

## PVA Practice Scenarios

Follow the scenarios using the data provided to practice KAVIS Boat functionality. Anything done in the practice environment (UAT) doesn't impact Production (real data).

**UAT Practice Site:** <https://kavis-uat.kytc.ky.gov/>

### A. Adding a new Ad Valorem Segment


This is how to add a new Ad Valorem Segment for a specific year of the selected title.

1. From the Home Page, start by clicking the green **Tax District Assignment Queue** tile.
2. In the Search field, enter '**Smith**' and hit Enter on your keyboard.
  - a. If there isn't anyone in the list, erase 'Smith' and hit Enter.
3. Click on any blue **Title Number**.
  - a. This will take you to that Vehicle's Summary Page.
4. Scroll down to the Ad Valorem Section and click the blue **Add New Ad Valorem Segment** button.
  - a. If this button is not on this page, go to the next scenario, 'Editing an Ad Valorem Segment'.
5. In the dropdown to the left, the year has defaulted to the earliest that is missing for this title. **Change the year** if there are more options.
6. Change the **Tax Status** to Taxable and the **Tax District** to anything other than 99 or 88.
7. Create an **Override Value** for the Vehicle and Motor.
  - a. Notice the Total Taxable Value has added these 2 values for you.
8. Click **Recalculate**, and the amounts due has updated.
9. Change the **Override Value** for the Vehicle and click **Recalculate**.
10. Click the green '**Save**' button, and **Continue** from the warning pop-over.
11. Notice the green Success Message that appears at the top of the page.
  - a. Stay on this page and continue with the next scenario 'Editing an Ad Valorem Segment'.



## B. Editing an Ad Valorem Segment

This is how to change an Ad Valorem Segment for a specific year of the selected title.

1. On the Vehicle summary Page, scroll down to the **Ad Valorem Section**.
2. From the dropdown menu, if available, choose another year.
  - a. Change the **Tax Status** to Taxable, if it isn't already.
3. Change the **Tax District** to anything but 99 or 88.
4. Create or change the **Override Value** for the Vehicle and Motor.
  - a. Notice the Total Taxable Value has added these 2 values for you.
5. Click **Recalculate**, and the amounts due has updated.
6. Click **Save** and you are taken to the top of the page which now has a green success message.
  - a. Click the  icon in the top left corner to go to the Home Screen.

## C. Exploring the Vehicle Summary Page

Each boat in KAVIS has it's own Vehicle Summary Page where you can add and edit tax segments. It will also have specific information on the title as well as links to PODD documents, previous titles, and the Owner(s) Customer Account Page(s).

1. From the Home Page, click the red Vehicle Search tile.
2. Search by **Title Number** and enter one from the data list provided.
3. Click **Search**. If there are no search results for that title number, search for another from the data provided.
  - a. Click the blue **Select** button from the search results to go to the Vehicle Summary Page.
4. Next to the Owner(s) tab, click on **Chain of Ownership**.
  - a. This will show you all previous owners of this boat.
  - b. If there are multiple titles, click on one of the blue **Title Numbers**.
    - i. This will take you to a previous title's Vehicle Summary Page.
5. The Title and Registration Information sections give you information specific to this boat.
  - a. Scroll down and notice the information given in the Vehicle Information and Attributes Sections.
6. In the Vehicle History section, if there are previous **years** in the drop-down menu, choose one.
  - a. Click on the blue **Control Number** (Cntrl Number) if there is one. Once in production, this will include links to PODD documents.
7. If you selected a previous title in step 4, click the green **Next** button at the top of the page until you are back to the most recent title.
8. In the Owner's Tab, click the blue **Customer ID** to open a pop-over with the customer's information.
  - a. If the Customer has other vehicles, the blue View button in the vehicle's tile will take you to that Vehicle's Summary Page.



- i. This is a quick way to move between vehicles if you have a Customer waiting for you to clear multiple vehicles of 'PVA Issues'.
9. Click the Blue **Select** button from this pop-over to go to that Customer's Account Page.

## D. Exploring the Customer Account Page

Every Customer in KAVIS has their own Customer Account Page with their personal information, and links to all current and previously owned boats.

1. From a Customer's Account Page, click the blue **View** button next to the Customer's name to open the Personal Information tab.
2. Below this is the Vehicle Section. Click '**Switch to List View**' to the right.
  - a. The list view will automatically occur if there are 12 or more vehicles.
3. From here, select the **checkbox** next to a vehicle.
  - a. This is how you enable the 'View' button if you want to go to the specific Vehicle's Summary Page.
4. At the bottom, click the **arrow** next to 'Previously Owned Vehicles' to expand this section.
  - a. If there is a vehicle here, click the blue **View** button to go to that Vehicle's Summary Page.

## E. Adding a New User


This is how you will get employees a KAVIS account. After submitting the request, it will be approved by MVL.

1. From the Home Page, click on '**Employee Management**', then '**New User Request**' from the pop-over.
2. Enter a name and AD Account. If they do not already have an AD Account MVL will assign them one.
3. In the Kavis Access section, choose **Property Valuation Administrator** from the Access Level dropdown menu.
  - a. Unselect the '**Submit User Request**' checkbox.
4. In the comments section, write '**Practice Scenarios-please delete**'.
5. Click '**Save**'.
6. From the Home Page, click '**Employee Management**' and '**Work Request Queue**' from the pop-over.
7. For the request you just submitted, click the **blue Request Number**.
8. Change the spelling of their **last name** and click '**Save**'.
9. In the Work Request Queue, notice the name change has been saved. Click the **red delete button** in the Action column. Then **Yes** from the pop-over to delete the User request.



## F. Editing a User's Account

This is how to change a User's settings, or request a name change for an employee's account.

1. From the Home Page, click on '**Employee Management**', then '**User Search**'.
2. Enter **your last name** and click **Search**.
  - a. This is where you will request an official name change or request MVL to disable a User's account.
3. Next to your account, click **Edit**.
4. The Permissions section will have the available checkbox selections for you to add or remove for the specific account.
  - a. These changes are implemented as soon as you click Save, they do not go through MVL for approval.
5. Click **Cancel**, then the  icon to go to the Home Screen.

**Please feel free to practice these and other actions available in the Practice Environment (UAT).**

**Don't hesitate to contact us with any questions or recommendations you have:**  
[kavis@ky.gov](mailto:kavis@ky.gov)

