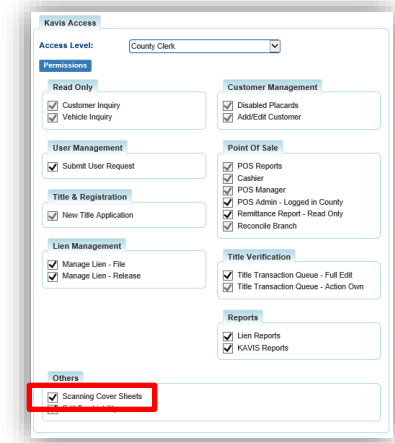# Transmittal and Weekly Report Cover Sheets

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.
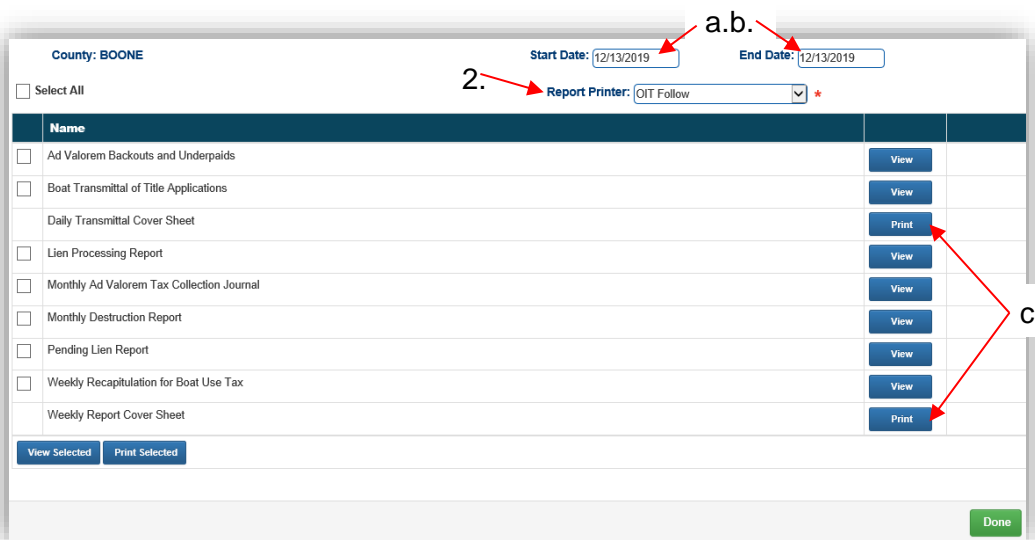

Access to Cover Sheets

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

1. 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.

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.