Texas Department of Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

Known Enhancements to Existing Systems (KEES)

Registration and Title System (RTS)

Version 6.8.0

Release Notes

Summer Release

2011

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Document Guide

The Registration and Title Systems (RTS) Release Notes have the following purposes:

- Prepare RTS users for upcoming system changes
- Provides a short-term reference tool for the period after a release when changes are still new to users
- Serve as a historical reference regarding the technical changes made to TxDMV applications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 and, in most cases, screen shots to help familiarize you with the new features and/or changes. The following icons highlight sub-sections of the release notes that might be of particular interest to RTS users.

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

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

Note – Provides a brief comment or a special mention of important facts or points.

Resource Link – Provides links to additional resources relevant to this change.

TAC Office Considerations – This section includes important points to consider when determining how to implement the new RTS change, reminders and useful tips.

Release at A Glance

This document describes new features, enhancements and defect corrections to the Registration and Title System (RTS) 6.8.0, Internet Vehicle Title and Registration Service (IVTRS) 3.9.0, Remote Sticker Printing System (RSPS) 2.2.0. The visible changes in this release of known enhancements include:

- Invalidate Registration upon Dealer Title Transfer
- Vehicle Color Captured in Registration Events
- Temporary (Timed) Permit Modify
- Temporary Disabled Placard
- Special Plates Inquiry
- VTR Forms Online
- Admin Table Changes
- TxDMV Regional Service Center Changes

RTS Release 6.8.0 statewide release date: August 22, 2011.

Flash Drive Updates to Laptops

Subcontractors should export existing transactions to a flash drive before updating the laptop so these transactions are not lost.

If you do not export before updating the laptop, the data could become corrupt which may result in having to enter these transactions manually.

Please remind DTA dealers to receive their software update from their vendor to be in compliance for changes effective September 1, 2011.

Title Application: Registration Invalid with Dealer Transfer

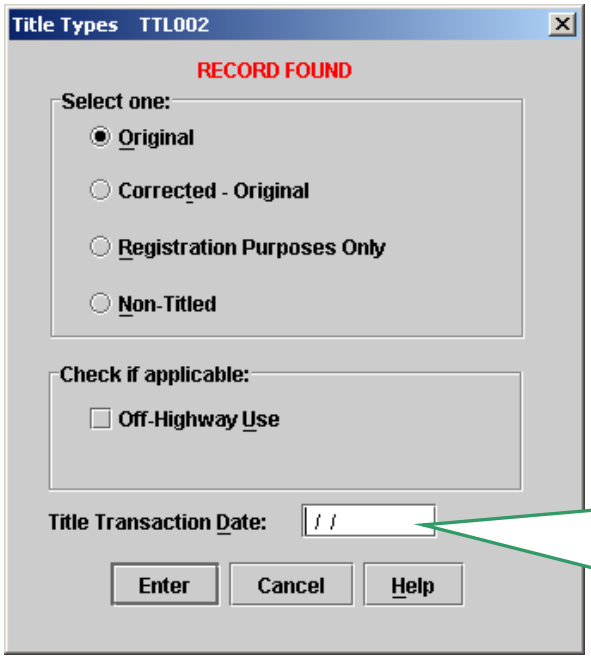
Overview

Effective September 1, 2011, SB 1057, enacted during the 82nd Legislative Session, requires that current registration be invalidated at the time a vehicle traded in to a Texas dealer and subsequently sold to a new owner. The legislation requires the dealer to collect registration fees for a minimum of 12 months (except for registrations with fixed expiration months such as Combination, which may be less than 12 months) at the time of application for Texas title.

The system will automatically charge a minimum 12 months of registration at time of title transfer by a licensed Texas dealer to a new owner. This includes Original titles, RPO and Non-Titled only.

For example, if the vehicle has a Texas title with unexpired registration, the expiration month and year of the unexpired registration is no longer valid.

Title Transaction Date on Title Types (TTL002)



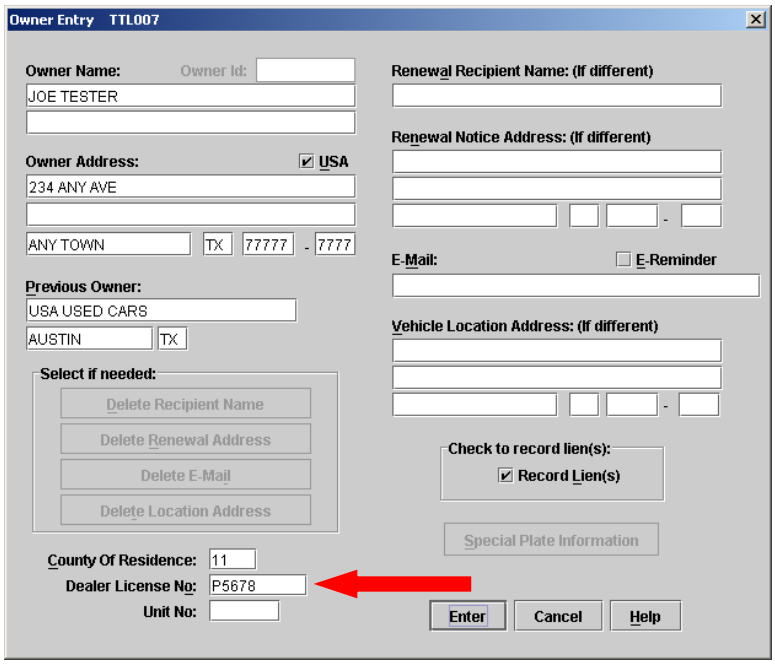
The **Title Transaction Date** is not effective in RTS until September 1, 2011.

The **Title Transaction Date** no longer defaults to the current date and it is important to enter the Title Transaction Date for each title transfer.

The date entered is the date the county receives the title transaction (paperwork) and not the sales tax date.

Owner Entry (TTL007)

When entering the dealer Number (GDN) in the **Dealer License No** field and the date is September 1, 2011 or later, the system automatically de-selects the Charge Registration Transfer Fee on the Additional Info (TTL008) and invalidates any remaining registration.

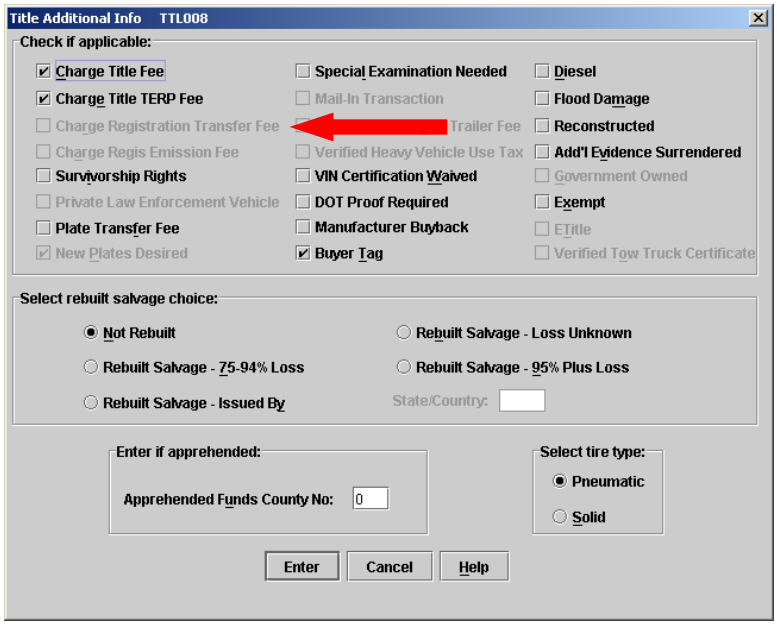


It is important to enter the Dealer License Number (GDN) for dealer title transfers.

Title Additional Info (TTL008)

The **Charge Registration Transfer Fee** check box is unchecked and disabled when:

- you enter the Dealer License No on the Owner Entry (TTL007)
- you enter the Title Transaction Date is September 1, 2011 or later.



COUNTY ACTION
It is very important to remember to enter the correct Title Transaction Date and Dealer Number (GDN).

Transaction Date

- For dealers not using DTA, the calculation of registration fees is based on the Title Transaction Date entered on the Title Types (TTL002) screen. This date previously defaulted to the current date; however, with RTS Release 6.8.0 it will require the counties to enter the date. Counties should enter the date the title transaction (paperwork) is received by the county and not the sales tax date.
- For dealers using DTA, the calculation of fees is based on the Transaction Date, which is the date that the DTA transaction was created by the dealer or title agent. This date appears in the Transaction Date field on the Dealer Title Transaction (DTA008) screen.

Entry of Dealer Number

- Title transactions with a dealer number entered in the Dealer License No field on the Owner Entry screen (TTL007) with a Transaction Date of September 1, 2011 or later, will automatically invalidate the registration and require the collection of registration fees.
- The Dealer Number field should:
  - Contain only complete Texas motor vehicle dealer numbers, including any leading "**P**," and, in the case of a trailer dealer, trailing "**X**".
  - **NOT** contain a salvage dealer number, out-of-state dealer number, or any non-alphanumeric characters such as asterisks or dashes.

Processing Scenarios					
Scenario	**Date Vehicle Sold**	**Current Registration Expiration**	**Title Transaction Date = Date Received By County***	**Registration Fee Collected**	**Registration Expiration**
1	July 15, 2011	December 2011	August 15, 2011	None. $2.50 Transfer Fee	December 2011
2	July 15, 2011	December 2011	September 1, 2011	New fees (12 months)	August 2012
3	July 15, 2011	July 2011	July 29, 2011	$2.50 Transfer Fee and renew at old fees	July 2012
4	August 15, 2011	November 2011	August 20, 2011	None. $2.50 Transfer Fee	November 2011
5	August 15, 2011	November 2011	September 1, 2011	New fees (12 months)	August 2012
6	August 31, 2011	July 2012	August 31, 2011	None. $2.50 Transfer Fee	July 2012
7	August 31, 2011	July 2012	September 15, 2011	New fees (12 months)	August 2012
8	September 1, 2011	July 2012	September 15, 2011	New fees (12 months)	August 2012

Note

*For DTA transactions only, the Transaction Date is the date on the external media (date DTA transaction was created by dealer or title clerk) and determines which fees are collected. For example, if a vehicle sells in August but the DTA transaction is not created until September 1, 2011 or later, 12 months of registration appears with the new fees.

TAC Office Considerations…

1. Private party sales are not affected.
2. Non-expired registration (including Multi-Year registration) is no longer valid and considered expired at the time a vehicle traded in to a Texas dealer is subsequently sold to a new owner.
3. Charge all applicable registration fees (registration, local fees, etc…).
4. The date entered on the Title Types (TTL002) is the date the title transaction (paperwork) is received by the county and not the sales tax date.
5. Refer to RTB #35-011 for additional information.

Vehicle Color Captured in Registration and Title Events

Overview

This enhancement allows you to enter the vehicle color (Major and Minor Color) for all vehicle types in the following Registration and Title events:

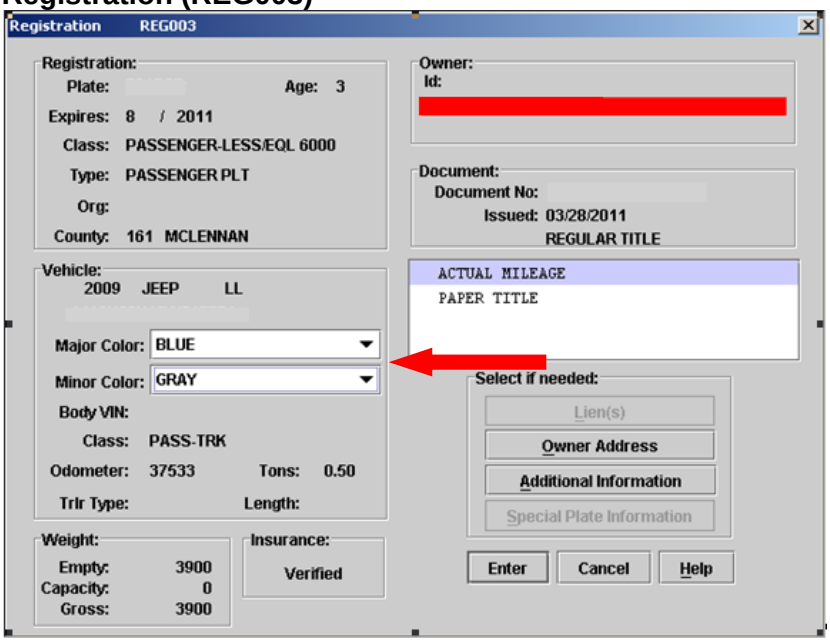
- Renewal
- Exchange
- Replacement
- Status Change > Miscellaneous Remarks (title event)

How to…

Add a Vehicle Color:

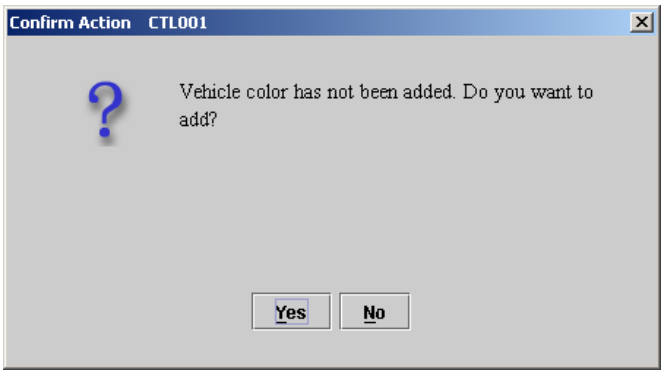
1. Click on Customer in the RTS Main Menu.
2. Select Registration Only.
3. Click on Renewal.
4. Enter Plate No, VIN or Document No and Enter.
5. Select a Major and Minor Color from the drop down menu.
6. Click on **Enter** to complete the transaction.

Registration (REG003)



Use the **Status Change** event to modify existing vehicle colors.

If you do not select a major vehicle color, the following message appears prior to completing the transaction. If you select **Yes**, the system returns to the Registration (REG003). If you select **No,** processing will continue until the transaction is completed.



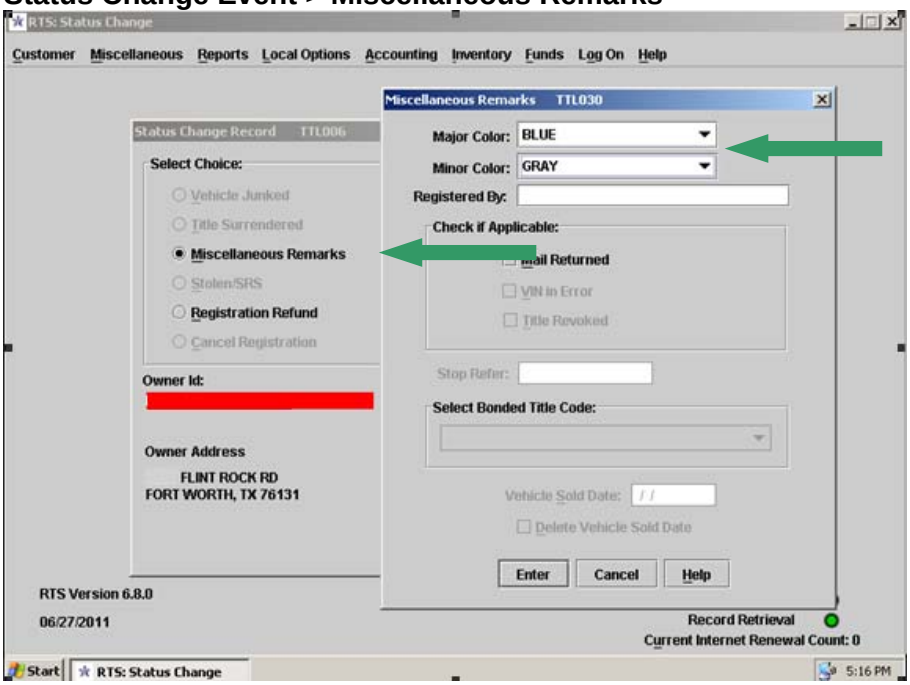
Status Change

How To…

Modify an existing Vehicle Color through Status Change:

1. Click on Customer in the RTS Main Menu.
2. Select Title/Registration.
3. Click on Status Change.
4. Enter Plate No, VIN or Document No and Enter.
5. Select Miscellaneous Remarks and Enter.
6. Modify the Major and Minor Color from the drop down menu.
7. Click on **Enter** to complete the transaction. (If no other changes are needed.)

Status Change Event > Miscellaneous Remarks



TAC Office Considerations…

1. The vehicle color will continue to be visible as a remark until all workstations receive the RTS Version 6.8.0. Once all workstations have received the newest version of RTS, the vehicle color will no longer be visible in the remarks box.
2. The Minor color is optional.
3. Only the Major Color prints on the receipt.
4. The Major and Minor color fields are disabled in the registration event if the vehicle color exists in RTS except in the Status Change Event.
5. Vehicle colors do not appear on renewal notices and titles.
6. Select the color that best represents the vehicle. If the vehicle has two colors, select the predominant color as the Major Color and the secondary color as the Minor Color. If the vehicle has multiple colors (camouflage, custom painted, etc…) select the two most predominant colors

Timed Permit: Permit Modify

Overview

Temporary (Timed) Permit Modify Event allows for corrections on previously issued temporary permits, which are no longer in the void window.

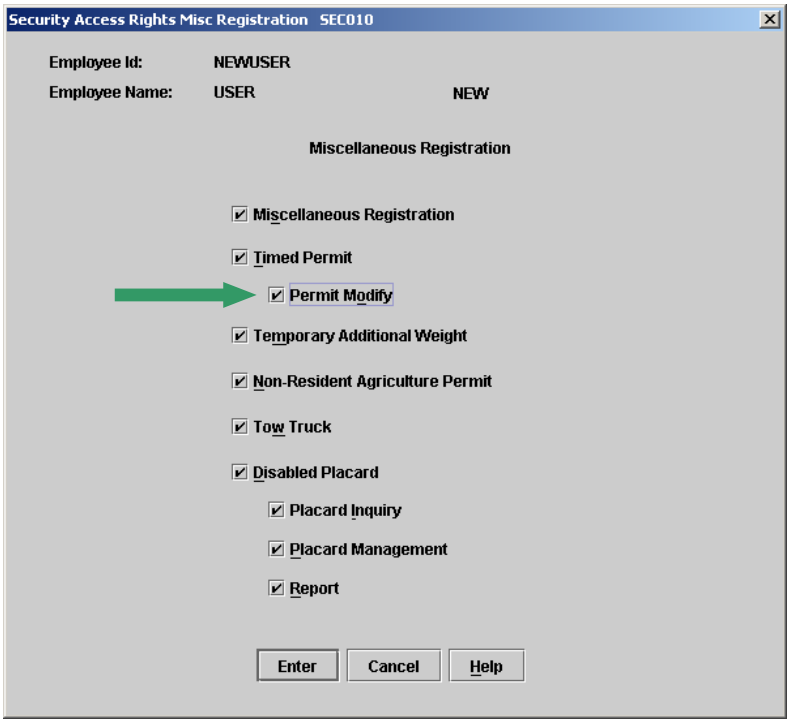
Initial Security Set-up: Employee Security Access Rights

The following directions provide the set-up procedure needed the **FIRST** time the user assigns access rights to **Permit Modify**.

How To…

Assign Security Access Rights:

1. Click on Local Options in the RTS Main Menu.
2. Select Security.
3. Click on Employee Security.
4. Enter Employee Id and Press the Tab key.
5. Click on Miscellaneous Registration.
6. Click on Permit Modify.
7. Click Enter.
8. Click on Revise.
9. Click Yes on the Confirm Action.
10. Click Cancel to Return the Main Menu.
11. Stop and Start RTS.

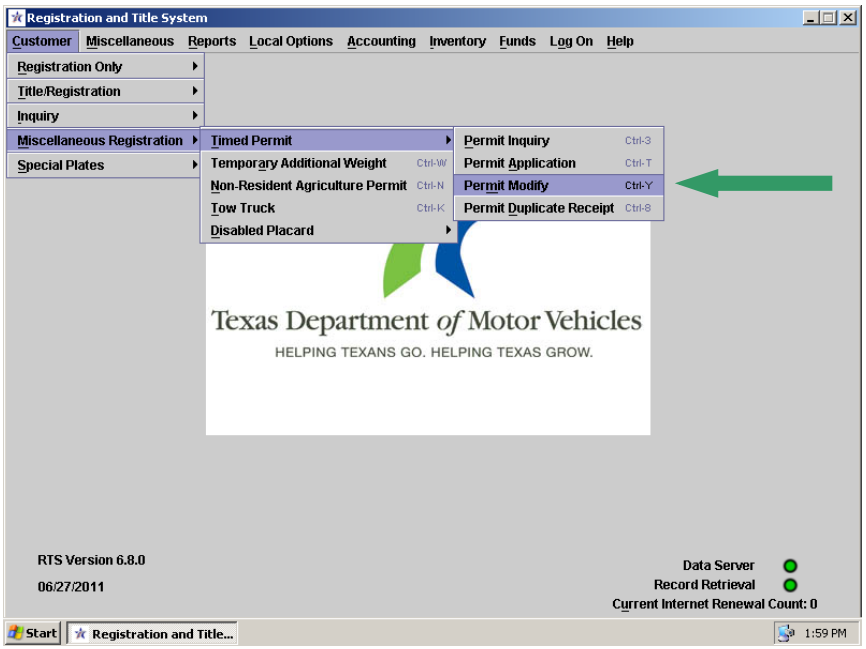


How To…

Modify a Timed Permit:

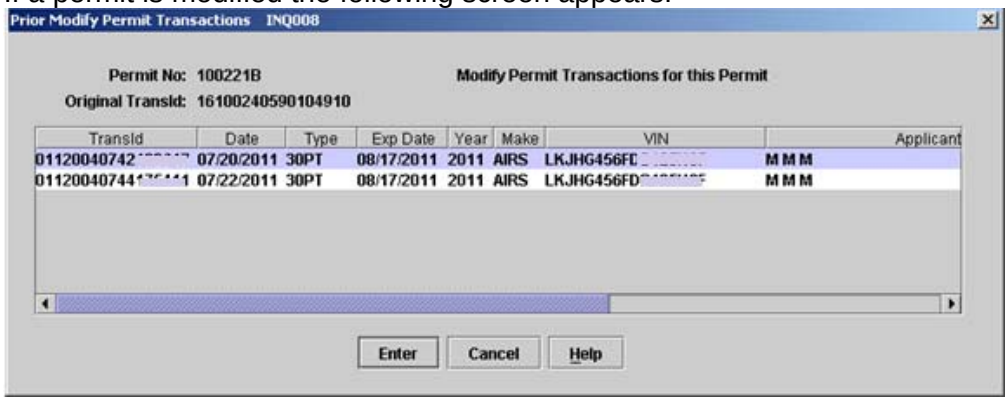
1. Click on Customer in the RTS Main Menu.
2. Select Miscellaneous Registration.
3. Click on Timed Permit.
4. Select Permit Modify.
5. Enter Permit No, VIN, Applicant Last Name, Business or a Date Range.
6. Select Prior Modified Permit in the list box if the permit is modified.
7. Verify the Timed Permit Type to be issued
8. Modify applicable vehicle or owner information on the Timed Permit screen.
9. Click **Enter** to complete the transaction.
10. A Modify Timed Permit receipt and a modified permit prints.

RTS Main Menu



Prior Modify Permit Transactions (INQ008)

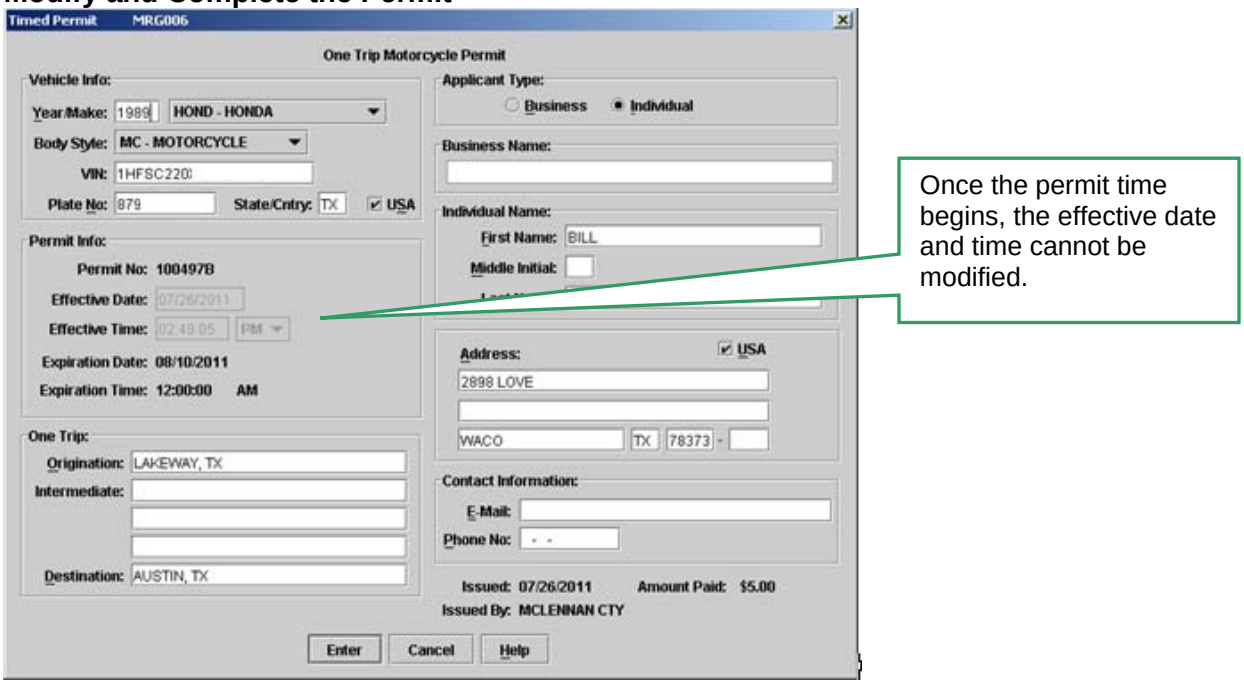
If a permit is modified the following screen appears.



Timed Permit Types

In most cases, the effective date and time in the Permit Info panel cannot be modified in the Timed Permit Event.

Modify and Complete the Permit

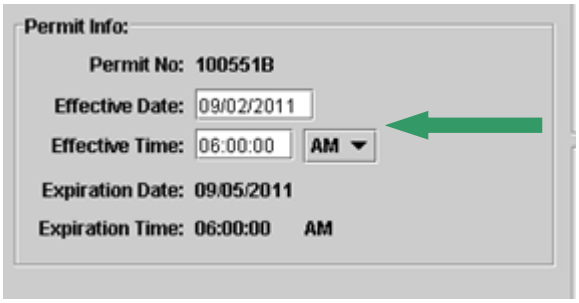


Once the permit time begins, the effective date and time cannot be modified.

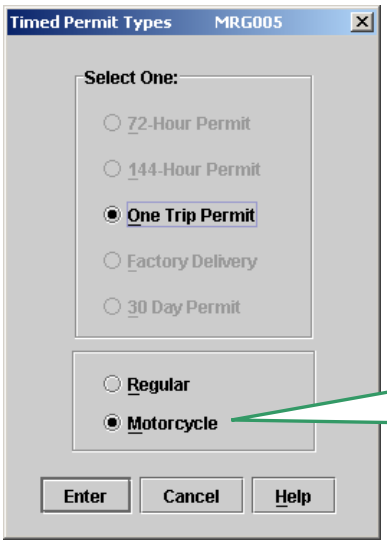
Permit Exception

When a permit issued with a date or time that is in the future and is incorrect, you can modify the effective date or time and issue a corrected permit issued. The permit number remains the same.

Effective Date and Time



One Trip and 30 Day Permits Only
These permits are the only permits that allow a vehicle type selection. Clerks can modify an incorrect wrong vehicle type on a permit. i.e., from Regular to Motorcycle or Motorcycle to Regular.



If the VIN entered is for a Motorcycle, the system now reads the VIN and automatically defaults to Motorcycle on the Timed Permit Types.

TAC Office Considerations…

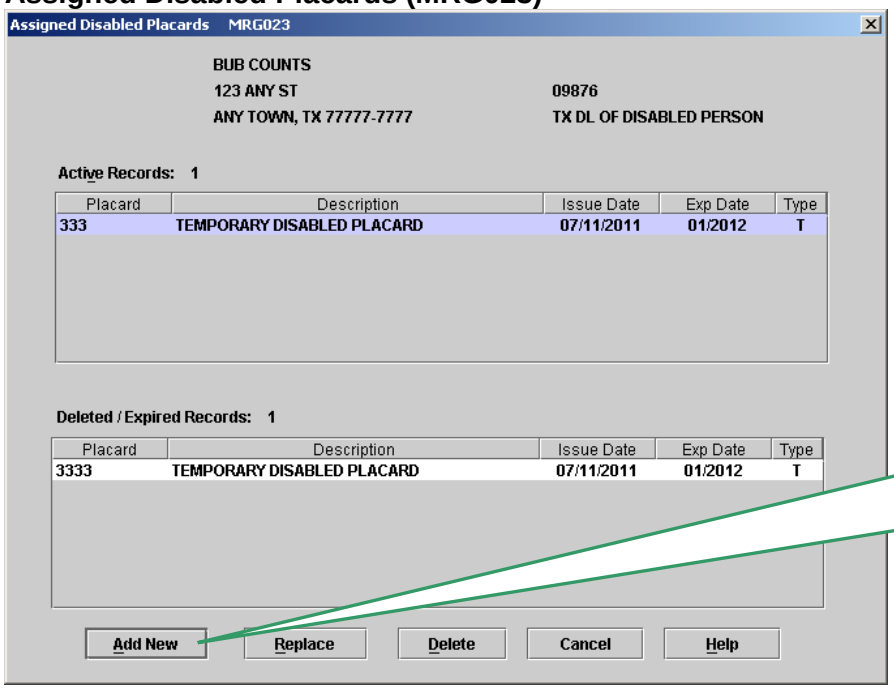
1. You can modify a Permit in any county regardless of where it was issued, except those issued by a service provider.
2. You cannot void modified permits.
3. You can modify Permits in the void window.
4. There is <u>no charge</u> for a modified permit.
5. A new permit automatically prints when modified.
6. You cannot modify expired permits.
7. Preview all receipts on the Fees Due (PMT004) for accuracy before completing a permit transaction(s).

Temporary Disabled Placard: Add New

Overview

This enhancement provides for the issuance of a second Temporary Disabled Placard, with the same expiration date. Previously, when a second Temporary Disabled Placard was added, the month and year of expiration was reset for another six-month period without submitting an Application for Persons with Disabilities Parking Placard and/or License Plate (VTR-214).

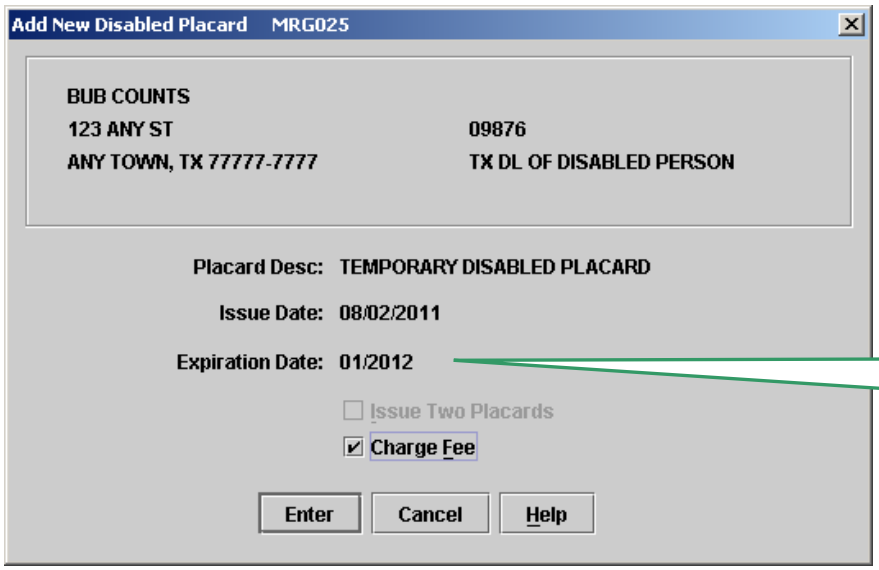
Assigned Disabled Placards (MRG023)



Select **Add New** to issue a second Temporary Disabled Placard.

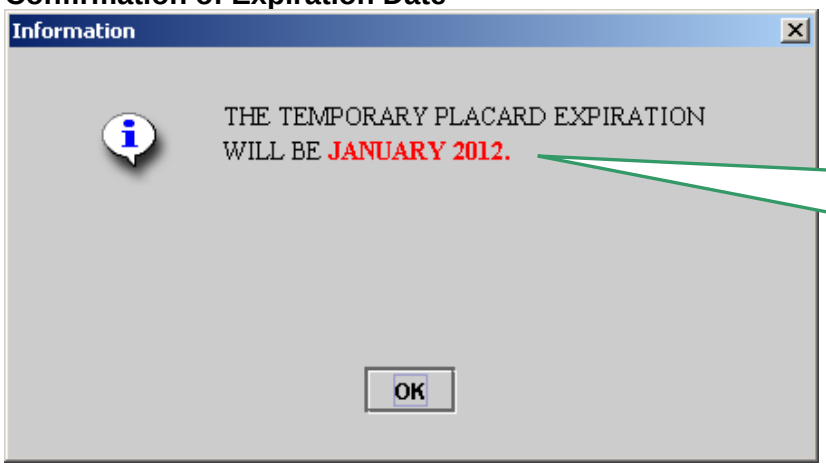
The first Temporary Disabled Placard cannot be expired.

Verification of Dates



The **Expiration Date** is the same and the first Temporary Disabled Placard.

Confirmation of Expiration Date



The **Information** message confirms the date on the second placard is the same expiration date as the first non-expired Temporary Disabled Placard.

TAC Office Considerations…

1. A $5 fee collected for each placard will not be prorated regardless of the time remaining until expiration (less than six months).
2. The first Temporary Disabled Placard(s) cannot be expired.
3. A Temporary Disabled Placard can be issued for the same person with the same expiration date (six months from the date of issuance) as the first placard.

Special Plate: Inquiry

Overview

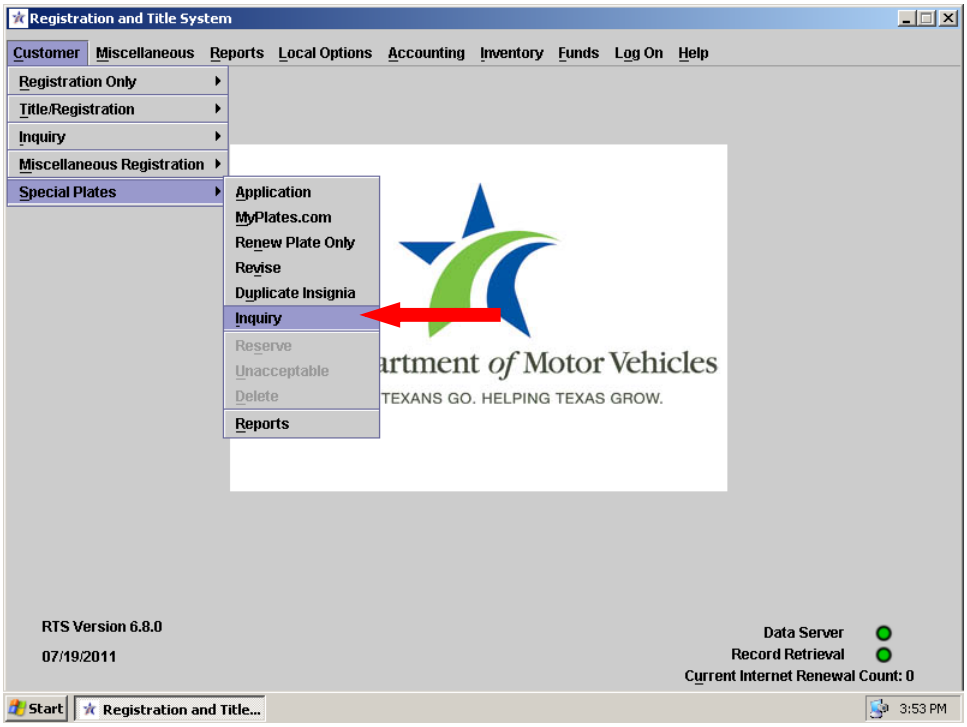
This enhancement provides county tax offices and regional service center personnel the ability to perform a Special Plates Inquiry to check the status or availability of a specialty license plate. This includes the options to **View Only** or **View and Print** the specialty plate information.

How To…

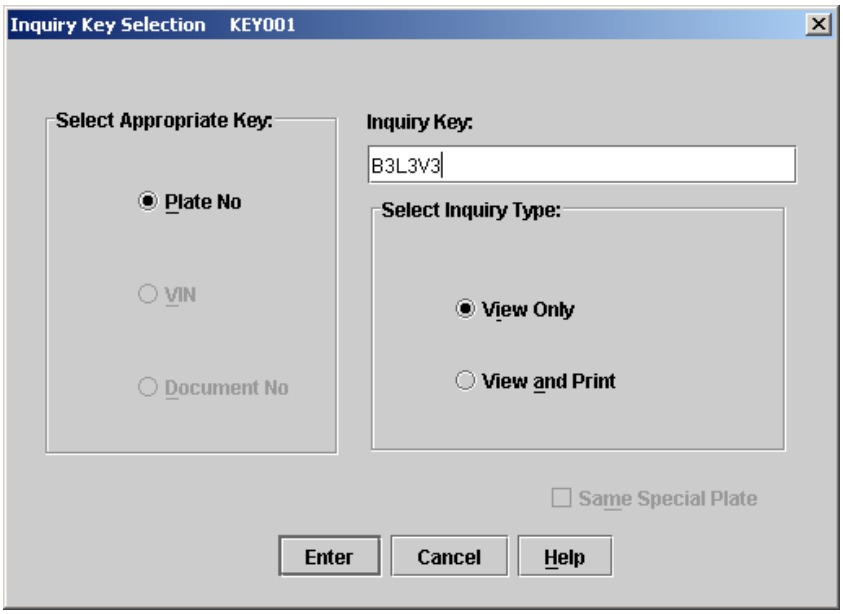
Process a special Plate inquiry:

1. Click on Customer in the RTS Main Menu.
2. Select Special Plates.
3. Select Inquiry.
4. Enter Plate No.
5. Select **View Only** or **View and Print**.
6. Click Enter to complete transaction.

RTS Main Menu



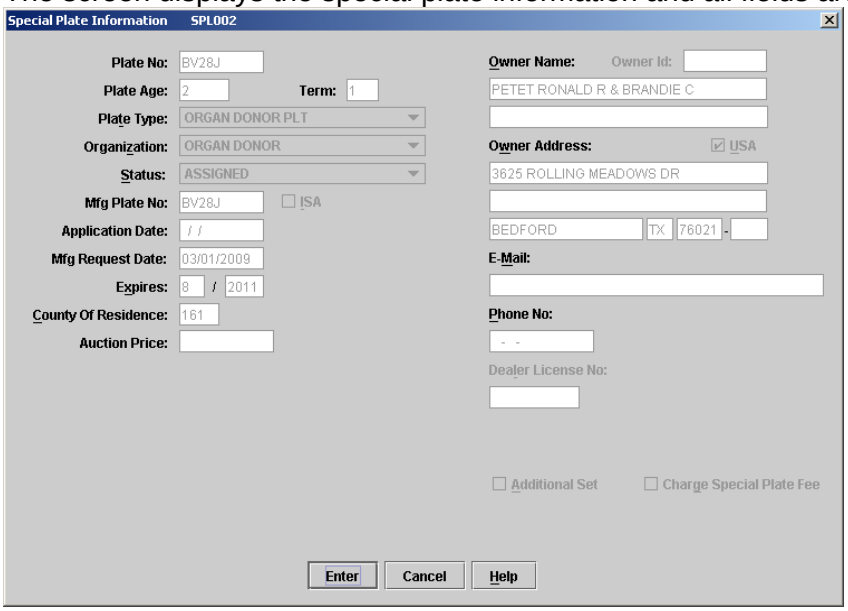
Inquiry Key Selection (KEY001)



- The system defaults to **View Only**.
- The **VIN** and **Document No** radio buttons are disabled.

Special Plate Information (SPL002)

The screen displays the special plate information and all fields are disabled.



TAC Office Considerations…

1. Clerks must have **plate number** access through Security to use the **Special Plate Inquiry** event.
2. There is <u>no charge</u> for **View Only** inquires on specialty plates, wallhanger plates and My Plate specialty plate inquiries.
3. The fees to **View and Print** remain the same.
4. Inquires are by plate only.

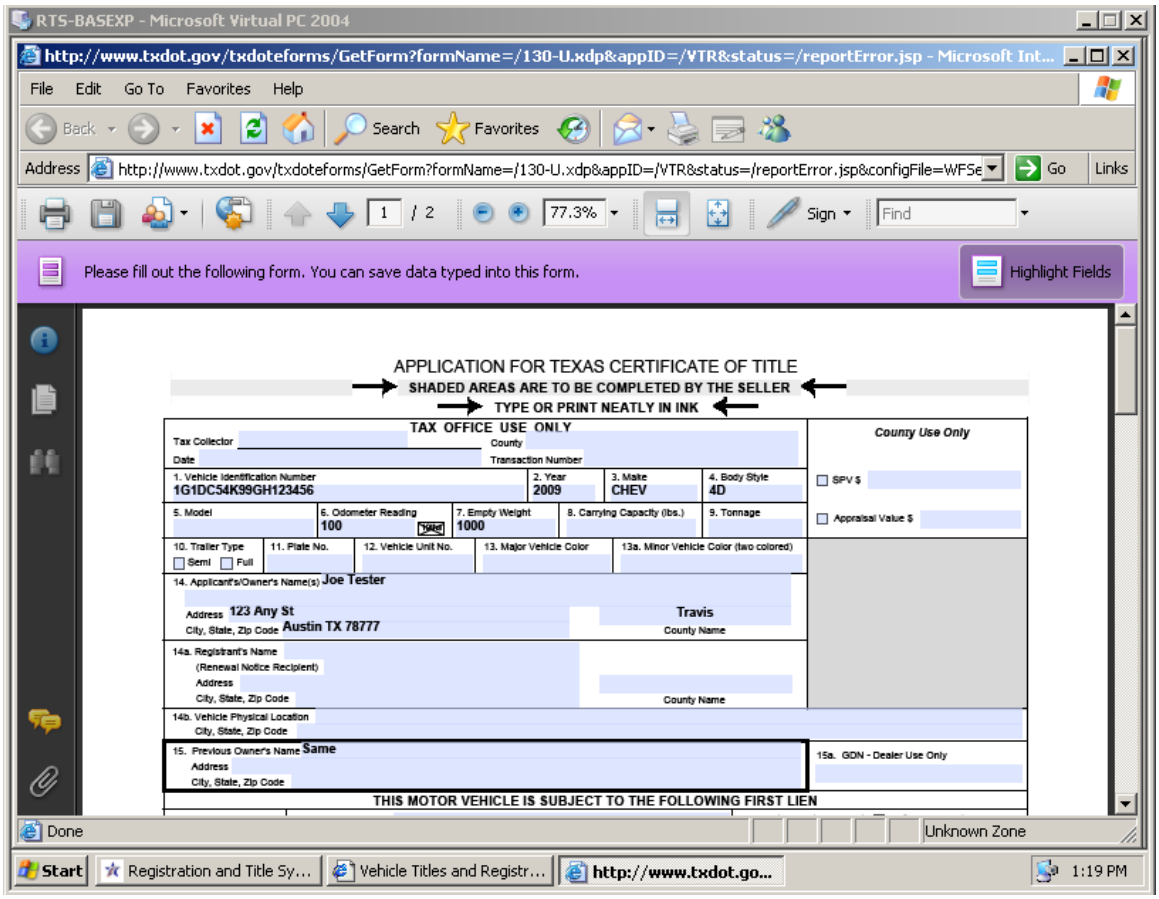
Help Menu: VTR Forms

Overview

This enhancement provides county tax offices with the most up to date forms available on the TxDMV website and provides two additional forms that were only available in a hard copy format from a TxDMV Regional Service Center.

VTR Forms

All VTR forms are now available using a direct link from RTS to the TxDMV web site. The web site provides the current version of all VTR forms that are available in a fillable PDF format. Previously, all forms resided on each RTS workstation.



Internal Use Only

Two additional forms previously available in a hard copy format from a TxDMV Regional Service Center are now included on the TxDMV website however, these forms are only visible to internal users with a TxDMV internal address that are logged onto our network. These forms are not visible to the public, vendors, etc (anyone not on our network).

The forms are:

- The Application for Assigned or Reassigned Number (VTR-68-A)
- Owner Retained Report Correction Request (VTR-436-E)

For example, both forms have the wording **"For Internal Use Only"** after the form name.

Vehicle Title and Registration Forms

VTR-68-A	Application for Assigned or Reassigned Number *(For Internal Use Only)*		

Texas Salvage Vehicle Forms

VTR-436-E	Owner Retained Report Correction Request *(For Internal Use Only)*		

Admin Table Changes

Overview

The admin tables now include the new specialty plate, A Fine Cause. The unique registration classes for Armed Forces Reserve have been eliminated. Additional vehicle types and registration classes are now available for Desert Storm, Share the Road, and Texas Master Gardner in **RTS** and **RSPS**.

Additional Plate Patterns

Additional plate patterns for Antique, Antique Motorcycle (MC) and 7-digit Combination plates are now available.

- **Antique (AP) & Antique MC (ANTMC)** - Antique plate patterns are valid through 2023.

  HBBB1 – ZZZZ9

- **Combination (CP)** – Plate patterns are valid through 2034 and a different alpha is assigned to each year.

  1A00001 – 1Z99999

Other Plate Changes

Mopeds

All specialty plates currently available for Motorcycles are now available for Mopeds.

Old Plates for Classic Vehicles

Legislation passed during the 82nd Legislative Session reversed a 2009 statute that would have prohibited the use of old license plates on a classic vehicle beginning September 1, 2011.

House Bill 2357, 82nd Legislative Session (2011), removes the prohibition of the use of old plates and will continue to allow new approvals of old license plates used on classic vehicles.

The provision of the 2009 statute that eliminates the $15 fee for use of the old plates on classic vehicles remains and is effective September 1, 2011.

IVTRS

The I Love Texas Plate has been renamed to Deaf & Hard of Hearing Plate.

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

TxDMV Regional Service Center Changes

Suspected Fraud Indicators for Certified Copy of Original (CCO)

Overview

Regional service center personnel have the ability to select a fraud indicator when attempting to process a Certified Copy of Original (CCO). Indicators alert TxDMV Regional Service Centers statewide of any suspected fraudulent CCO activities.

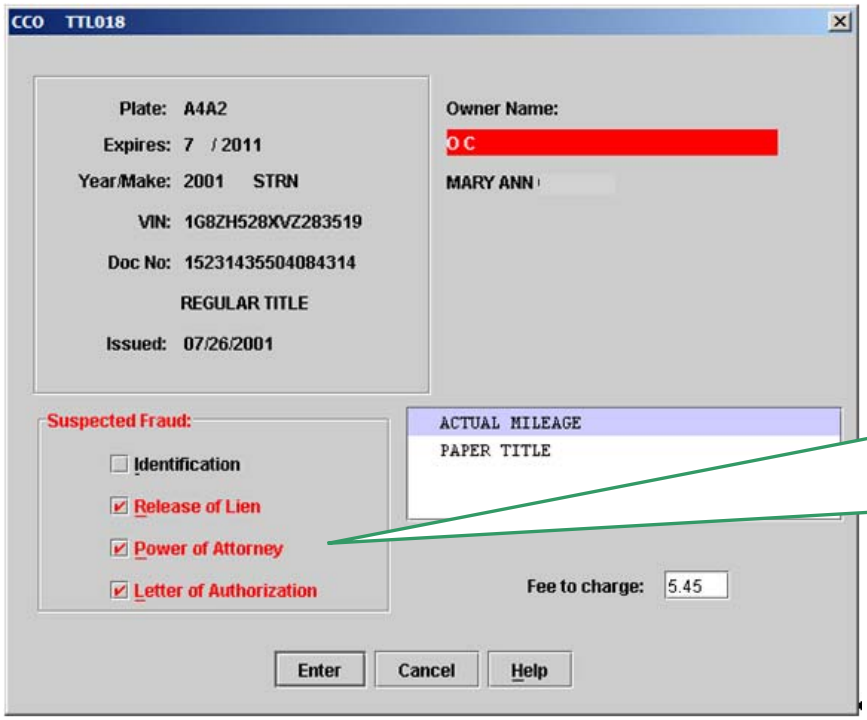
When selected, the fraud indicators appear in red on the new **Suspected Fraud** panel. This prevents the CCO transaction from issuing when one or more of the indicators are checked. To remove a fraud indicator, uncheck the desired indicator(s) to process a CCO request.

How To…

Add or Delete a Fraud Indicator:

1. Click on Customer in the RTS Main Menu.
2. Select Title/Application.
3. Click on CCO.
4. Enter Plate No, VIN or Document No and Enter.
5. Select or deselect one or more Fraud Indicator(s).
6. If a fraud indicator(s) is selected, click Enter then Click Yes to Confirm Action. No CCO is issued and RTS returns to the Main Menu.
7. If the fraud indicator(s) is removed, click Enter then Click Yes to Confirm Action to issue the CCO.

CCO (TTL018)

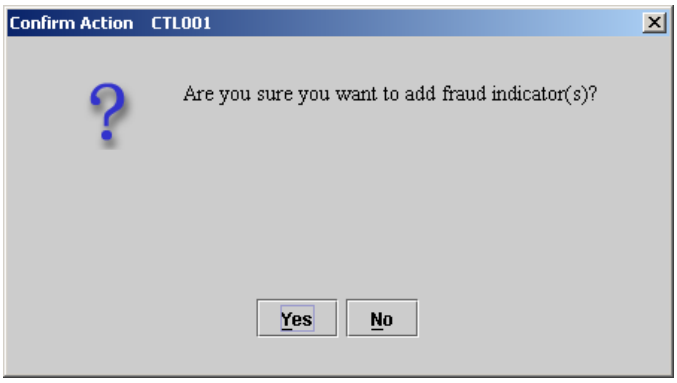


- Fraud indicators are in red.
- Remove indicator(s) to issue a CCO.
- The system updates in real time statewide each time an indicator(s) is added or removed.

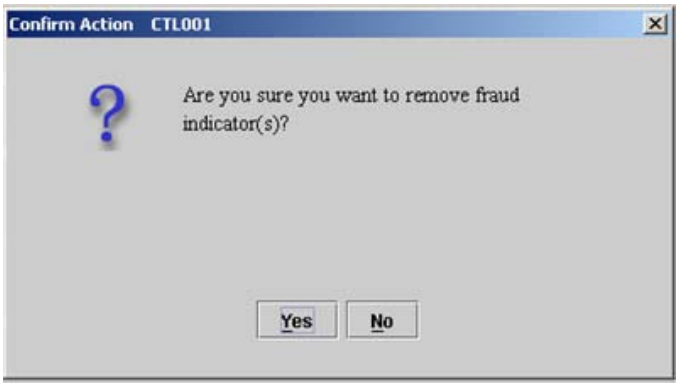
Confirmation Action Messages

The following Confirmation Action messages appear each time you add or remove an indicator.

Indicator is Added



Indicator is Removed



Regional Office Considerations…

1. Fraud indicators are only visible to regional service centers and headquarter personnel.
2. Fraud Indicators are highlighted in red once selected.
3. Fraud indicators do not appear in the remarks list box.
4. A confirmation screen displays each time an indicator is added or removed.
5. Fraud indicators update in real time **statewide** each time an indicator is added or removed.

New Suspected Fraud Report

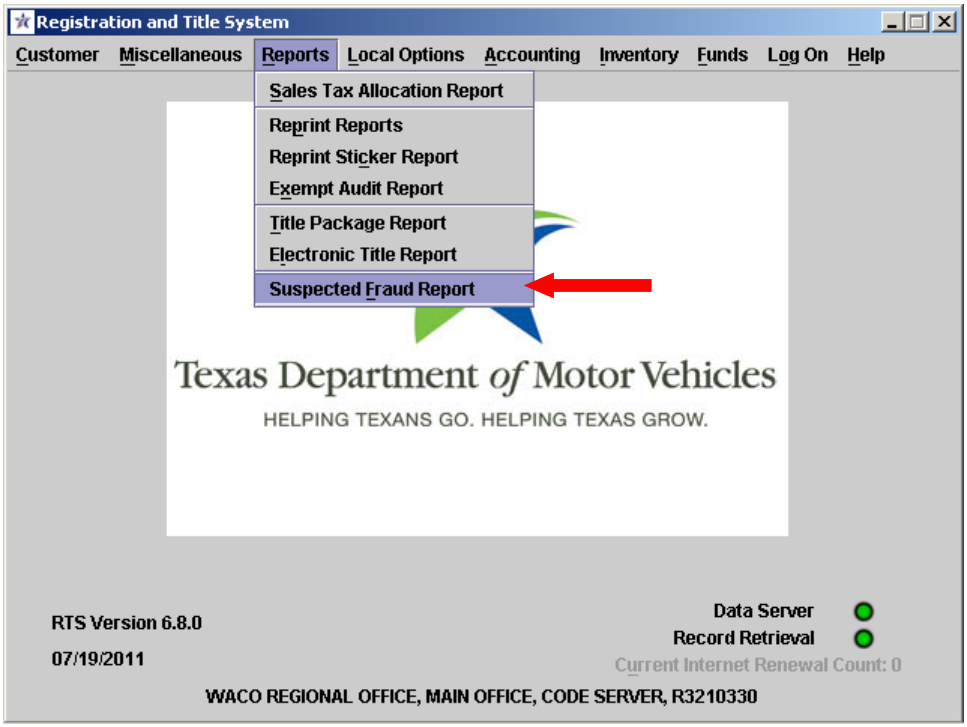
Overview

TxDMV Regional Service Centers and Headquarter personnel have the option to print a Suspected Fraud Report if fraud is suspected or at your discretion.

How To…

Print a Suspected Fraud Report

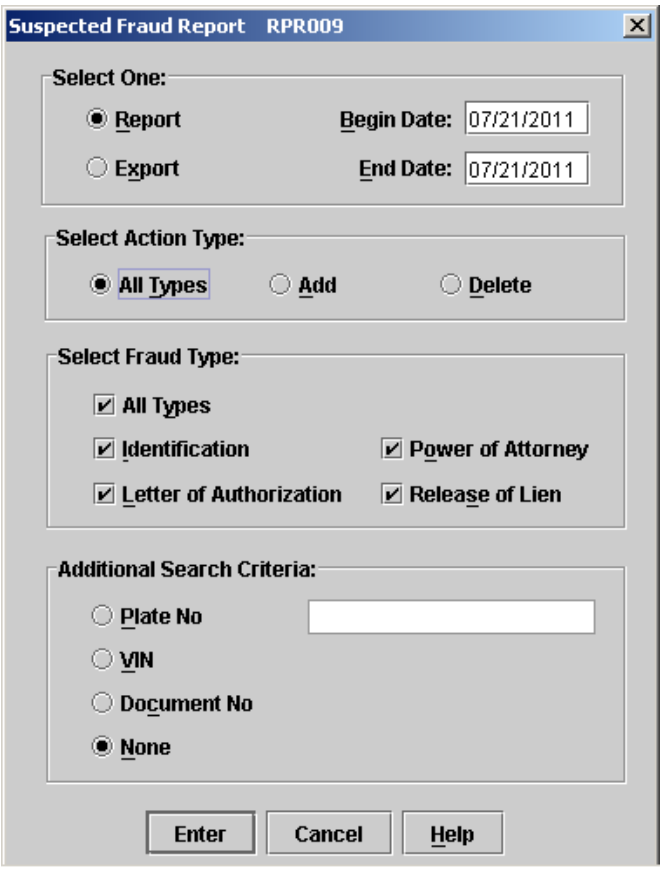
1. Click on Reports in the RTS Main Menu.
2. Select Suspected Fraud Report.



How To…

Define the Search Criteria:

1. Select Report or Export
2. Enter a Begin and End Date.
3. Select Action Type.
4. Select Fraud Type
5. Select Additional Search Criteria.
6. Enter to print report.



Suspected Fraud Report (RTS.POS.5912)

The report includes the Date, Time, OFC, WSID, EMPID, Action, Document NO, VIN, Plate and Fraud Reason.

Texas Department of Motor Vehicles

RTS.POS.5912

SUSPECTED FRAUD REPORT
WACO REGIONAL OFFICE

[redacted]

WORKSTATION ID : 0
REQUESTED BY : DCOUNTS
TRANSACTIONS FROM : 07/01/2011 THROUGH 07/21/2011

DATE	TIME	OFC	WSID	EMPID	ACTION	DOCUMENT NO	VIN	PLATE	FRAUD REASON
07/05/2011	10:32:58	275	100	TBRIGGS	Add	03125035819093629	1G1JC14G	RTB63C	Release of Lien
07/05/2011	10:33:46	275	100	TBRIGGS	Add	03125035819093629	1G1JC14G	RTB63C	Identification
07/05/2011	10:33:46	275	100	TBRIGGS	Add	03125035819093629	1G1JC14G	RTB63C	Power of Attorney
07/05/2011	10:33:46	275	100	TBRIGGS	Add	03125035819093629	1G1JC14G	RTB63C	Letter of Authorization
07/05/2011	10:34:28	275	100	TBRIGGS	Delete	03125035819093629	1G1JC14G	RTB63C	Identification
07/05/2011	10:34:28	275	100	TBRIGGS	Delete	03125035819093629	1G1JC14G	RTB63C	Release of Lien
07/05/2011	10:34:28	275	100	TBRIGGS	Delete	03125035819093629	1G1JC14G	RTB63C	Power of Attorney
07/05/2011	10:34:28	275	100	TBRIGGS	Delete	03125035819093629	1G1JC14G	RTB63C	Letter of Authorization
07/05/2011	10:35:06	275	100	TBRIGGS	Add	03125035819093629	1G1JC14G	RTB63C	Release of Lien
07/05/2011	11:32:23	275	100	TBRIGGS	Add	03125035819093629	1G1JC14G	RTB63C	Identification
07/05/2011	11:32:23	275	100	TBRIGGS	Add	03125035819093629	1G1JC14G	RTB63C	Power of Attorney
07/05/2011	11:32:23	275	100	TBRIGGS	Add	03125035819093629	1G1JC14G	RTB63C	Letter of Authorization
07/05/2011	11:51:12	275	100	TBRIGGS	Add	01511236061134915	1JCMT784	B10LTR	Identification
07/05/2011	13:29:45	275	100	TBRIGGS	Add	11700237971154905	1G1YY218	1988	Identification
07/05/2011	13:29:45	275	100	TBRIGGS	Add	11700237971154905	1G1YY218	1988	Letter of Authorization
07/05/2011	13:40:03	275	100	TBRIGGS	Delete	11700237971154905	1G1YY218	1988	Letter of Authorization
07/05/2011	13:42:48	275	100	TBRIGGS	Delete	11700237971154905	1G1YY218	1988	Identification
07/05/2011	13:43:34	275	100	TBRIGGS	Add	11700237971154905	1G1YY218	1988	Identification
07/05/2011	13:44:53	275	100	TBRIGGS	Delete	11700237971154905	1G1YY218	1988	Identification
07/05/2011	14:21:35	275	100	TBRIGGS	Add	10137239938110656	1C3AN65L	TSWEET	Identification
07/05/2011	14:22:13	275	100	TBRIGGS	Delete	10137239938110656	1C3AN65L	TSWEET	Identification
07/05/2011	14:22:13	275	100	TBRIGGS	Add	10137239938110656	1C3AN65L	TSWEET	Release of Lien
07/05/2011	14:22:13	275	100	TBRIGGS	Add	10137239938110656	1C3AN65L	TSWEET	Power of Attorney
07/05/2011	14:40:40	275	100	TBRIGGS	Add	10130039281091332	JA4MS31X	509XVD	Letter of Authorization
07/05/2011	14:41:22	275	100	TBRIGGS	Delete	10130039281091332	JA4MS31X	509XVD	Letter of Authorization
07/05/2011	14:41:48	275	100	TBRIGGS	Add	10130039281091332	JA4MS31X	509XVD	Power of Attorney

RUNDATE 07/21/2011
RUNTIME 15:42:35

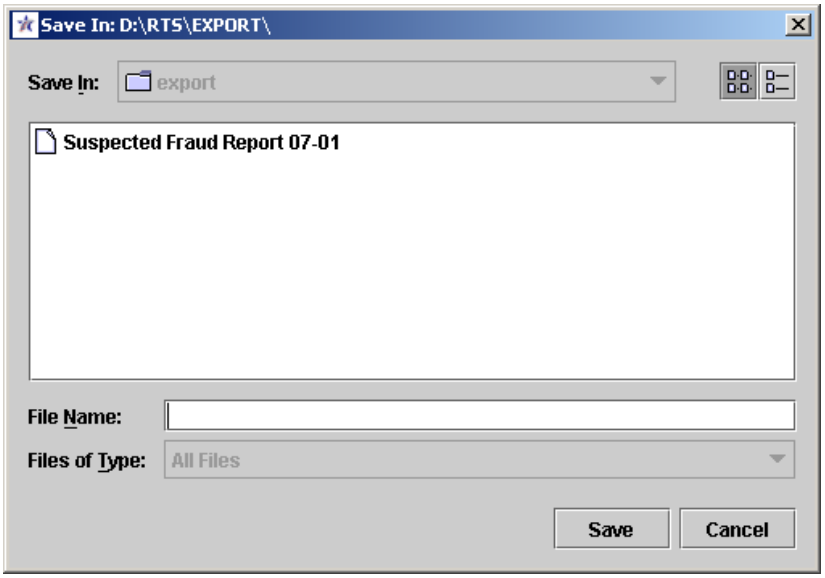
. . . END OF REPORT . . .

PAGE 1

ORIGINAL
VTR-500-RTS (REV. 12/2009) DHT157490

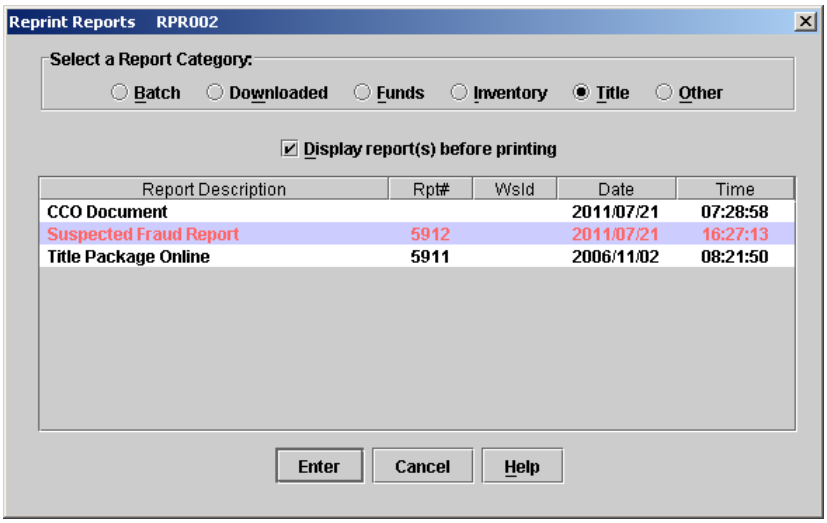
Export a Report

When exporting the Suspected Fraud Report, the same process applies as when exporting the Exempt and Electronic Title reports. You may save or overwrite the file at your discretion.



Reprint a Report

The Suspected Fraud Report is available for reprint under **Reports>Reprint Reports>Title** for one iteration.



Regional Office Considerations…

1. All regional and headquarter personnel have access to the Suspected Fraud Report.
2. Reports have a maximum date range of 366 days.

Elimination of Duplicate Receipt of the Original

Overview

Duplicate receipts no longer prints with the original VTR-500 RTS receipt.

- The original VTR-500 receipt is available for reprint (same day only) under **Miscellaneous>Reprint Receipt.**
- This change applies to Regional Service Centers only.