

HELPING TEXANS GO. HELPING TEXAS GROW.

Known Enhancements to Existing Systems (KEES)

Registration and Title System (RTS)

Version 6.6.0

Release Notes

December 2010

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Document Guide

The Release Notes documentation has the following purposes:

- Prepare RTS users for upcoming system changes
- Provide a short-term reference tool for the period after a release when changes are still new to user group(s)
- Serve as a historical reference regarding the technical changes made to TxDMV applications

In each section of this document, you will find an overview of the RTS change. In most cases, screen shots are also included to familiarize the users with the new features and/or changes. In addition, the following icons are used to draw attention to certain sub-sections of the release notes that might be of particular interest to RTS users.



Change - New RTS feature, correction or modification included in the release



How To... - Provides basic steps for using the RTS change Item



Resource Link - links to additional resources relevant to this change



TAC Office Considerations – Important points to consider when determining how best to implement the new RTS change into a Texas county Tax Assessor-Collector office; tips for customer interactions are be included in this section

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Release at A Glance

This document describes new features, enhancements and defect corrections to the Registration and Title System (RTS) 6.6.0 and Internet Vehicle Title and Registration Service (IVTRS) 3.7.0. The visible changes in this release of known enhancements include:

- ♦ Access to TxDMV Web Site
- Class/Plate/Sticker Type Choice (REG008)
- ♦ New RTS Screen: Preview Report (RPR000)
- ◆ RTS Saves Transaction Information When Escaping Back
- New Pop-up: In-Process Transactions Message (INQ002)
- Revised Owner Entry Screen (TTL007)
- ♦ RTS Accepts Funds Greater than \$1 Million
- ◆ Report Change: Title Package (POS.5911)
- Survivorship Rights
- New Special Character: Heart Symbol
- Exempt Default for Odometer Brand
- ◆ Token Trailer Renewals
- ◆ Admin Table Update: Texas Guard (TGP) Plate
- Certified Copy of Original Changes

RTS Release 6.6.0 statewide distribution date: December 13, 2010

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Access to TxDMV Web Site

Overview

RTS now includes an external link to the TxDMV web site Home Page through the Help menu. The link provides county tax offices with immediate access to the most up-to-date information on the TxDMV web site. The link provides direct access to the Title and Registration manuals, VTR Forms, Exempt Agency List and MVD Dealer List.

The TxDMV home page provides user-friendly internet access to the following:

- Forms
- Title and Registration Manuals
- Vehicle Transfer Notifications
- ♦ Vehicle Transit Permits
- Reports
- Publications
- Texas International Registration Plan (TxIRP)
- Other internet related sites and services
 - o Driver License
 - Vehicle/Trailer Dealers (e-Tags)
 - o TexasSure

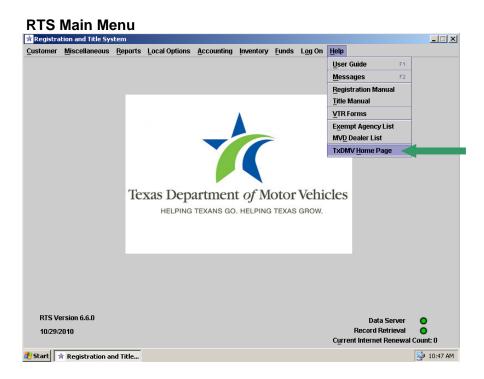


How To...

Access the TxDMV web site:

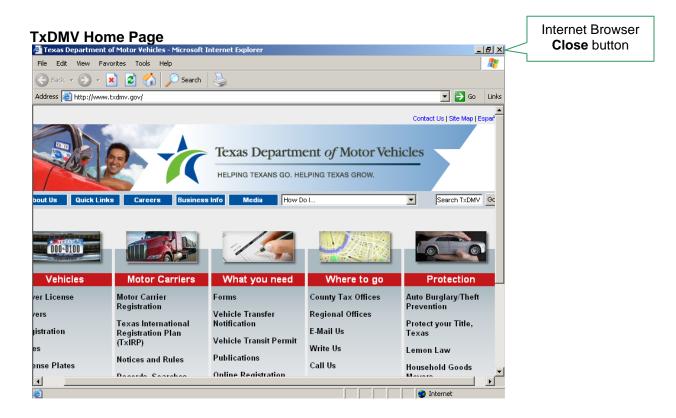
- 1. Click on the Help option in the RTS Main Menu
- 2. Select the TxDMV Home Page option from the drop-down menu
- 3. The TxDMV Home Page displays in an Internet browser window

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To close the TxDMV web site:

- 1. Click on the Internet browser Close button
- 2. The TxDMV Home Page closes and the RTS Main Menu screen displays



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TAC Office Considerations

- ① **Printer issue:** When printing from the TxDMV Home Page, the system defaults to the sticker/receipt paper tray. Before printing from the TxDMV web site, bring down tray 1 to ensure you are using plain paper from the manual feed tray (Tray 1). This will cut down sticker/receipt paper waste.
- ② Tools & Plug-ins and social media network links are disabled from the TxDMV web site.
- Tax Office Resource Page: You can access the Resources for Tax Assessor-Collectors web page by typing "TAC" in the Search field located on the top right of all TxDMV web site pages. This Tax Office page will be the first item listed in the Recommended Page(s) to Visit: section.

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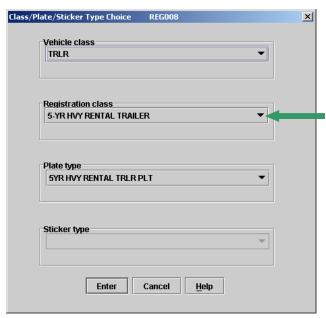
Class/Plate/Sticker Type Choice (REG008)

Overview

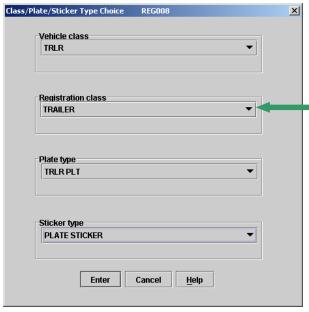
The system now defaults to the most commonly selected Class/Plate/Sticker Type choices on the REG008 screen.

For example, if the Vehicle Class is TRLR (Trailer), the system defaults to the standard registration class, plate type and sticker type for a trailer plate. Previously, the system defaulted alphabetically to the first registration class and plate type in the drop down menu.

Before - 6.5.0



After - 6.6.0





How To...

- Maintain the same registration type as vehicle class simply proceed with the defaulted information in RTS
- Select a unique or special plate this functionality has not changed, so continue to use the Registration class and Plate type drop-down menu to locate the customer's choice from the alphabetized list

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New RTS Screen: Preview Receipt (RPR000)

Overview

This new RTS screen provides users the option to preview a receipt before completing a transaction and accepting payment. Users are able to review key information such as customer details, to confirm accuracy before the transaction is completed.

You access the preview function from the Fees Due screen (PMT004), therefore only transactions processed through that screen are available. The receipt contains most vehicle data currently available on an RTS printed receipt. However, data **not included** on the Preview Receipt screen (RPR000) includes:

- Transaction ID
- New Document No
- Date and Time
- Previous Plate No

All transactions are viewed independently when selecting Preview Receipt from the PMT004 screen. This means the receipt for each transaction in a multi-transaction set (tied together from the Pending Transaction screen) can be viewed individually as each transaction is completed, but cannot be viewed together after all transactions are completed.

In addition, you cannot preview the receipts for any Set Aside transactions **after** they have been set aside.

Note For TxDMV Regional Offices – This release does not include a preview of Certified Copy of Original (CCO) receipts.



How To...

Access the Preview Receipt screen:

- Click on the Preview Receipt button from the Fees Due screen (PMT004)
- 2. The Preview Receipt screen (RPR000) displays

Fees Due (PMT004) Fees Due PMT004 X Fees Description Item Price TITLE APPLICATION FEE \$13.00 **Misc Fees TEXAS MOBILITY FUND FEE** \$15.00 TERP FEE \$5.00 Credit SALES TAX FEE \$4,687.50 WINDSHIELD STICKER \$58.50 Veterans' Fund REG FEE-DPS \$1.00 REFLECTORIZATION FEE ■ Mail Fee \$0.30 CNTY ROAD BRIDGE ADD-ON FEE \$10.00 Organ Donor Fee **AUTOMATION FEE (LARGE CNTY)** \$1.00 Transaction Total: \$4,791.30 Previous Trans. Total: \$.00 Total Due: \$4,791.30 Enter Cancel Help Preview Receipt

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Close the Preview Receipt screen (RPR000):

- 1. Click on the Enter button
- 2. The Preview Receipt screen (RPR000) closes and returns to the Fees Due screen (PMT004)

Preview Receipt (RPR000) Example: Title Application Receipt Preview Report RPR000: TITLE APPLICATION RECEIPT COUNTY: BASTROP TAC NAME: LINDA HARMON EFFECTIVE DATE: 11/04/2010 PLATE NO: BB1234 EXPIRATION DATE: 10/2011 DOCUMENT NO: EMPLOYEE ID: DCOUNTS TRANSACTION ID: RENEWAL RECIPIENT NAME AND ADDRESS OWNER NAME AND ADDRESS JOHN DOE P 0 B0X 4321 1234 WILLOW LN OCONNOR, TX 77777 OCONNOR, TX 77777-7777 VEHICLE LOCATION ADDRESS REGISTRATION CLASS: TRUCK-LESS/EQL. 1 TON
CARRIE DOE PLATE TYPE: TRUCK PLT
785 TALLOW TRL ORGANIZATION:
OCONNOR, TX 77777-7777 STICKER TYPE: WS VEHICLE IDENTIFICATION NO: 1GCDC14J4RT421456 VEHICLE CLASSIFICATION: TRK<=1 YR/MAKE: 1994/CHEV MODEL: BODY STYLE: PK UNIT NO: EMPTY WT: 4500 CARCIAGO
BODY VEHICLE IDENTIFICATION NO: PREV CITY/STATE: LAREDO, TX EMPTY WT: 4500 CARRYING CAPACITY: 1000 GROSS WT: 5500 TONNAGE: 0.50 TRAILER TYPE: TRAVEL TRLR LNG/WDTH: 0 INVENTORY ITEM(S) TDUCK DIT Cancel <u>H</u>elp <u>First</u> Prev <u>N</u>ext Print Enter **Preview Receipt** Enter button



Resource Link: Demonstration Video

If you would like to see an on-line demonstration of this new screen, access the <u>Preview Receipt Demonstration Video</u> from the <u>Resources for Tax Assessor-Collectors</u> web page on the TxDMV web site.

This brief video provides a look at the screen, simple directions in text and audio.

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RTS Saves Transaction Information when Escaping Back

Overview

The system now retains most transaction information without losing data when navigating backwards. Users can cancel or escape back without losing data already entered on the following screens:

- ♦ Owner Entry (TTL007)
- ◆ Lien Entry (TTL035)
- ◆ Timed Permit (MRG006)
- ♦ Special Plate Information (SPL002)

This change benefits users of the new Preview Receipt function. If you discover an error when reviewing the preview receipt, you can escape back to the screen where the information was entered and correct it.

Exceptions

Transaction information resets if the user:

- ♦ Navigates back to the Main Menu
- Changes the title type from Original to Corrected-Original, or from Corrected-Original to Original

Owner Entry TTL007 × Owner Name: Owner Id: Renewal Recipient Name: (If different) FRANKIE VALLI Renewal Notice Address: (If different) Owner Address: **∠** USA 505 SHERRY ST 1111 MARIANNE RD ROME TX 79999 -JERSEY TX 75555 ∠ E-Reminder E-Mail: Previous Owner: MYEYES@ADOREDYOU.COM WHO LOVES YOU Vehicle Location Address: (If different) PARIS ∥tx | 1963 DECEMBER Select if needed: Delete Recipient Name NEW JERSEY NJ 33333 -Delete Renewal Address Check to record lien(s): Delete E-Mail ✓ Record Lien(s) Delete Location Address Special Plate Information County Of Residence: 111 Dealer License No: Unit No: Enter Cancel

Owner Entry TTL007: Example of heavy data-entry screen

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New Pop-up: In-Process Transactions Message (INQ002)

Overview

RTS now presents a message pop-up when there is an in-process transaction for the same Vehicle Identification Number (VIN) entered into the system. The in-process transaction has been completed, however it is pending an update to the mainframe and therefore the main record does not yet reflect the transaction.

The following screens activate the In-Process Transaction pop-up:

- Title VIN Key Selection (KEY006)
- Renewal Inquiry Key Selection (KEY001)
- Salvage (KEY008)
- ◆ CCO (REG103)
- ♦ IVTRS Renewal

From the four RTS screens related to this new message (KEY001, KEY006, KEY008 and REG103), you will see the In-Process Transaction message pop-up after clicking the **Enter** button on the screen.

When processing internet renewals, the message pop-up appears when the county RTS user selects **Approve** or **Hold** on the REG103 screen. At this time, the system **does not** display the message in Subcontractor Renewal or Timed Permit Events.

In-Process Transactions (INQ002)





Resource Link: Demonstration Video

If you would like to see an on-line demonstration of this new screen, access the <u>In-Process Transactions Demonstration Video</u> from the <u>Resources for Tax Assessor-Collectors</u> web page on the TxDMV web site.

This brief video provides a look at the screen, simple directions in text and audio.

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TAC Office Considerations

- ① This message pop-up will appear **statewide** if there is a pending transaction for the same VIN; it is not county-specific.
- ② If you have questions concerning the message pop-up, contact the RTS Help Desk at 1-877-933-2020.
- ③ **CUSTOMER TIP:** The message pop-up is not a hard stop. The county employee should review the pending transaction with the customer to determine if the action they needed is already complete. In many cases, there will not be any need to continue.
- If the vehicle is pending an update to the mainframe the transaction can be voided, however it cannot be changed.

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Revised Owner Entry Screen (TTL007)

Overview

The Owner Entry screen (TTL007) includes a new panel of push buttons that allow easy deletion of optional renewal information. These new push buttons are enabled when the user enters data into the associated field(s). Until data is entered, the buttons are grayed-out.

The new push buttons are positioned below the Previous Owner field. Additionally, the panel **Check to record lien(s)** is now located below the Vehicle Location Address fields to accommodate the new buttons.

The new push buttons are:

- **♦ Delete Recipient Name**
- Delete Renewal Address
- ♦ Delete E-mail
- ♦ Delete Location Address

Owner Entry (TTL007) Owner Entry TTL007 X Owner Name: Owner Id: Renewal Recipient Name: (If different) FRANKIE VALLI Renewal Notice Address: (If different) Owner Address: **∠** USA 505 SHERRY ST 1111 MARIANNE RD ROME TX | 79999 | -TX 75555 -JERSEY <u>E</u>-Reminder E-Mail: MYEYES@ADOREDYOU.COM Previous Owner: WHO LOVES YOU Vehicle Location Address: (If different) PARIS TX 1963 DECEMBER Select if needed: **Delete Recipient Name** NJ | 33333 | -Grayed-out until NEW JERSEY associated data Delete Renewal Address Check to record lien(s): is entered The Check to record lien(s) Delete E-Mail Record Lien(s) panel is now located under the **Delete Location Address** Vehicle Location Address Special Plate Information County Of Residence: 111 Dealer License No: Unit No: Enter Cancel Help

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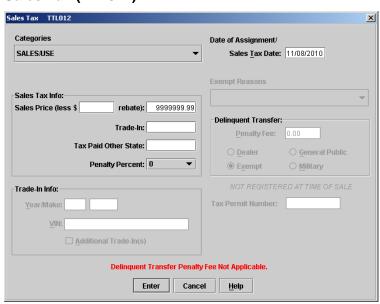
RTS Accepts Funds Greater Than \$1 Million

Overview

RTS now accommodates much larger sales prices and payment/collection amounts in the following events:

- ♦ Sales Tax Title (TTL012)
- Payment (PMT001)
- Additional Sales Tax (TTL033)
- ♦ Additional Collections (ACC001)
- ♦ Regional Collections (ACC002)
- ◆ Dealer Title Application (DTA) (DTA008)

Sales Tax (TTL012)



Payment (PMT001)





TAC Office Considerations

Prior to this change, large dollar activities had to be separated into multiple transactions due to the limitations of the RTS amount fields. Users are now able to collect these payment types in a single transaction.

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Report Change: Title Package (POS.5911)

Overview

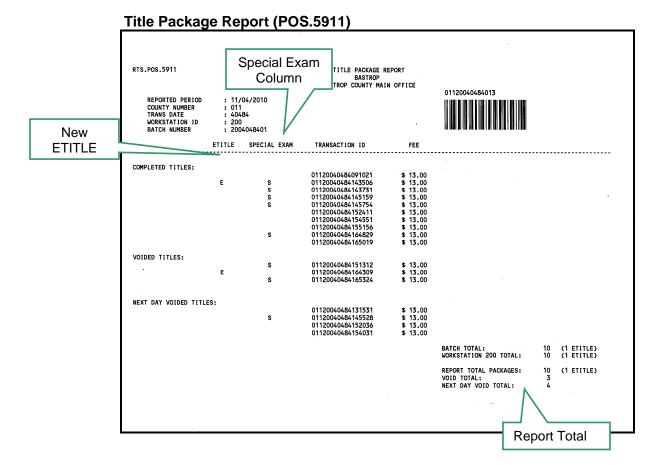
There are several changes to the Title Package Report to provide information that is more specific to county RTS users. The changes include two new columns and indicators, three new title sections, and an exception report that prints when no titles are processed.

The new report sections are:

- Completed Titles
- Voided Titles
- Next Day Voided Titles

Other report changes are:

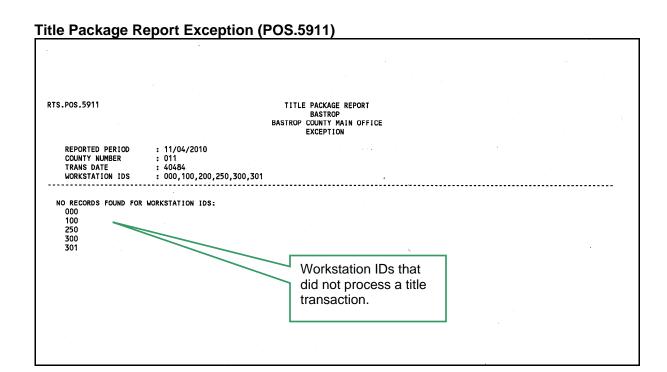
- ◆ ETITLE column this new column uses the "E" indicator to identify titles using this service
- Special Exam column and indicator this new column uses the "S" indicator to direct county users and TxDMV regional offices to identify and examine all associated title transfer documents when special examination is required
- Report Total Packages The amount displayed does not include Voids, Next Day Voids, Title and ETitle voids



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New Title Package Exception Report (POS.5911)

RTS now also generates an exception report when there are no title transactions processed on one or more workstations. This report provides additional detail to the Title Package Report so that counties can easily see a status of title work performed during the business day. The exception report lists those workstation IDs that did not process a title transaction. The exception report does not generate a bar code.





Resource Link: Motor Vehicle Title Manual

If you have questions about Title Special Categories and Examples of Transaction Types, refer to the **Motor Vehicle Title Manual**, Chapter 6 Application and Issuance of Certificate of Title, Page 2-26.



TAC Office Considerations

- Tor Special Examination titles only submit those transactions the county considers questionable and need to be re-examined. Please **do not** submit every transaction regarding unique circumstances, e.g., Rebuilt Salvage, Out of State, etc.
- ② This Title Package Exception report is generated daily. Counties may benefit from this report when conducting audits and/or establishing fraud prevention strategies.

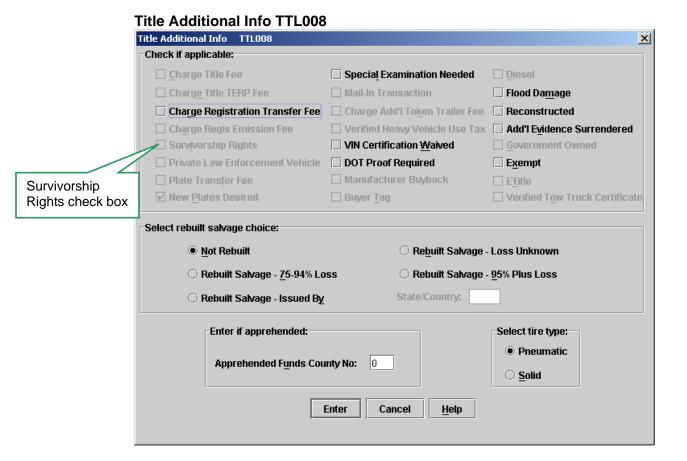
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Survivorship Rights

Overview

The system no longer allows Survivorship Rights as an option when processing transactions for Registration Purposes Only (RPO) and Non-Titled vehicles. The Survivorship Rights checkbox will be grayed-out when performing these transactions.



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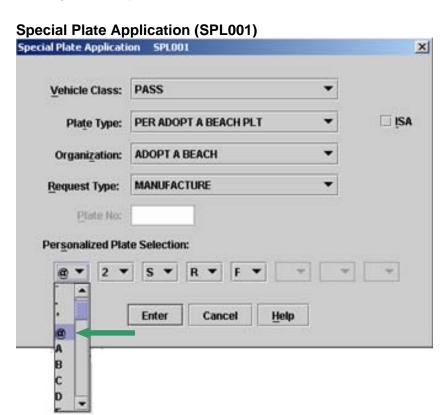
New Special Character: Heart Symbol

Overview

A heart symbol is now available for personalized specialty plates. The @ sign designates the **heart symbol** on the Special Plate Application screen (SPL001) used for personalized plate selection. The heart symbol occupies one space on license plates.

No more than two of the following symbols can be used in a single personalized plate:

- a space
- a period
- a dash
- an asterisk ★ (silhouette of Texas)
- the @ sign (heart symbol)





Resource Link: Specialty Plates Information & Forms

Access Specialty Plates information & forms from the TxDMV web site here: http://www.txdmv.gov/whatyouneed/forms/license_plates.htm

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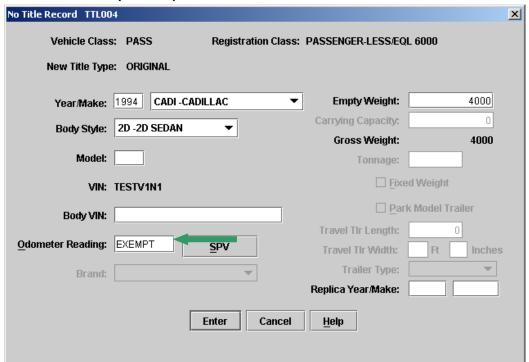
Exempt Default for Odometer Brand

Overview

The RTS system now automatically defaults the Odometer Reading field to display **EXEMPT** when there is a "no record is found" result during Title Transfer or Title Correction (Corrected-Original) transactions if any of the following criteria are true:

- Vehicle age is 10 years or older
- Gross weight is greater than 16,000
- Tonnage is greater than two tons

No Title Record (TLT004)





TAC Office Considerations

① Prior to this release, county RTS users were responsible for identifying the exempt criteria and entering "Exempt" into the Odometer Reading field manually. The system now does this for users.

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Token Trailer Renewals

Overview

License plate stickers are no longer issued for Token Trailers. When issuing, exchanging or renewing a Token Trailer plate, the system no longer prints a plate sticker on the receipt. TxDMV will redesign plates to remove the month and year.

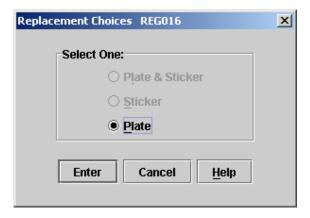
This change affects a variety of TxDMV business areas. Key areas of change are:

RSPS Subcontractor Renewal

For now, the RSPS Subcontractor Renewal event will print a plate sticker on the receipt. Subcontractors should to remove the plate sticker before giving the receipt to the customer.

Replacement Choices

When replacing a Token Trailer plate, the only selection is "Plate" on the Replacement Choices screen (REG016). As seen below, the other options are grayed out and unavailable.



Token Trailer Renewal Reminder

Since the system no longer prints a plate sticker on the renewal receipt, all references to plate stickers (US - Universal Sticker) are removed from token trailer renewal reminders.

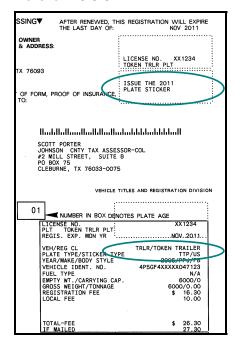
Counties can expect to see the text revisions on daily and new owner renewals with dates as early as November 2010. The first monthly renewals with the change will be the March 2011 renewals. See the document examples below for the two key areas changed on the renewal.

Text revisions:

- 1. No text appears in the upper right corner previously used for instructions regarding the issuance of a sticker.
- 2. The PLATE/TYPE/STICKER/TYPE field will display "NONE" in the sticker area.

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Before -- 6.5.0



After -- 6.6.0



Resource Link: Motor Vehicle Registration Manual

If you have questions about the requirements and uses for Token Trailer licenses, refer to the <u>Motor Vehicle Registration Manual</u>, Chapter 2 Commercial Vehicles, Section 2-20 Token Trailer License Plates.



TAC Office Considerations

- ① **CUSTOMER TIP:** No plate stickers will print on receipts for Token Trailers. Customers should be directed to keep their RTS-generated receipt with them at all times to confirm their plate validity.
- ② Receipts print from Tray 2 of the RTS printers.
- 3 Token Trailer fees show as plate sticker fees (US Universal sticker) on receipts and reports.
- **EXCEPTION:** At this time, the RSPS application is not modified and therefore the plate sticker will print on the customer's receipt at subcontractor locations. Subcontractors should remove the plate sticker before giving the receipt to the customer.

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Admin Table Update: Texas Guard (TGP) Plate

Overview

The admin tables are updated to allow additional vehicles to receive the Texas Guard specialty plate. This plate is now available for the following additional Vehicle Types and Registration Classes:

- ♦ Motorcycles
- Trailers
- Travel Trailers
- Private Bus Less/Eql 6000
- Private Bus More Than 6000

Note: Texas Guard plates were already available for Passenger and Light Trucks.



Resource Link: Specialty Plates Information & Forms

Access Specialty Plates information & forms from the TxDMV web site here: http://www.txdmv.gov/whatyouneed/forms/license plates.htm

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Certified Copy of Original Changes

Overview

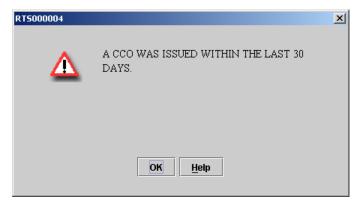
When processing a request for a Certified Copy of Original (CCO), the system no longer allows the issuance of a CCO when the title record displays the following remarks:

- ◆ Title Held Awaiting DPS OK
- Title Application Awaiting Release
- Title Waiting To Print
- Title Rejected
- Title Superseded

In these cases, the following message pop-up displays.



In addition, a VTR Directive has changed the policy for accepting duplicate CCO applications. There is now a 30-day waiting period between requests before a CCO or Duplicate Salvage can be processed. To support this change, RTS displays the following message when a second application occurs within 30 days.



Note For TxDMV Regional Offices – This release does not include a preview of Certified Copy of Original (CCO) receipts.



Resource Link: Policy Change Notification

See the notification sent from VTR regarding this policy change on the TxDMV web site here: http://extlists.dot.state.tx.us/pipermail/vtr-tac/2010-November/013901.html

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