

k/\vis

Web Renewal Queue

This guide demonstrates how to use the Web Renewal Queue to complete Web Renewals.

1. Click 'Web Renewal Queue' on the Home page.

Q Customer Search	Vehicle Search	\$ Receipt Search
Title Application Queue	Validate Date Time 🔥 Title New Ve	hicle 🔅 User Settings
Web Renewal Queue	Administration O Employe	e 1 2 Bulk Processing

2. On the Web Renewal Queue page click the 'Search By' dropdown and select either Date, Plate Number, or Title Number.

		Sea	Arch By: Select One Select One Date Plate Number Title Number	•	*	Ø Cancel	C Reset Q Sea	arch
Panding Web Panawala	Notice: Web Renewa	I selections are not re	etained across pages. Na	vigating away from	these results will clear all s	elections currently made.		
Showing 0 to 0 of 0 entries			Add Sele	cted to Cart			Previous	Next
KII Transaction ID	Plate Number	Title Number	Primary Owner	Address	Total Amount	Vehicle Information	Date Received	ţ.
			No results found for	or the entered criteri	a.			
							Previous	Next

3. Search by Plate Number or Title Number will filter Pending Web Renewal by the Plate or Title Number entered.

		Sea	arch By: Plate Number	v *			
Plate N	umber:	*					
					0	Cancel C Reset	Q Search
	Notice: Web Renewal	selections are not reta	ined across pages. Navigating a	away from these results will clear al	I selections curre	ntly made.	
Pending Web Renewals							
Showing 0 to 0 of 0 entries			Add Select to Cart			Previou	is 1 Next
KII Transaction ID	Plate Number	Title Number	Primary Owner	Address	Total Amount	Vehicle Information	Date Received
			No results found for the entere	ed criteria.			



4. The 'Date' Search By option can be selected to show a range of Web Renewals ready to be completed. Select a <u>'Start Date'</u> and <u>'End Date'</u>. Click the 'Search' button and the results will be filtered by the <u>'Date'</u> <u>Received'</u>.

			Start Date:	arch By: Date	End D	✓ * Date: 10/30/2022 *			
		Notice: Web Renewal :	selections are not retain	ned across pages. Navigati	ing awa	ay from these results will clear all s	elections current	y made.	Q Search
Pending Web Renewals									
Pendi	ng Web Renewals		A	dd Select to Cart				Previous	1 2 Next
Pendi	ng Web Renewals g 1 to 50 of 50 entries KII Transaction ID	Plate Number	A Title Number	dd Select to Cart Primary Owner	łt	Address	Total Amount	Previous Vehicle Information	1 2 Next Date Received
Pendi howin	ng Web Renewals g 1 to 50 of 50 entries Kil Transaction ID 46077648	Plate Number 573JKS	A Title Number 191150340237	dd Select to Cart Primary Owner HAASE, JAMES E	lt	Address 243 Mcdonald Rd Apt 4 LEXINGTON, KY 40505-1994	Total Amount \$100.22	Previous Vehicle Information 1997 MITS MIRAGE	1 2 Next Date Received 10/30/22
Pendi howin	KII Transaction ID 46077648 46077649	Plate Number 573JKS abc123	A Title Number 191150340237 191150340237	dd Select to Cart Primary Owner HAASE, JAMES E SPENCER, HAROLD	łt	Address 243 Mcdonald Rd Apl 4 LEXINGTON, KY 40505-1994 300 No Where Lane LEXINGTON, KY 65055-1994	Total Amount \$100.22 \$130.32	Previous Vehicle Information 1997 MITS MIRAGE 2001 Honda	1 2 Next Date Received 10/30/22 10/30/22 10/30/22

Note: All Web Renewals received on this date and not yet completed will display in the Web Renewal Queue.

- 5. Select the checkbox in the far right corner and notice how the <u>'Add Selected to Cart'</u> button becomes enabled.
- 6. Select as many Web Renewals as needed and then click the <u>'Add Selected to Cart'</u> button.
- 7. In the Shopping Cart the item can be removed by clicking the 'Delete' icon.
- 8. To complete the Web Renewal Checkout and Finalize the Transaction.
- 9. Upon Finalizing the Transaction KAVIS will print the PODD Receipt for each Web Renewal.
 - a. **Note:** As Web Renewals are Checked Out and Finalized they will no longer be searchable in the Web Renewal Queue. The Customer Account or Vehicle Summary page will need to be used if more actions are needed to be taken for the Vehicle.