



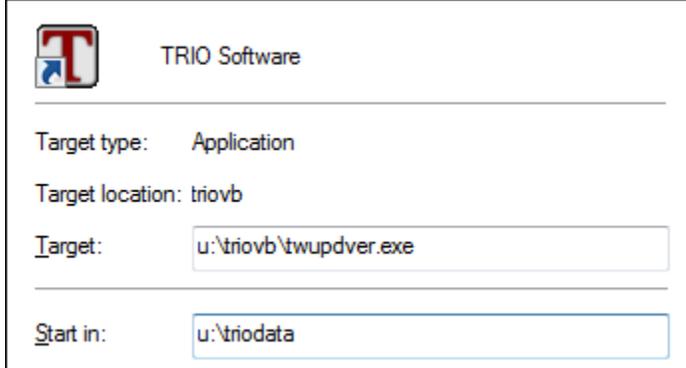
TRIO Motor Vehicle Rapid Renewal Process

The TRIO Motor Vehicle program has the capability to process Rapid Renewal files directly from InforME along with creating an upload file that you can send, to make registrations available online for your residents.

To access the Rapid Renewal process, from the main menu of Motor Vehicle, select **C. Rapid Renewal**. From this menu, there are three options for the Rapid Renewal process. Before running the Rapid Renewal process, it will be necessary to know the data directory for TRIO, as well as InforME's process for loading data to their website.

Locate the TRIO Data Directory

Right-click on the TRIO icon on your desktop > left click on **Properties** > select the **Shortcut** tab and locate the **Start In** field. This is the data directory (Example: *u:\triodata*).

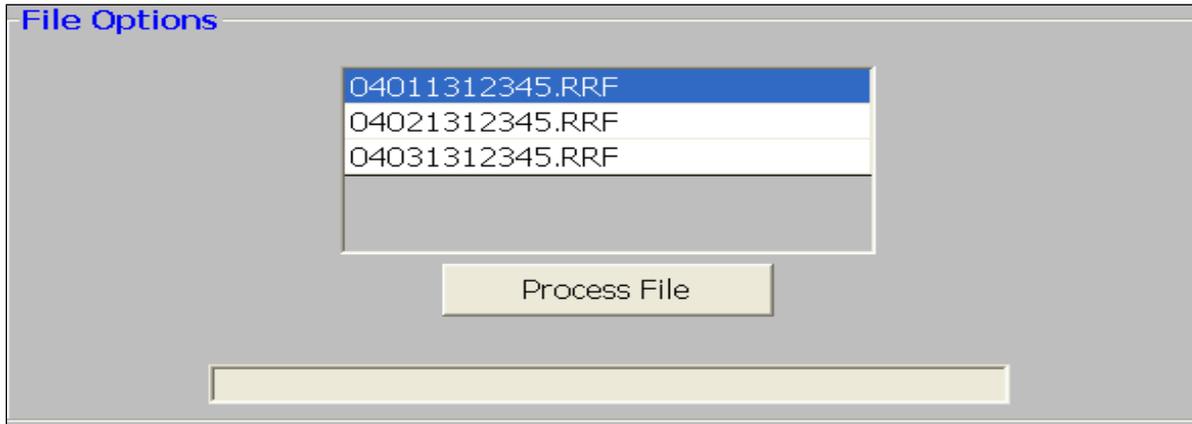


Create Rapid Renewal Data File

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 save 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.

Process Financial File

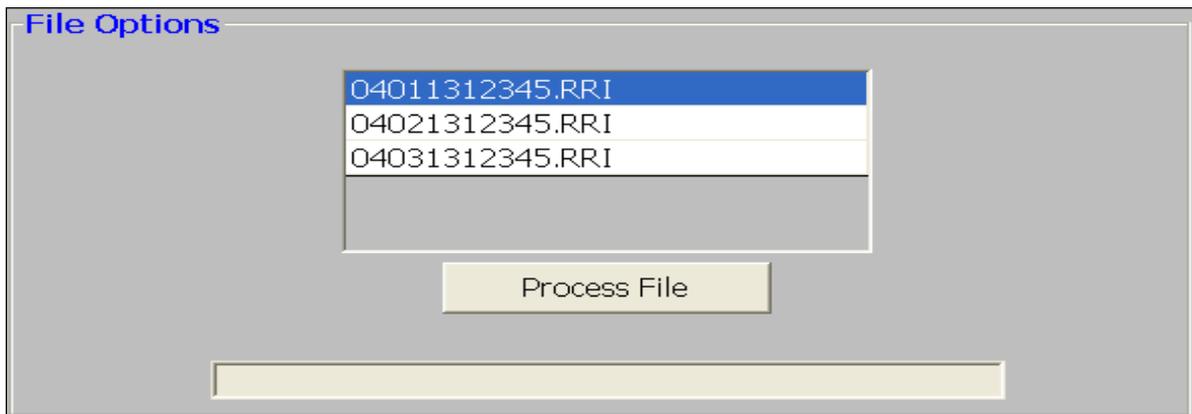
Once selected, the program will display a list of all available financial files (RRF). Highlight the first file in the list and click the **Process File** button. The financial report will print. The report will show the date of transaction, plate type and number, VIN number, agent fees, registration fees, and excise. Repeat these steps for each file listed in the file box.



It is possible to have this process create a journal in the TRIO Budgetary program although this option is not turned on by default. To turn this on go to **M. File Maintenance > 1. Customize** from the TRIO Motor Vehicle main menu. On this screen check the box next to **Create C/R Journal** and supply the system with the appropriate TRIO Budgetary account number to affect.

Process Detail File

Once selected, the program will display a list of all available detail files (RRI). Highlight the first file in the list and click the **Process File** button.



The system will then ask if this should be processed in live mode. **It is recommended that No is selected the first time through this process.** 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 if 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.