TRIO *Software*

A Division of Harris Computer Systems

MOTOR VEHICLE: BMV ELECTRONIC FILE SETUP

This tip sheet details the steps needed to set up the Motor Vehicle program so that BMV pre-print and reporting files can be saved and loaded from a location other than the floppy drive. These changes have been made in cooperation with the Bureau of Motor Vehicles and their effort to retire floppy disks as the medium for transmitting registration information with municipalities. **Please note that Motor Vehicle must be version 2.0.135 or later in order for these settings to be available.** For more information on how to check the version number or update the version of the program, please see the related section at the end of this sheet.

1. Registration Menu

2. Process End of Period

3. Process BMV Update Disk

4. Inventory Maintenance

5. Exception Report Items

6. Printing

7. Vehicle History

8. Table / Option Processing

9. Fleet Master Add / Update

A. Blue Book

BMV Update Disk Setup

The *Process BMV Update Disk* routine is used to load the pre-print files that the Bureau of Motor Vehicles issues to municipalities. This process works the same as it always has, with the exception that it is now possible to load files from a specific directory, as opposed to just a disk drive. **Note that the file that is downloaded from INFORME should be named the same as it always was on the floppy disks: <Residence Code>OUT.DAT.** The residence code should be the town's five digit residence code as designated by BMV. Please use the following directions to configure this routine so that it is looking in the correct location for the pre-print file from the state.

To set up the location to read the pre-print file from:

1. From the main menu in *Motor Vehicle* select **3. Process BMV Update Disk**.

2. Near the bottom of the new screen that appears, the current update directory will be listed. This location **must** be the same place that the pre-print files are saved to when downloading from INFORME. If this location is correct, no setup changes are needed – if it is not, continue with the rest of the steps below.

3. Beneath the location listing, click on the *Change Directory* button.

4. An *Open File* window will display. Navigate to the directory where the pre-print files are saved and click *Open*.

- It is possible to select the Desktop or My Documents on the left, or various drives and folders from the *Look In* drop-down menu at the top.

- Once the *Look In* menu has the correct location selected, *Open* can be clicked.

- It is not necessary to specify a file name or select any specific files; those settings can be left alone when selecting the location to use.
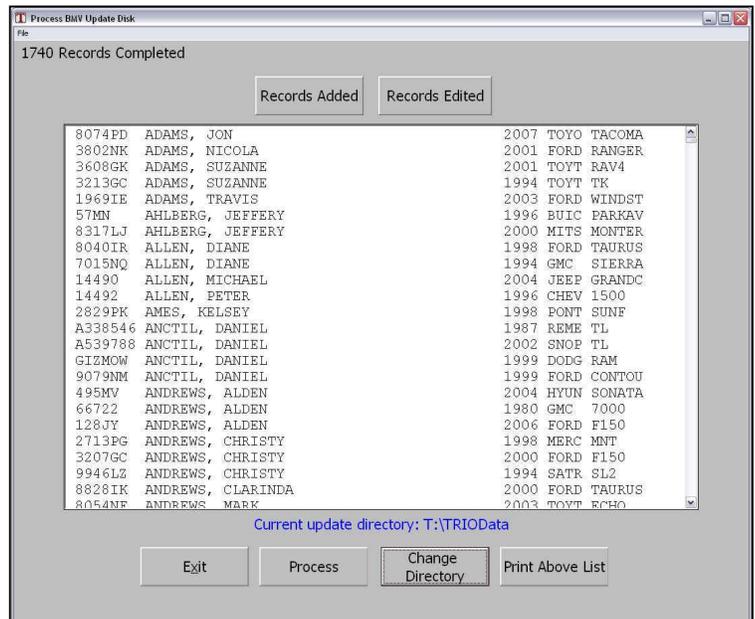
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Process End of Period Setup

When running the *Process End or Period* routine, the system creates files that are sent to the state. Just as with the *Process BMV Update Disk* process, these files no longer need to be saved to a floppy disk. The files can now be saved to any location on the computer or network. This location is where the files will need to be sent from when uploading them to INFORME. Please use the following directions for setting up the location to save these files to.

To set up the location to save reporting files to:

1. From the main menu in Motor Vehicle, select **M. File Maintenance > 1. Customize**.
2. Near the bottom of the *Customize* screen, an *End of Period Reports Directory* will be listed. This is the current location where the reporting files will be saved. If this is correct, no further set up is necessary – if it is incorrect, continue with the rest of the steps below.
3. Click on the *Browse* button to load an *Open Files* window.
4. Navigate to the directory where the pre-print files are saved and click *Open*.

   - It is possible to select the Desktop or My Documents on the left, or various drives and folders from the *Look In* drop-down menu at the top.
   - Once the *Look In* menu has the correct location selected, *Open* can be clicked.
   - It is not necessary to specify a file name or select any specific files; those settings can be left alone when selecting the location to use.

Program Versions

To check the current version of the Motor Vehicle program, from the Motor Vehicle Main Menu, select *Help > About*. The version number will be listed at the top of the window. For the settings described in this help file, the version number should be 2.0.135 or higher. If the version needs to be updated, if an internet connection is active, this can be done by selecting *System Maintenance > Program Update* from the Main Menu in the General Entry program. On the Program Update screen, check off Motor Vehicle and click on *Download Updates* to continue. Once the update is downloaded, close completely out of TRIO and then go back in to apply the update. Check the version number of the program again to make sure that the update applied successfully.