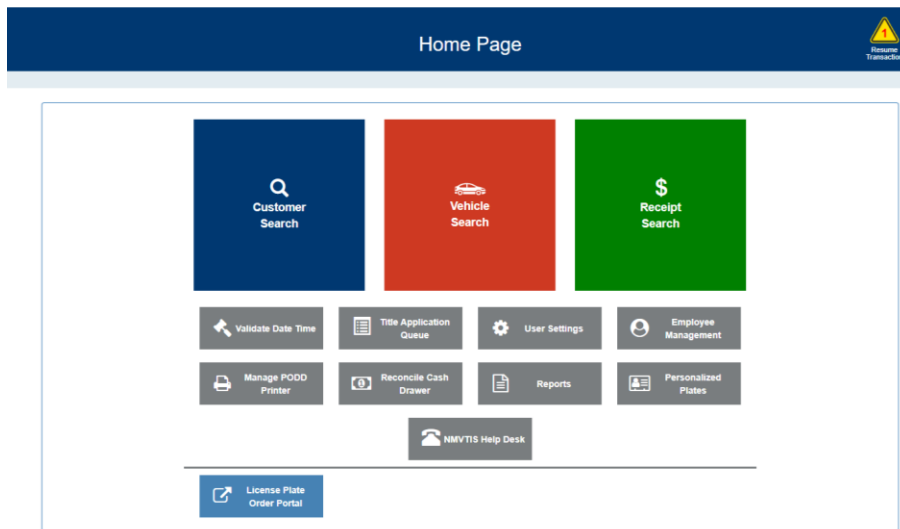
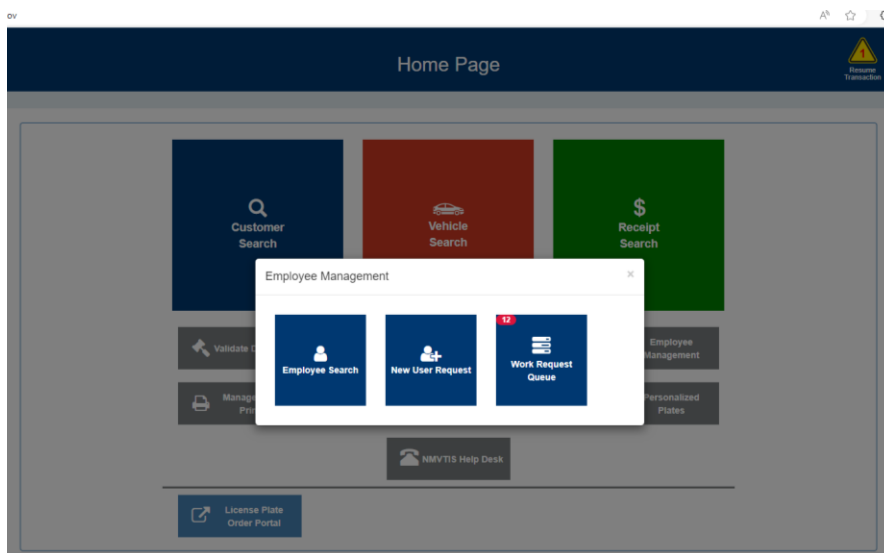


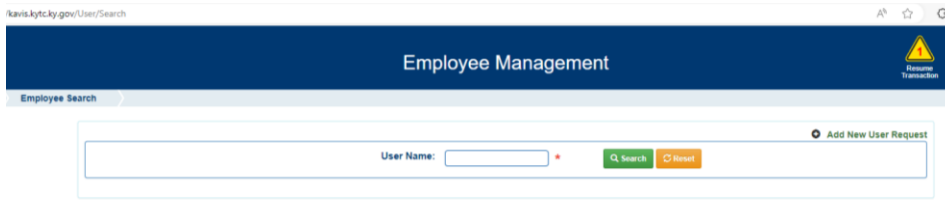
1. Select Employee Management.



2. Select Employee Search

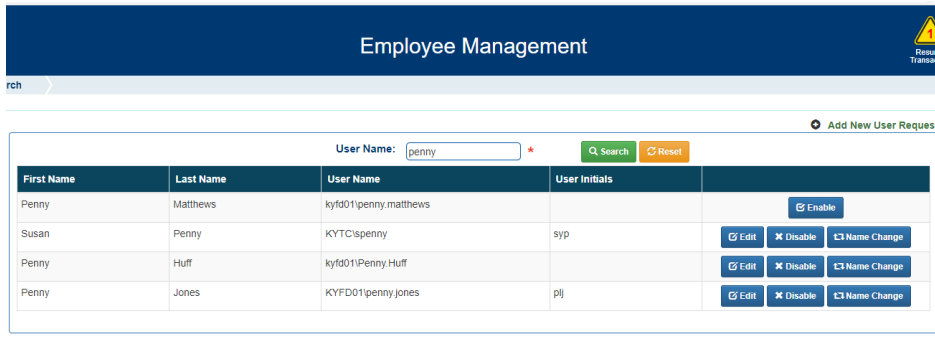


3. Enter employee name.



The screenshot shows the 'Employee Management' interface with a search bar. The search bar contains the text 'User Name: ' followed by an empty input field. To the right of the input field are two buttons: a green 'Search' button and an orange 'Reset' button. Above the search bar, there is a link for 'Add New User Request'. The page header includes the URL 'kavis.kytc.ky.gov/User/Search' and a 'Resume Transaction' button.

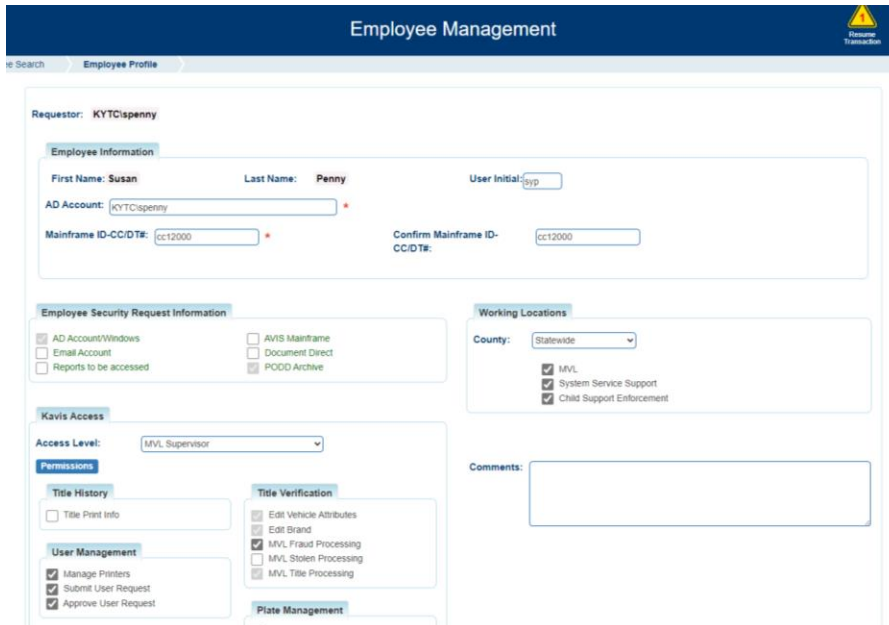
4. Select employee and edit



The screenshot shows the search results for the employee name 'penny'. The results are displayed in a table with columns for First Name, Last Name, User Name, and User Initials. Each row has an 'Enable' button, and some rows have 'Edit', 'Disable', and 'Name Change' buttons.

First Name	Last Name	User Name	User Initials	
Penny	Mathews	kyf001penny.mathews		Enable
Susan	Penny	KYTCispenny	syp	Edit Disable Name Change
Penny	Huff	kyf001Penny.Huff		Edit Disable Name Change
Penny	Jones	KYFD01penny.jones	plj	Edit Disable Name Change

5. Employee Profile page



The screenshot shows the 'Employee Profile' page for the user 'KYTCispenny'. The page is divided into several sections: 'Employee Information', 'Employee Security Request Information', 'Working Locations', 'Kavis Access', 'Permissions', 'Title History', 'Title Verification', 'User Management', and 'Plate Management'. The 'Employee Information' section includes fields for First Name (Susan), Last Name (Penny), User Initials (syp), AD Account (KYTCispenny), Mainframe ID-CC/DTE (cc12000), and Confirm Mainframe ID-CC/DTE (cc12000). The 'Employee Security Request Information' section has checkboxes for AD Account/Windows, Email Account, Reports to be accessed, AVIS Mainframe, Document Direct, and POOD Archive. The 'Working Locations' section has a dropdown for County (Statewide) and checkboxes for MVL, System Service Support, and Child Support Enforcement. The 'Kavis Access' section has a dropdown for Access Level (MVL Supervisor). The 'Permissions' section has checkboxes for Title Print Info, Edit Vehicle Attributes, Edit Brand, MVL Fraud Processing, MVL Stolen Processing, and MVL Title Processing. The 'User Management' section has checkboxes for Manage Printers, Submit User Request, and Approve User Request. The 'Plate Management' section is currently empty.

6. Profile page, you will find KYELT under the “others” select KYELT click save.

The screenshot shows a user profile configuration page with several sections of permissions:

- User Management**
 - Manage Printers
 - Submit User Request
 - Approve User Request
- Read Only**
 - Customer Inquiry
 - Vehicle Inquiry
- Others**
 - MVL Manage Title/Registration
 - Override Approvals
 - Edit Hearing
 - NMVTIS Help Desk
 - Edit Deceased
 - MVL - Edit Ownership
 - County Assignments
 - Special Title/Reg
 - DL Unverify
 - KYELT
 - Statewide Employee
- MVL Stolen Processing**
 - MVL Stolen Processing
 - MVL Title Processing
- Plate Management**
 - Plate Administrator
- Reports**
 - MVL Title Reports
 - MVL Registration Reports
- Point Of Sale**
 - Cashier
- Customer Management**
 - Add/Edit Dealer Employees
 - Add/Delete DUI
 - Add/Edit Customer

At the bottom right, there are two buttons: a red "Cancel" button and a green "Save" button.