

KEES Summer Release (Registration & Title System: Version 6.8.0) Prep Checklist

Purpose

The purpose of this document is to provide Texas County Tax Assessor-Collector (TAC) Offices suggestions for preparing for the upcoming release. This tool is not intended to replace or precede any local county directives, but merely to serve as a supporting tool for TAC management.

Any sections below with "N/A for this release" do not have relevance to Version 6.8.0. However, future releases may benefit from this type of information.

KEES Summer Release (RTS 6.8.0) statewide distribution date: August 22, 2011

Week Prior to Release Date

#	Suggested Action	Done?
1	TxDMV provides release support material to county Change Network Representatives and posts on the Resources for Tax Assessor-Collectors web page.	Υ
	County determines if any release changes will impact local county business processes.	
2	<u>Counties with DTA Dealers</u> : Make sure dealers' software is up to date (from DTA Vendor). Prior versions will not properly function with RTS Release 6.8 effective Sept. 1.	
3	County Change Network Representative distributes release materials to all affected county employees.	
4	All affected county employees read release notes document.	
5	All affected county employees view release On-line Demonstration Videos and Information Exchange (if technically feasible) via TAC Information Hub.	
6	County Change Network Representative verifies impacted county employees understand the changes and impacts to local county processes.	
7	County Change Network Representative submits any questions or concerns to TxDMV via the Help Desk 1-877-933-2020.	
8	County contacts TxDMV Regional Service Centers if missing any necessary supplies related to the release	

During First Week of Release

#	Suggested Action	Done?
1	RELEASE DAY ACTION: No unique action for 6.8.0. Begin using new functionality!	
2	Subcontractor Laptops must be flashed to accommodate new special plates and other important updates (RSPS 2.2.0). DTA Laptops must be flashed to receive important updates such as virus protection and windows updates (RSPS 2.2.0).	
3	County employees call the TxDMV Help Desk 1-877-933-2020 with any problems or questions regarding RTS.	
4	County contacts TxDMV Regional Service Centers with any policy or rule questions regarding Motor Vehicle Title and Registration.	

Follow-up Activities (within first month of release)

7	¥	Suggested Action	Done?
,	1	County provides TxDMV with any impacts of release to the Regional Service Centers or vision21program@txdmv.gov .	
2	2	County provides TxDMV with any improvement needs or suggestions for future releases to the Regional Office or vision21program@txdmv.gov .	