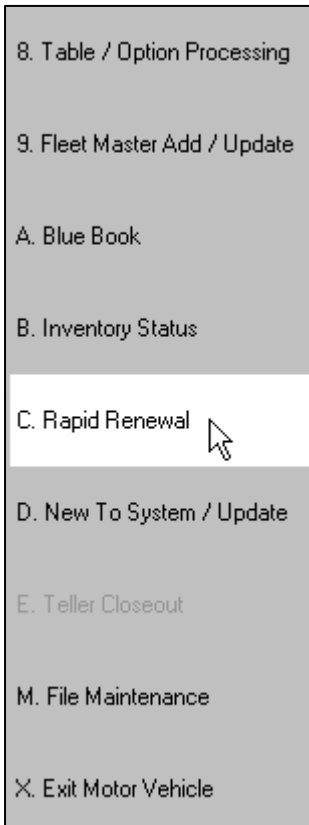


MOTOR VEHICLE: RAPID RENEWAL

This information sheet details InforME's Rapid Renewal process and how it is handled in the TRIO Motor Vehicle system.



To access **Rapid Renewal**, from the main menu in **Motor Vehicle**, select **C. Rapid Renewal**. From this menu, options 1 through 3 are for the Rapid Renewal process.

Before running the Rapid Renewal process, it is necessary to know the default data directory for TRIO, as well as InforME's process for loading data to and from the internet.

To find your Town's default directory:

Right-click on the TRIO *Windows* icon on your desktop,
Left click on Properties,
Select the Program Tab
Next to Start In is the directory
(Example: U:\TRIODATA)

1. Monthly Load to Rapid Renewal

This step will create a file using the town's data. Enter a date range for the extract, and select the *Process* button. The file created will be in the data directory and will be named the town's residence code, followed by **RR.DAT**, i.e.: **17150RR.DAT**. This file must be uploaded to InforME.

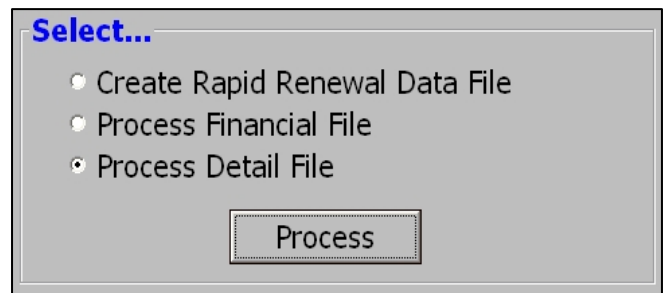
Before completing steps 2 and 3, two files must be downloaded from the InforME site. One file is for the Financial Report and has an extension of **.RRF**. The Detail Report requires a file with an extension of **.RRI**. These files need to be downloaded into the **RapidRenewal** folder under the TRIO data directory (e.g. U:\TRIOData\RapidRenewal).

2. Process Financial File

Once option number 2 is selected, the program will display a list of all available Financial Files. Highlight the file that was just downloaded and click *Process*. The financial report will print. The report will show the date of transaction, plate type and number, VIN number, agent fees, registration fees, and excise. It is possible to have this process create a journal in the Budgetary program although this option is not turned on by default.

To turn this on go to **M. File Maintenance > 1.**

Customize from the Motor Vehicle main menu and check off the box to the left of *Create C/R Journal* and supply the system with the appropriate Budgetary account number.



Motor Vehicle: Rapid Renewal *CONTINUED*

3. Process Detail File

After selecting option number 3, the program will display a list of all available Detail Files. Highlight the file that was just downloaded and click *Process*. Processing the data in Live Mode will be the next question the system will ask. **TRIO strongly recommends saying No to that question the first time through.** This mode, also known as Test Mode, will allow the Detail Report to print without updating information in the system. Once Test Mode is done and the information looks correct, be sure to complete the process *again* in Live Mode to update the information.

Regardless of how that question is answered, the system will display the number of records updated and the number of warnings. Warnings occur when there are discrepancies for mileage, expiration dates, or MVR3 form numbers. Press the *Enter* key and the report will print. The report will display the plate class and number, the name of the registrant, warnings, expiration date, excise tax and total.

This process will update excise tax date, MVR3 number, effective date, expiration date, odometer reading, base value, excise tax amount, residence code, year sticker number, mil rate year code, name, and address. The second line in Vehicle Update will display *From Rapid Renewal*, if the information on the screen is from Rapid Renewal data. If that information is changed in Vehicle Update, the line will read *From Rapid Renewal – Updated*. This concludes the Rapid Renewal process in the Motor Vehicle System.