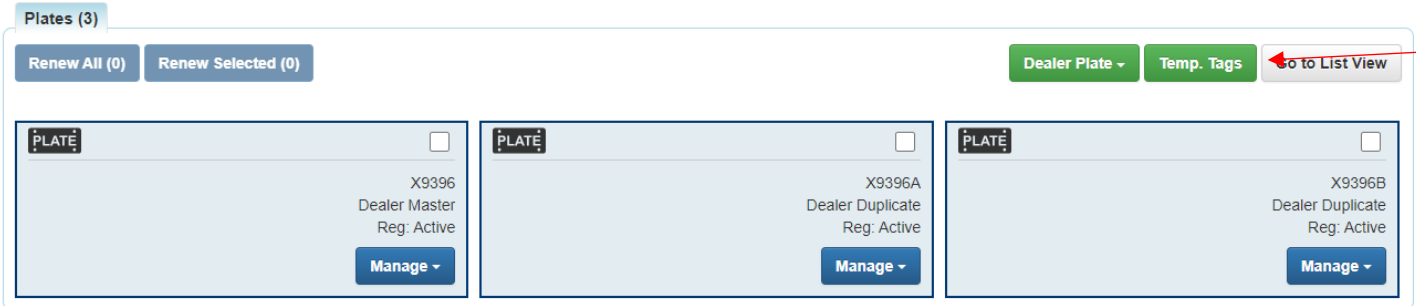


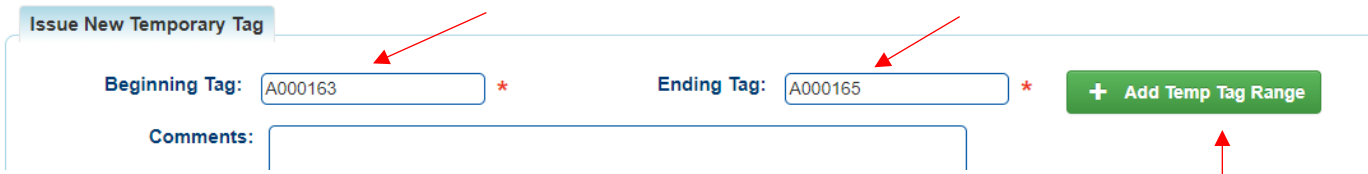
Temporary Tag Issued to Dealerships

This guide demonstrates the process of issuing single Temporary Tags to Customer Accounts.

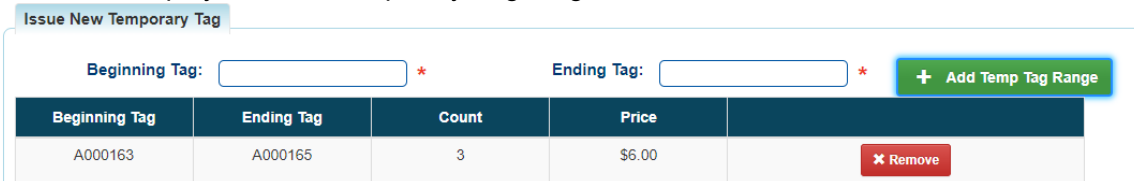
1. Click 'Temp. Tag' on the Customer Account page of the customer the Temporary Tag will be issued to navigate to the Temporary Tags page.



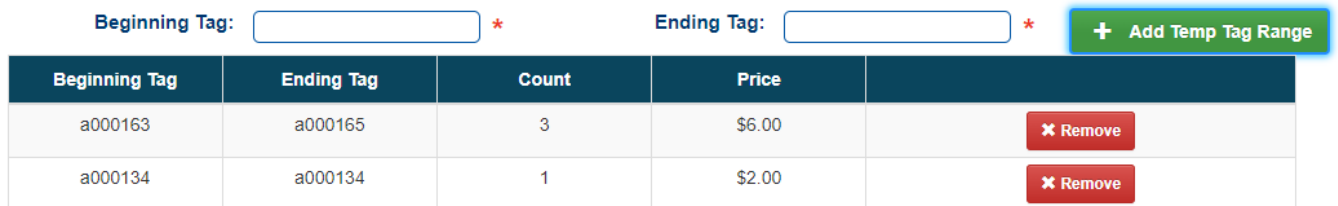
2. On the Temporary Tags page enter a 'Beginning Tag' and an 'Ending Tag'. Note: The 'Comments' field is optional.



3. Click the 'Add Temp Tag Range' button.
4. KAVIS will confirm each Tag is available in the given range to be issued.
5. A table will display with the Temporary Tag range to be issued.



6. Multiple Temporary Tag ranges can be added to the Shopping Cart from the Temporary Tag page. Enter another range into the Beginning and Ending Tag range and click 'Add Temp Tag Range'.



7. To remove an entered range before navigating to the Shopping Cart Summary click the 'Remove' in the same row of the corresponding Temporary Tag.
8. Once the desired Temporary Tags have been entered click the 'Add To Cart' button.

9. KAVIS will add each Temporary Tag range as an individual item.

Item	Description	Qty	Price	Amount	
KAVIS	Dealer Temporary Tag: a000134 - a000134				X Delete
	Clerk Temporary Tag Fee	1	1.00	\$1.00	
	State Temporary Tag Fee	1	1.00	\$1.00	
					+ Add
KAVIS	Dealer Temporary Tag: a000163 - a000165				X Delete
	Clerk Temporary Tag Fee	3	1.00	\$3.00	
	State Temporary Tag Fee	3	1.00	\$3.00	
					+ Add

10. In the Shopping Cart the either of the items can be removed by clicking the 'Delete' icon.
11. To complete the issuance of the Temporary Tag ranges in the Shopping Cart click Checkout and Finalize the Transaction.