Registration & Title System: Release 7.4.0 Prep Checklist v2

Purpose

The purpose of this document is to provide 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.

RTS Release 7.4.0 Statewide Rollout date: May 12, 2014

Week Prior to Release Date

#	Suggested Action	Done?
1	Receive the release support material from TxDMV. Material also posted on the [Tax Assessor-Collectors Hub](#).	Y
2	Determine if any release changes will impact local county business processes (refer to Release Notes).	
3	County Change Network Representative distributes release materials to county employees.	
4	County employees read Release Notes, NMVTIS Guide, and NMVTIS Job Aids available on the TAC Hub.	
5	County employees participate in TxDMV training webinars for NMVTIS. Get questions answered.	
6	County employees participate in InfoXchanges for RTS 7.4.0. Get questions answered.	
7	County Change Network Representative verifies impacted county employees understand the changes and impacts to local county processes.	
8	Submit any system questions or concerns to TxDMV via the Service Desk 1-877-933-2020.	
9	Contact your TxDMV Regional Service Center (RSC) for any supplies related to the release.	
10	**Ensure all County RTS Workstations & Code Servers are <u>logged off</u> and left <u>on</u> when you leave the office Friday, May 9th.**	

During First Week of Release

#	Suggested Action	Done?
1	**RELEASE DAY ACTION (5/12):** New surrendered title information fields are hard stops. For any DTA Dealers that have not upgraded their software, TACs will have to data enter the missing information. RTB #008-14 provides details.	
2	**Complete RSPS flash updates for DTA Dealers as soon as possible!**	
3	**TWO DAYS AFTER GO LIVE (5/14):** Review the first daily NMVTIS Inquiry Error Report printed on your RTS Network Printer (Workstation 100). Follow correction procedures as outlined in recent RTBs and the NMVTIS Guide.	
4	Contact your TxDMV Regional Service Center (RSC) with any policy, procedure, or rule questions regarding NMVTIS/Title Check or other Motor Vehicle Title or Registration items.	
5	Call the TxDMV Service Desk 1-877-933-2020 with any system problems or questions regarding RTS.	

Important Reminders:

♦ Notify your DTA Dealers that they must be on DTA software version 7.2.0 or later to process transactions as of May 12. They must be on version 7.4.0 by July 1.

♦ Begin working through any backlog of DTA transactions your office may currently maintain leading up to May 12 in order to minimize data entry of the required NMVTIS fields.