

How to Run the RTF Reload Utility

1. In RPSV4 Applications, select *RTF Load*.



- 2. Enter rps in the **Data Source** field.
- 3. Select **Browse**.

4. In the **Browse for Folder** window, browse to *C:\Program Files\ORPS\RPSV4* Click - OK

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- 5. Choose **Select All** to ensure you update all of the letters in your database.
- 6. Select **Load Files** to load/update all of the generic letters. It will not overwrite any letters you may have created and saved on your own.

7. If you are prompted to answer whether you want to overwrite a file, select **Yes** to All.

| Data Sources : Choose RTF fi | ad RTF Load [] Tile Starexem.rtf already exists. Overwrite? | |
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| Select All Load Browse | Deselect All Unload Load Files Unload | Close |

8. When the process completes, select *Close*.

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| WIS | Roll Year | Print Key | Rtf Filename | Rtf Description | | |
| | [Template] | | Ageexempt.rtf | Aged Exemption Letter | | |
| | [Template] | | agrasse.rtf | Agricultural Assessment Renewal Applic 🦷 | | |
| [Template] | | | Altvet.rtf | APP For Alternative Veteran | | |
| [Template] | | | Asserev.rtf | Notice of assessment review | | |
| [Template] | | | Cbldg.rtf | Comm. bldg | | |
| [Template] | | | CInvupdte.rtf | Commercial Inventory Update Letter | | |
| [Template] | | | Csalver.rtf | Com Sale Verification Form | | |
| [Template] | | | cspace1.rtf | One space line | | |
| [Template] | | | CwVet.rtf | APP For Cold War Veteran | | |
| [Template] | | | disable.rtf | Exemption for physically disabled | | |
| | [Template] | | exmptrem.rtf | Exemption Removal Notice | | |
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In RPSV4, you can now select letters for individual parcels.