## **Transmittal and Weekly Report Cover Sheets**

This guide aids in printing the Daily Transmittal and Weekly Report Cover Sheets. They are to be used to scan their respective reports into PODD for the Department of Motor Vehicles.

## Access to Cover Sheets

These PODD cover sheets are only available to a User with a Deputy Clerk or County Clerk access level and the 'Scanning Cover Sheets' permissions assigned to their User Account.

## How to print Cover Sheets

- From the KAVIS Home Screen, click on 'Reports'.
  a. Then 'KAVIS' from the overlay window.
- 2. Choose the Report printer and Dates.
  - a. For the Weekly Report, the dates chosen as the Start
    Date and End Date will determine the week the report covers.
  - b. For the Daily Transmittal Cover Sheet, choose the **Start Date**, this will print as the Batch Date.
  - c. Click 'Print' next to the Cover Sheet needed.

		a.b.
1	County: BOONE	Start Date: 12/13/2019 End Date: 12/13/2019
	elect All	2. Report Printer: OIT Follow
	Name	
	Ad Valorem Backouts and Underpaids	View
	Boat Transmittal of Title Applications	View
	Daily Transmittal Cover Sheet	Print
	Lien Processing Report	View
	Monthly Ad Valorem Tax Collection Journal	View
	Monthly Destruction Report	
	Pending Lien Report	View
	Weekly Recapitulation for Boat Use Tax	View
	Weekly Report Cover Sheet	Print
Vi	w Selected Print Selected	
		Done

- 3. For the Daily Report, hand write any communication you may have for MVL in the **NOTES:** box provided.
- 4. For the Weekly Report, in the **NOTES:** box provided write the number of damaged decal sheets, the check # and amount, and any other notes for MVL.

ccess Level: County	Clerk
Permissions	
Read Only	Customer Management
Customer Inquiry	Disabled Placards
Vehicle Inquiry	AddirEdit Customer
User Management	Point Of Sale
Submit User Request	POS Reports
	Cashier
Title & Registration	POS Admin - Logged in County
Vew Title Application	Remittance Report - Read Only
	Keconcile Branch
Lien Management	Title Verification
Manage Lien - File	
Manage Lien - Release	Title Transaction Queue - Full Edit
	1
	Reports
	Lien Reports
	KAVIS Reports
Others	
Scanning Cover Sheets	