOE HOTROD

Select Choice:
 Print & continue processing
 No print & continue processing
 Print & Return to main menu

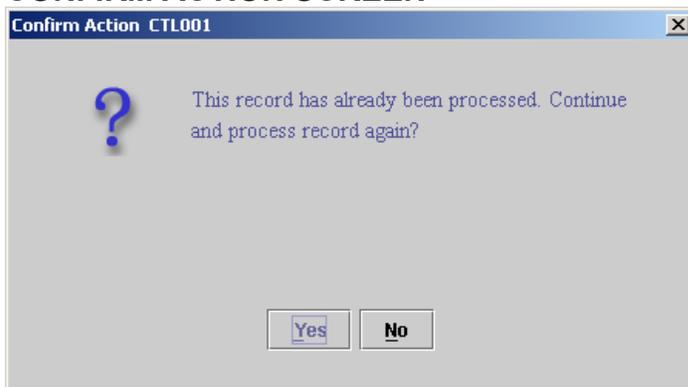
Enter Cancel Help

Total Fees Calculated By Dealer: \$7,380.05
Number of Transactions On Diskette: 7

| CHANGE | ACTION |
|--------|--|
| 1 | The indicator icons on the Dealer Diskette Contents (DTA007) screen identify the following: <ul style="list-style-type: none">• “Printer” icon indicates a sticker was printed by the dealer• “Circled arrow” icon indicates the record has already been processed by the county |

| CHANGE | ACTION |
|--------|--|
| 2 | <p>The user can print the Dealer Preliminary Report and the Sticker/Receipt Report, or elect not to print it, by making the appropriate selection among the following:</p> <ul style="list-style-type: none"> • Print and Continue Processing allows the user to print the Preliminary Dealer Report listing all title transactions copied from the diskette and (if applicable) <u>Sticker/Receipt Report</u> before advancing to the Dealer Title Transaction screen (DTA008). • No Print and Continue Processing allows the user to advance to the Dealer Title Transaction screen (DTA008) without printing the Preliminary Dealer Report or <u>Sticker/Receipt Report</u>. To select, press the ALT + “N” keys. • Print and Return to Main Menu allows the user to print the Preliminary Dealer Report and (if applicable) <u>Sticker/Receipt Report</u> and return to the Main Menu. The user can re-enter Dealer Title Application to resume processing the transactions at a more convenient time. To select, press ALT + “R.” |
| 3 | <p>Press the ENTER key to print the Sticker/Receipt Report (RTS.POS.2161), the Dealer Preliminary Report (RTS.POS.2151) and continue.</p> |

CONFIRM ACTION SCREEN



| CHANGE | ACTION |
|--------|--|
| 1 | <p>A Confirm Action (CTL001) screen advising the user that the dealer title transaction chosen for processing by the county has already been processed by the county.</p> |

DEALER PRELIMINARY REPORT (RTS.POS.2151)

```

RTS.POS.2151                                DEALER PRELIMINARY REPORT
                                              WILLIAMSON
                                              WILLIAMSON COUNTY MAIN OFFICE

WORKSTATION ID      : 0
REQUESTED BY       : KTHOMAS
DEALER BATCH NO    : 001-101

                                001
                                MR. TEST DEALER
                                1111 TEST DRIVE
                                CEDAR PARK
                                78613 - 4212
                                (465) 456-4564
                                JOE HOTROD

                                FORM 31 NUMBER          FEES CALCULATED BY DEALER
-----
                                A000606                  127.30
                                A000607                  3,523.89
                                A000608                  1,028.00
                                A000609                   78.00
                                A000610                  127.30
                                A000611                  1,247.78
                                A000612                  1,247.78

                                TOTAL FEES CALCULATED BY DEALER: $    7,380.05
                                TOTAL # OF TRANSACTIONS PROCESSED FROM DISKETTE: 7

                                . . . END OF REPORT . . .

RUNDATE 11/18/2004
RUNTIME 15:42:12
PAGE 1
    
```

| CHANGE | ACTION |
|--------|---|
| 1 | The Dealer Preliminary Report (RTS.POS.2151) reflects all dealer title activity on the DTA diskette; includes Form 31 number and fees calculated by dealer, and is produced at county. |

STICKER/RECEIPT REPORT (RTS.POS.2161)

```

RTS.POS.2161                                STICKER/RECEIPT REPORT
                                              WILLIAMSON
                                              WILLIAMSON COUNTY MAIN OFFICE

WORKSTATION ID      : 0
REQUESTED BY       : KTHOMAS
DEALER BATCH NO    : 001-101
SCANNER/PROCESSOR ID : D001A
DISK NUMBER        : 1

                                MR. TEST DEALER
                                1111 TEST DRIVE
                                CEDAR PARK
                                78613 - 4212
                                (465) 456-4564
                                JOE HOTROD

                                FORM31      PLATE NUMBER      EXP      MO/YR      VIN      STKR      PRINTED      REPRINTED      ORIGINAL PRINT
                                -----      -----      -----      -----      -----      -----      -----      -----      -----
                                A000606      4CMP90          3/2005          1G1AZ37H9DR104391      WS          1          1          01/18/2005 10:28
                                A000607      4CMP03          3/2005          1FTEXD4R6AH234891      WS          1          1          01/18/2005 10:28
                                A000608      0351CR          1/2005          1FDNK74N9CVA12600      WS          1          1          01/18/2005 10:28
                                A000610      D04BTT          2/2005          1G2FS21E1JL256476      WS          1          1          01/18/2005 10:28
                                A000611      08XRZA          3/2005          1FDNK74N9CVA12777      US          1          1          01/18/2005 10:28
                                A000612      08XRZC          3/2005          13SAH2828T1706350      US          1          1          01/18/2005 10:28

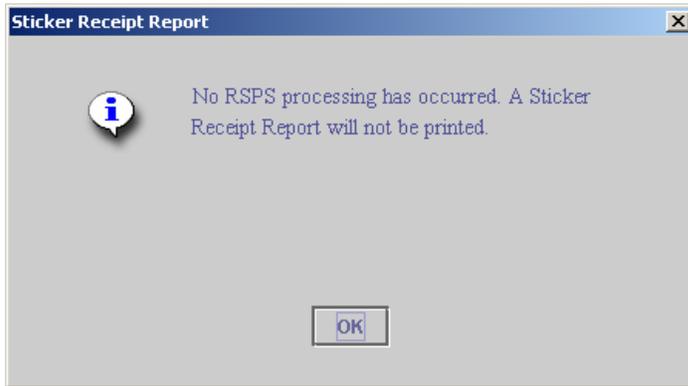
                                TOTAL TRANSACTIONS ON DISKETTE: 6
                                STICKER/RECEIPTS PRINTED: 6
                                STICKER/RECEIPTS REPRINTED: 0

                                . . . END OF REPORT . . .

RUNDATE 01/18/2005
RUNTIME 10:33:10
PAGE 1
    
```

| CHANGE | ACTION |
|--------|--|
| 1 | The Sticker/Receipt Report (RTS.POS.2161) reflects all dealer sticker activity on the DTA diskette. It prints automatically upon selecting ENTER on the Dealer Diskette Contents (DTA007) screen. |

STICKER RECEIPT REPORT SCREEN



| CHANGE | ACTION |
|--------|--|
| 1 | The Sticker Receipt Report screen appears only if the dealer did not process the diskette through RSPS. |

DEALER TITLE TRANSACTION SCREEN

| CHANGE | ACTION |
|--------|--|
| 1 | The Print Sticker box on the Dealer Title Transaction (DTA008) screen is disabled if the diskette has been processed through RSPS. It is enabled if the diskette has <u>not</u> been processed through RSPS. The box is always enabled in keyboard mode. |

DTA/RSPS STICKER PRINTING AT COUNTY

| CHANGE | ACTION |
|--------|---|
| 1 | <p>To insure accountability for the counties, when processing a DTA/RSPS diskette, the county user does <u>not</u> have the ability to print a sticker. Although, the county user will be able to edit field(s) in the DTA event.</p> <p>Note: To print a sticker, the county user may reject the transaction and select “Yes” at the conclusion of the diskette entry. Select “yes,” press the ENTER key and a blank Dealer Title Transaction (DTA008) screen appears ready for manual entry. These transactions appear on the Transaction Reconciliation Report as keyboard processed.</p> |

ERROR MESSAGES

| CHANGE | ACTION |
|--------|--|
| 1 | <p>Previously, the system did <u>not</u> emit sound notifying the presence of an error message. Currently, the system will “beep,” when one of the following messages appear.</p> <p>RTS002004 – “Invalid State – please re-enter.” RTS002006 – “The model year is not valid.” RTS002007 – “The zip code must be 5 digits.” RTS002008 – “The zip4 code must be 4 digits.” RTS002009 – “The body style is not valid.”</p> |

HELPFUL HINTS

DEALER TITLE

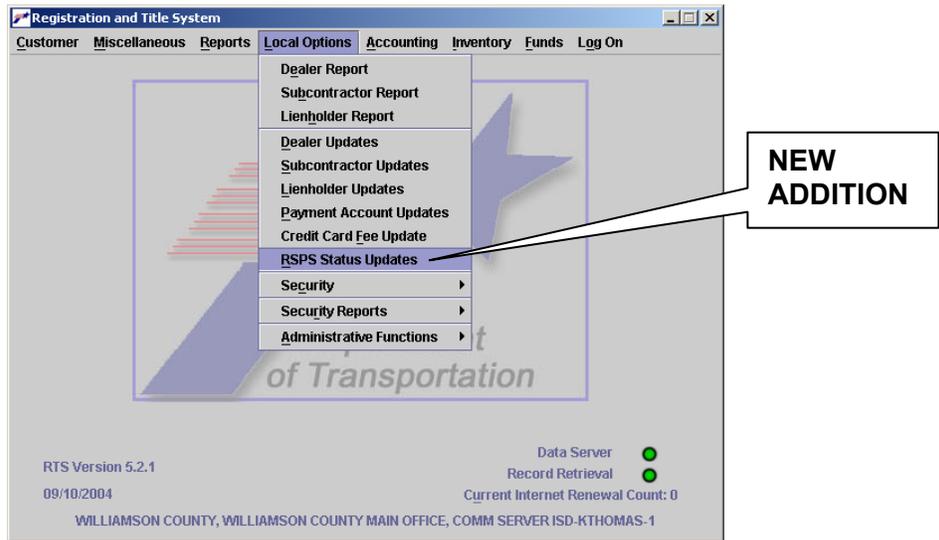
1. If a VIN or plate number error is discovered by a county, the county has two options:
 - correct the error, print a new sticker, and tell the dealer to obtain the incorrect sticker from the customer, or
 - reject the transaction
2. If a transaction is rejected by the county, that transaction **MUST** be reprocessed (both DTA and RSPS) by the dealer on a different diskette.
3. RSPS equipment may be assigned to and utilized by only one dealer at a time (a DTA diskette from “Dealer A” may be processed only by RSPS equipment assigned to “Dealer A”).
4. When a new dealer is issued RSPS equipment or when a change is made to an existing dealer with RSPS equipment, the new dealer information must be added to the county RTS dealer file.
5. If a DTA diskette is removed from Drive “A” of the RTS workstation before processing is complete, a system error is presented.
6. Sticker print and reprint information is captured immediately upon pressing ENTER on the Copy Instructions – DTA003 screen, even if processing of the diskette is not completed. The information is not captured again when the same diskette is processed again the same day.
7. If the county publishes their dealer file, a diskette may be taken to any county office (main office or substation) for processing, if any transactions on the diskette include dealer-issued license plate inventory, such inventory will appear in Part A of the Batch Inventory Action Report (BIAR). If it has not been allocated to the processing county office, or Part I of the BIAR if it has been allocated to the processing county office but the processing county office has not allocated it to the dealer.
8. A sticker will not be printed by RSPS if there is no license plate number on the DTA diskette; a sticker will be printed by RSPS if there is no VIN on the DTA diskette.
9. The RTS Dealer Titles event will not write to a diskette that has not been processed by an RSPS laptop.
10. RSPS will print stickers with an expiration of up to 36 months from the current date (multi-year registration). However, the RTS Dealer Titles event will accept and process multi-year registration for new vehicles only.
11. If two DTA diskettes containing the same vehicle transactions are created, RSPS will print stickers for the transactions on both diskettes.

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 RTS workstations and to record the updates from RSPS laptops into the RTS database. **NOTE: For new RTS information to take effect, the county must process updates through the RSPS Update Event. However, the process is not completed until subcontractors and dealers process the flash drive updating each laptop.**

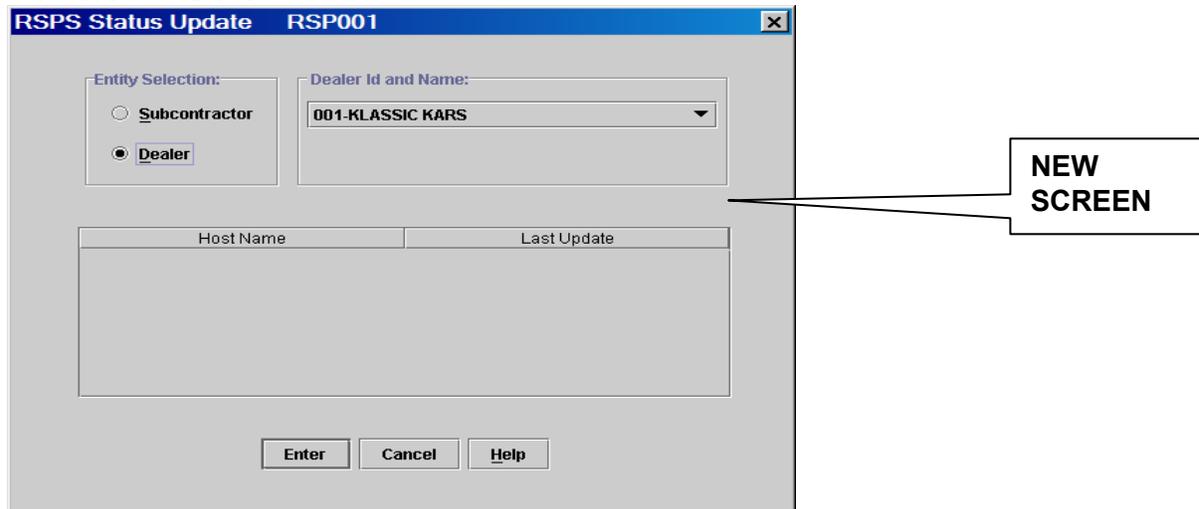
- USB Flash Drives are used to complete the updates
- USB Flash Drives are county-specific once used by a county for updates

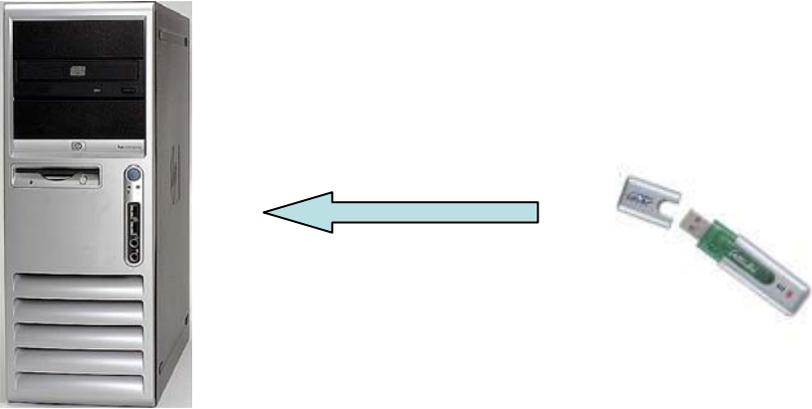
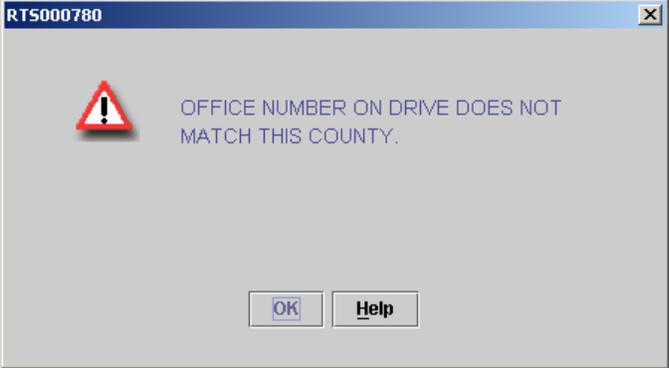
MAIN MENU

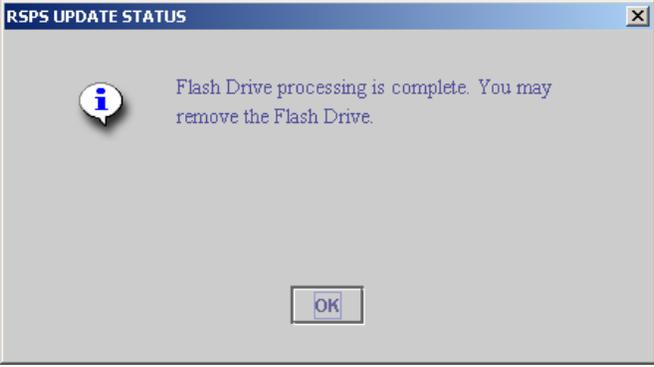


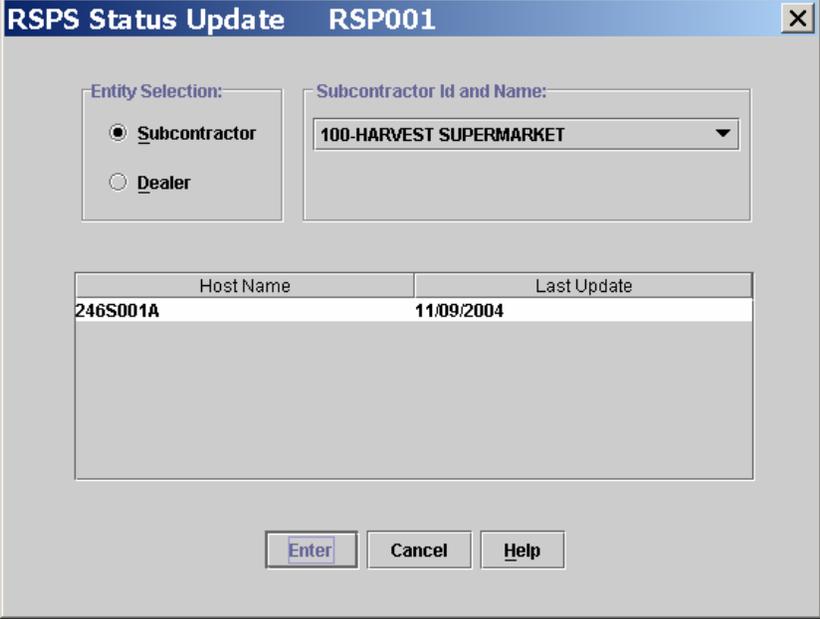
| STEP | ACTION |
|------|---|
| 1 | Select Local Options by pressing the ALT + “L” keys. |
| 2 | Select RSPS Status Updates by pressing the “R” key. |
| 3 | The RSPS Update Status (RSP001) screen appears. |

RSPS STATUS UPDATE



| STEP | ACTION |
|------|--|
| 4 | The Entity Selection box defaults to Subcontractor; <u>select Dealer</u> . |
| 5 | The Dealer ID and Name box contains a drop-down list of dealer identifications numbers and names. Select the dealer location to be updated by using the ID and Name drop-down list. |
| 6 | The Host Name/Last Update box displays the host name of the dealer RSPS laptop for the immediate prior update and the date. |
| 7 | <p>Insert the USB Flash Drive <u>into</u> the USB port on the RTS workstation and select ENTER.</p>  |
| 8 | <p>The RSPS Update Status 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 RTS000780 screen appears. Select OK.</p>  |

| STEP | ACTION |
|------|--|
| 10 | <p>If there are no system updates to send to the USB Flash Drive, the RSPS Update Status screen appears with message, “There are no updates to send to the Flash Drive”. Select OK.</p>  <p>The screenshot shows a dialog box titled "RSPS UPDATE STATUS" with a close button (X) in the top right corner. On the left side, there is an information icon (a lowercase 'i' inside a circle). To the right of the icon, the text reads: "There are no updates to send to the Flash Drive." At the bottom center of the dialog box, there is an "OK" button.</p> |
| 11 | <p>If the USB Flash Drive has not been inserted into the USB port, the Copy Instructions screen (RSP002) appears. Insert the USB Flash Drive and select OK.</p>  <p>The screenshot shows a dialog box titled "Copy Instructions RSP002" with a close button (X) in the top right corner. On the left side, there is an information icon (a lowercase 'i' inside a circle). To the right of the icon, the text reads: "Flash Drive missing. Please insert the Flash Drive before continuing." At the bottom center of the dialog box, there is an "OK" button.</p> |
| 12 | <p>The RSPS Update Status screen appears with message, “Flash Drive processing is complete. You may remove the Flash Drive”, confirming that (1) the immediate prior update information has been <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>  <p>The screenshot shows a dialog box titled "RSPS UPDATE STATUS" with a close button (X) in the top right corner. On the left side, there is an information icon (a lowercase 'i' inside a circle). To the right of the icon, the text reads: "Flash Drive processing is complete. You may remove the Flash Drive." At the bottom center of the dialog box, there is an "OK" button.</p> |

| STEP | ACTION |
|------|--|
| 13 | <p>The RSPS Status Update screen (RSP001) appears, now including the host name of the dealer RSPS laptop for the immediate prior update and the current date.</p> <p>Note: 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 | | INVENTORY DETAIL REPORT WILLIAMSON WILLIAMSON COUNTY MAIN OFFICE | | | | | | |
|--|---|--|-------------------|----------|----------|----------|-----------|-------------------------|
| WORKSTATION ID | : 0 | | | | | | | |
| REQUESTED BY | : KTHOMAS | | | | | | | |
| CASH DRAWER | : 0 | | | | | | | |
| REPORT TYPE | : FOR CLOSEOUT | | | | | | | |
| TRANSACTION FROM | : 09/20/2004 09:41:31 THROUGH 09/20/2004 10:14:14 | | | | | | | |
| ITEM 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 . . . | | | | | | | | |

New "Reprinted" sticker column

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

Reflects POS sticker activity

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

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 DATE | TRANS 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 DATE | TRANS 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

Continued BIAR Report (RTS.POS.9901)

RTS.POS.9901 BATCH INVENTORY
 MCLLE
 MCLENNAN COUNT

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

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

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

PART I: THE FOLLOWING INVENTORY ITEMS WERE DELETED USING THE INVENTORY REPORT
 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 | WS | 2005 | 2 | J41LRX | 464398C127167 | 3 | | 3 |
| S001A | US | 2005 | 2 | J70SFF | 1N4DL01D4WC103302 | 3 | | 3 |
| S001A | WS | 2005 | 2 | RBB71T | YM43K8C267377 | 3 | | 3 |
| S001A | US | 2005 | 2 | YPT31L | 1P4GP44GXWB509482 | 3 | | 3 |
| S001A | WS | 2005 | 2 | YPT32L | 2P4FP25B7WR503904 | 4 | | 3 |
| S001A | US | 2005 | 2 | YPV25K | 5LMEU27LXWLJ08227 | 4 | | 3 |
| S001A | WS | 2005 | 2 | YP247M | 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 | YP247M | 3FALP1134WR126206 | 4 | | 3 |
| S001A | WS | 2005 | 17 | YR9190 | 1GCDM19WXWB114006 | 4 | | 3 |
| S001A | WS | 2005 | 17 | YRY36F | YV1LS5642W1443486 | 3 | | 3 |
| | | | | | | ----- | ----- | ----- |
| | | | | | | 153 | 2 | 75 |
| S555A | | | | | | 22 | | |
| S555A | | | | | | 3 | | 3 |
| S555A | | | | | | 3 | | 3 |
| S555A | | | | | | 3 | | 3 |
| S555A | | | | | | 3 | | 3 |
| S555A | | | | | | 4 | | 3 |
| S555A | | | | | | 4 | | 3 |
| S555A | | | | | | 4 | | 3 |
| S555A | | | | | | 1 | 1 | |
| S555A | | | | | | 4 | | 3 |
| S555A | | | | | | 4 | | 3 |
| S555A | | | | | | 3 | | 3 |
| | | | | | | ----- | ----- | ----- |
| | | | | | | 61 | 1 | 33 |
| TOTAL | | | | | | 214 | 3 | 108 |

New - Part K:

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

... 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

| ITEM CODE | ITEM DESCRIPTION | INVOICED ITEM | | | | RECEIVED ITEM | | |
|-----------|--|---------------|----------|--------------|------------|---------------|--------------|------------|
| | | 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 5.2.2 ACTIVITY CHANGES

| PRIMARY EVENT SELECTION | SECONDARY EVENT SELECTION | ACTIVITY DESCRIPTION | STATUS |
|---|---|---|---|
| CUSTOMER Registration Only | Texas Online Internet Registration Renewal | Problem: The receipt page should only show a hyphen in the zip code when the last 4 zip digits are entered. | Fix completed: |
| | | Problem: Some internet users are using form filler type software like Roboform to enter data into fields on the address/insurance information web page, allowing more data entry to these fields than the keyboard allows, causing update problems after reaching the mainframe database. | Fix completed: When errors appear, the user must correct before completing the transaction. |
| | County Processing Internet Renewal | Problem: When there are no new Internet records to process a message appeared, there will now be a beep. | Fix completed: |
| | | Problem: Internet Renewal processing did not capture failed Convenience fees causing no update to the POS record when that fee was collected. | Fix completed: |
| | Renewal (POS) | Problem: Tow trucks were allowed to renew using Internet Registration Renewal. | Fix completed: Tow trucks can no longer be renewed using the Internet. |
| | | Problem: Registration Plate Age was not updating correctly after new registration when no plate was issued. | Fix completed: |
| | Modify | Problem: Required Model Year edit did not show 1881 or later and no later than the current year plus 2 years. | Fix completed: Error message 2006 'The model year is not valid'. |
| | RSPS – Remote Sticker Printing System | Problem: Previously, RSPS used by subcontractors would not allow processing of expired vehicles for the previous month. | Fix completed: |

| PRIMARY EVENT SELECTION | SECONDARY EVENT SELECTION | ACTIVITY DESCRIPTION | STATUS |
|---|---|---|-----------------------|
| Cont'd... Registration Only | Issue Drivers Education Plate – [VTR] | Problem: This VTR headquarters event was moved to the Registration Only event. | Fix completed: |
| | | Problem: An underscore did not appear under the "W" in the Owner Id Number, the "O" in Owner Name, or the "R" in Owner Address on REG032 screen. | Fix completed: |
| CUSTOMER Title/Registration | Title Application - Original | Problem: An underscore did not appear under the "O" in the Odometer Reading on Title Record TTL003 screen. | Fix completed: |
| | | Problem: Transfer of title when changing registration on a Token Trailer for a currently registered 5-year Apportioned Trailer having an old Registration Effective Date, RTS would not proceed on the Sales Tax screen (TTL012). | Fix completed: |
| | | Problem: When setting registration late reason on the Title Record screen (TTL003) to "Citation", the system lost user choice when returning from Change Registration. | Fix completed: |
| | | Problem: When switching sales tax category from "Sales/Use" to "Leasing", the Sales Price fields would be cleared. | Fix completed: |
| | | Problem: When the Year field is left blank an error message appears, although, the system does not "beep." | Fix completed: |
| | | Problem: An error message appears, although, the system does not "beep" when the Vehicle Tonnage is greater than 2.0 for a Disable Person Plate or Disable Veteran Plate. | Fix completed: |
| | | Problem: The "Same Vehicle" check box was not disabled after Void. | Fix completed: |

| PRIMARY EVENT SELECTION | SECONDARY EVENT SELECTION | ACTIVITY DESCRIPTION | STATUS |
|---------------------------------|--|--|---|
| Cont'd... Title/Registration | Cont'd... Title Application - Original | <p>Problem: Carrying capacity did not clear empty weight changes (increase/decrease) allowing the gross weight to go over the maximum allowed (80,000 lbs) and preventing process of the transaction.</p> | <p>Fix completed:</p> |
| | | <p>Problem: When a vehicle with Doc Type Code 11 (Insurance-No Regis Title) was sold, and the Stolen Notice was overridden, the code changed to Doc Type Code 1 (Regular Title).</p> | <p>Fix completed: The Doc Type Code will remain "11."</p> |
| | Correct Title Rejection | <p>Problem: Diesel fees appeared on the receipt as an Itemized Fee when the Diesel Indicator was not checked on the Title Additional Information screen (TTL008).</p> | <p>Fix completed:</p> |
| Dealer Titles | | <p>Problem: When selecting Record Not Applicable, the lien holder information listed on the mainframe was carried forward.</p> | <p>Fix completed:</p> |
| | | <p>Problem: When a dealer submitted a Record Found transaction displaying a document number that did not match the mainframe record, error message 27, "DocNos Do Not Match" appeared and the system returned to VIN Key Selection screen (TTL006).</p> | <p>Fix completed:</p> |
| | | <p>Problem: Errors existed when the control numbers for Form 31 RTS forms were incorrectly formatted.</p> | <p>Fix completed: The first digit must be an alpha; the remaining must be all numeric. X_12345 - not valid X123456 - valid</p> |
| | Salvage - VTR | <p>Problem: When entering an Owner Applicant ID and the VIN on the VIN Key Selection screen (KEY006) and no Owner Applicant was found for that ID, the Owner Applicant ID was not carried forward to the Salvage Title screen (TTL016).</p> | <p>Fix completed:</p> |

| PRIMARY EVENT SELECTION | SECONDARY EVENT SELECTION | ACTIVITY DESCRIPTION | STATUS |
|--|------------------------------------|--|---|
| <u>MISCELLANEOUS REGISTRATION</u> | Timed Permit | Problem: An error message appears, although, the system does not “beep” when the Model Year and/or the Zipcode is invalid. | Fix completed: |
| | Temporary Additional Weight | Problem: When Modifying a vehicle to make the registration current, and then using Moretrans\Same Vehicle to add Temporary Additional Weight, the user received an error on the Temporary Additional Weight screen (MRG010). | Fix completed: |
| | Non-Resident Agriculture Permit | Problem: The Non-Resident Agriculture screen (MRG013) does not advance nor produce an error when all fields are completed except Carrying Capacity. | Fix completed: |
| | Tow Truck | Problem: When validating the State field with an invalid entry, the wrong error message “The field entry is invalid” appeared. | Fix completed: The correct error message is “Invalid State – Reenter.” |
| | | Problem: An error message appears, although, the system does not “beep” when the Model Year and/or the Zipcode is invalid. | Fix completed: |
| <u>LOCAL OPTIONS</u> | Employee Security | Problem: The first delete of a current employee also deletes from the Active Directory. The employee will also be deleted from any substation where they have access rights. | Fix completed: The Active Directory record is not deleted until after the database record is deleted. |
| | | Problem: When searching for an employee using User Name Search and the add mode is selected, the user will not be added to Active Directory. | Fix completed: |
| | | Problem: Security was misspelled in the title line for "Secuirty Access Rights Miscellaneous screen (SEC011)." | Fix completed: |

| PRIMARY EVENT SELECTION | SECONDARY EVENT SELECTION | ACTIVITY DESCRIPTION | STATUS |
|-------------------------------|---------------------------------|--|---|
| Cont'd... Local Options | Cont'd... Employee Security | Problem: When the RTS County Security Administrator entered their own User Name to delete their record, the user received an error. | Fix completed: The delete button is now disabled. Note: If the RTS County Security Administrator needs to delete their entry for a re-name, first create the <u>new entry</u> then delete the old one using the new entry. |
| | Employee Security - VTR | Problem: Pre-existing VTR Users who have an 8-character User Name were unable to be entered on the Employee Access Rights screen (SEC005). | Fix completed: The impact, County users are still restricted to 7 characters due to the addition of the Office Issuance Number and dash. |
| <u>ACCOUNTING</u> | Funds Remittance | Problem: Duplicate remittance occurred. | Fix completed: After the initial funds remittance, the user will see that the report(s) have been paid. |
| | Refund | Problem: Access to this activity was not available in Database Down. | Fix completed: |
| | | Problem: The Cash Refund payment record was not available. | Fix completed: |
| | Hot Check Credit | Problem: Access to this activity was not available in Database Down. | Fix completed: |
| | Deduct Hot Check Credit | Problem: Access to this activity was not available in Database Down. | Fix completed: |
| | Item(s) Seized | Problem: Access to this activity was not available in Database Down. | Fix completed: |
| | Regional Collection - VTR | Problem: The system was not charging the correct fees for 5-Year Token Trailer. | Fix completed: |
| <u>INVENTORY</u> | Allocate | Problem: The system did not report the correct transaction time if the source workstation was in Mountain Time. | Fix completed: |
| | Receive Invoice | Problem: The system did not adjust the transaction time if the source workstation was in Mountain Time. | Fix completed: |

| PRIMARY EVENT SELECTION | SECONDARY EVENT SELECTION | ACTIVITY DESCRIPTION | STATUS |
|--|--|---|--|
| <u>FUNDS</u> | Funds Balance Reports | Problem: An error is received when trying to run Funds Balance Reports from a workstation which shares a cashdrawer | Fix completed: |
| | Detail Reports | Problem: When "split by employee" was selected and the Employee Id was less than 7-characters an error occurred. | Fix completed: |
| | Closeout Statistics Detail Reports | Problem: More than one workstation sharing a single cashdrawer had limited reporting. | Fix completed: These events are now enabled for workstations sharing a cashdrawer. |
| <u>COMMON</u> | Any Screen Displaying Indicators | Problem: An invalid odometer brand (code "Z") does not appear as "Odometer Brand=Z No Description" in the indicator list box. | Fix completed: Functionality added to display invalid codes in the indicator list box. |