Winter Release (Registration & Title System: Version 6.9.0) 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.

Winter Release (RTS 6.9.0) statewide distribution date: February 13, 2012

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.	Y
2	County determines if any release changes will impact local county business processes.	
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 participate or view recording of 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 6.9.0. Begin using new functionality!	
2	**Subcontractor Laptops must be flashed to accommodate new special plates and other important updates (RSPS 2.4.0).**	
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)

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