



USER MANAGEMENT MANUAL

Updated January 2023



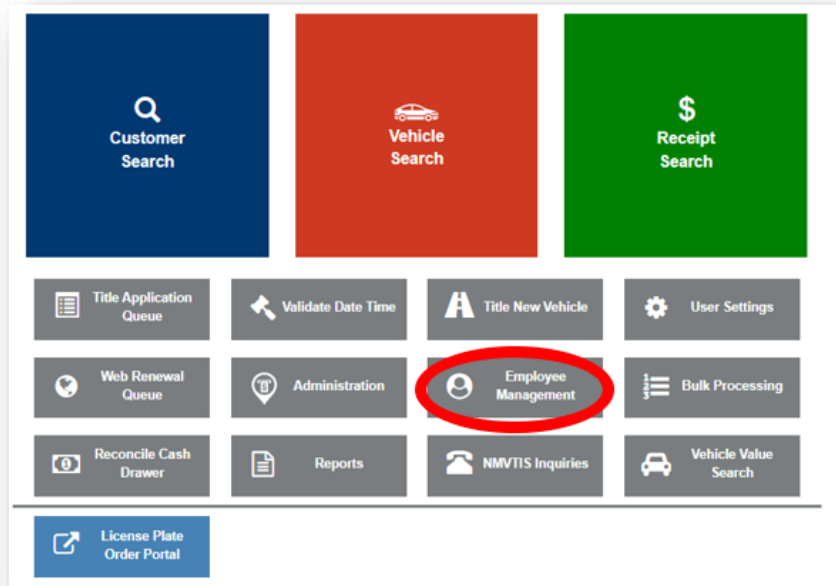
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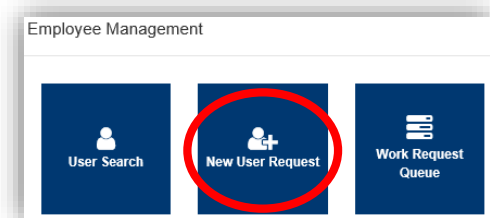


Adding a New User

1. Select  Employee Management.



2. Select  New User Request from the pop-over menu.



3. Enter the requested information.
 - a. The **AD Account is created by MVL** (not KAVIS), contact them if you do not have one. **502-564-1257** (MVL helpdesk)
 - b. The Employee Security Request Information Section will give the new User the following access.
 - **AD Accounts/Windows** – User identification number/letter combination for access.
 - **Email Account** – User email generated.
 - **Reports to be accessed** – Access to reporting historical archives.
 - **AVIS Mainframe** – Access to the AVIS Mainframe.



- **Document Direct** – Web-based application for report viewing and presentation.
- **PODD Archive** – Access to the PODD Archive.
- c. Choose the User's specific Working Locations (if your county has multiple working locations, they will all be available).

Requestor: kytcllara.jebesen

Employee Information

First Name: * MI: Last Name: *

AD Account: 3a.

Employee Security Request Information 3b.

AD Account/Windows AVIS Mainframe
 Email Account Document Direct
 Reports to be accessed PODD Archive

Working Locations 3c.


County: FRANKLIN
 FRANKLIN COUNTY

Kavis Access

Access Level: 4.
Permissions: Select Access Level.
Deputy Clerk
County Clerk
Front Line Clerk
Branch Manager

Comments:

Cancel Save

4. After you choose the Access Level from the dropdown menu, you will be able to choose the specific permissions options before clicking the  Save button.



Kavis Access

Access Level: County Clerk

Permissions

Title & Registration

- Web Renewal Queue
- New Title Application
- Bulk Processing

Read Only

- NMVTIS Inquiry
- Customer Inquiry
- Vehicle Inquiry

User Management

- Submit User Request

Lien Management

- Manage Lien - File
- Manage Lien - Release

Plate Management

- Plate Order

Point Of Sale

- POS Reports
- Cashier
- POS Manager
- POS Admin - Logged in County
- Remittance Report - Read Only
- Reconcile Branch

Customer Management

- Disabled Placards
- Add/Edit Dealer Employees
- Add/Edit Customer

Reports

- Lien Reports
- KAVIS Reports

Title Verification

- Title Transaction Queue - Full Edit
- Title Transaction Queue - Action Own

Others

- Edit Hearing
- Edit Deceased
- Scanning Cover Sheets
- Edit Tax Liability

Read Only

- **NMVTIS Inquiry**- This will allow the clerk to run to perform NMVTIS checks in the title wizard and through the NVMTIS Tile. This is needed for any Title actions.
- **Customer Inquiry** – Read-only access to view Customer Inquiries.
- **Vehicle Inquiry** – Read-only access to view Vehicle Inquiries.

Customer Management

- **Disabled Placards** – Ability to process disabled placards.
- **Add/Edit Customer** – Ability to edit customer profiles and add new customers to the KAVIS system.
- **Add/Edit Dealer Employees**– Ability to edit dealer profiles and add new dealer customers to the KAVIS system.

User Management

- **Submit User Request** –Ability to add new users, edit profile information, permissions and work location.

Title & Registration



- **New Title Application** –Ability to process title and registration applications.
- **Web Renewal Queue**- Ability to view and work the Web Renewal Queue.
- **Bulk Processing**- Ability to perform bulk actions, such as Ad Valorem payments, in KAVIS. This is typically used for fleet work.

Point of Sale

- **POS Reports** – Ability to generate Point of Sale reports.
- **Cashier** – Ability to assign a cash drawer and perform transactions.
- **POS Manager** – Assigns manager access to view location, approve actions, edit and reconcile drawers and generate reports.
- **POS Admin – Logged in County** – Assigns administrative access to view branch, approve actions, edit drawers, reconcile branch and generate reports.
- **Remittance Report – Read Only** – Allows read-only access to user for viewing the Remittance Report.
- **Reconcile Branch** – Gives the user the ability to reconcile the branch.

Lien Management

- **Manage Lien – File** – This option allows the user, when lien status is “filed”, to select lien status to be “Deleted” **only** when the County of Lien matches user’s county.
- **Manage Lien – Release** – This option allows the user, when lien status is “released”, to select lien status as *Filed* when *County of Lien* matches user’s county and user has this permission.

Title Verification

- **Title Transaction Queue – Full Edit** – This option gives the ability to read and write all items in queue, view *For Approval* queue, hold titles, read and write in *Return to Work* and the ability to view the *Returned Work Queue*.
- **Title Transaction Queue – Action Own** – This option gives the ability for the user to manage their own work – titles they have created and submitted for review.

Plate Management

- **Plate Order**- This allows the user to access the ITI plate order website from the KAVIS Home Page.

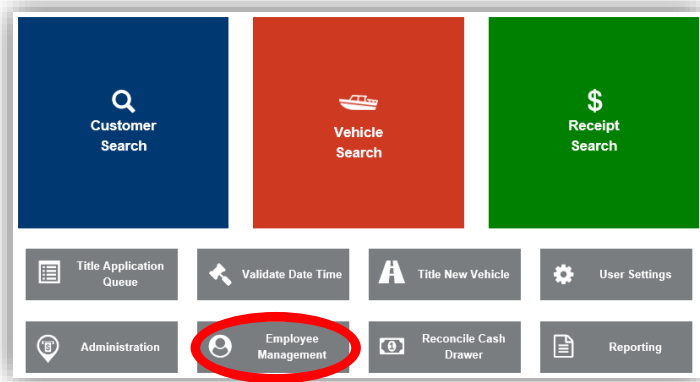
Others


- **Edit Tax Liability** – This option gives the user the ability to edit tax liability including dropping responsibility of taxes completely to continue with other transactions.
- **Edit Hearing**- Allows user to edit if the customer is hard of hearing or deaf on the Customer Account Page.
- **Edit Deceased**- Allows user to edit if the customer deceased on the Customer Account Page.
- **Scanning Cover Sheets**- Allows the customer to access the Scanning of Cover Sheets.

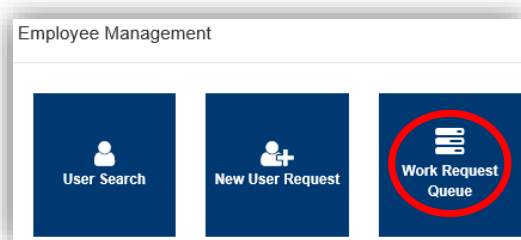



Check the Status of a New User Request


1. Click on  Employee Management from the Home Screen.







2. Then  Work Request Queue from the pop-over menu.



3. To view your submission, click the highlighted blue request number
 - a. The status of a request can be 1 of the following options.
 - **Submitted** – This status indicates the user’s request has been successfully submitted to MVL for review.
 - **In Progress** – This status indicates the user’s request is being reviewed by MVL
 - b. To cancel a request made in error, click the  button on the line of the submission you wish to cancel

Request Number	Last Name	First Name	Requestor	Request Type	County	Status	Action
REQ181120426	Dwyer	Andy	kytcllara.jebesen	New User	MVL	Submitted	

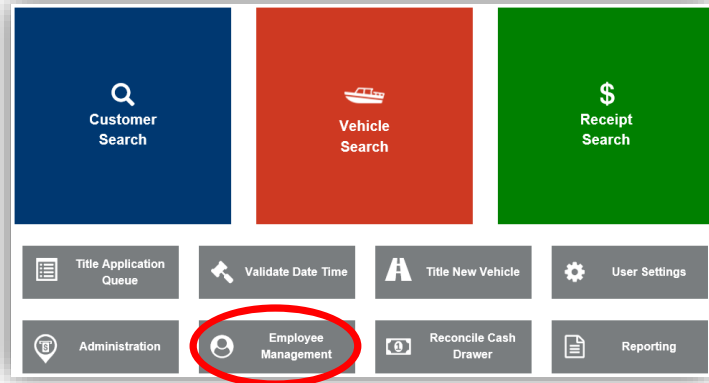
3.  a.  b. 




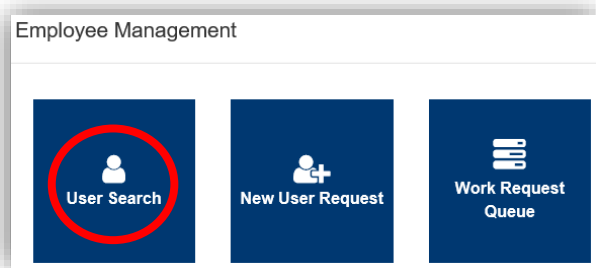





Searching for and changing a Current User's Profile

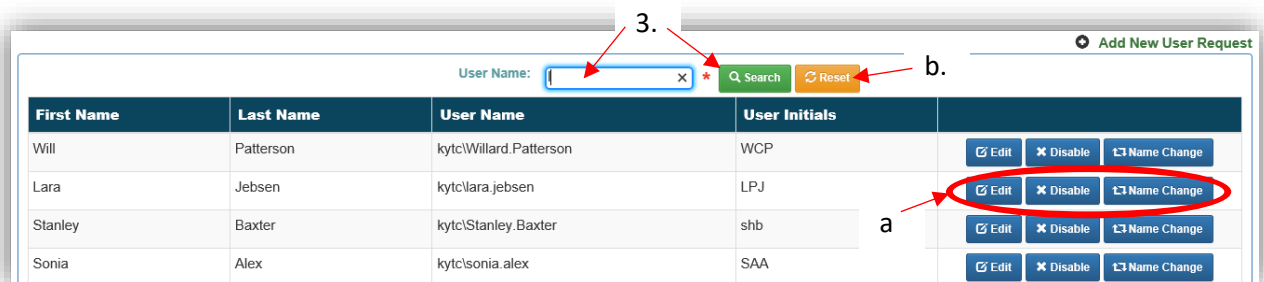
1. Select  Employee Management.




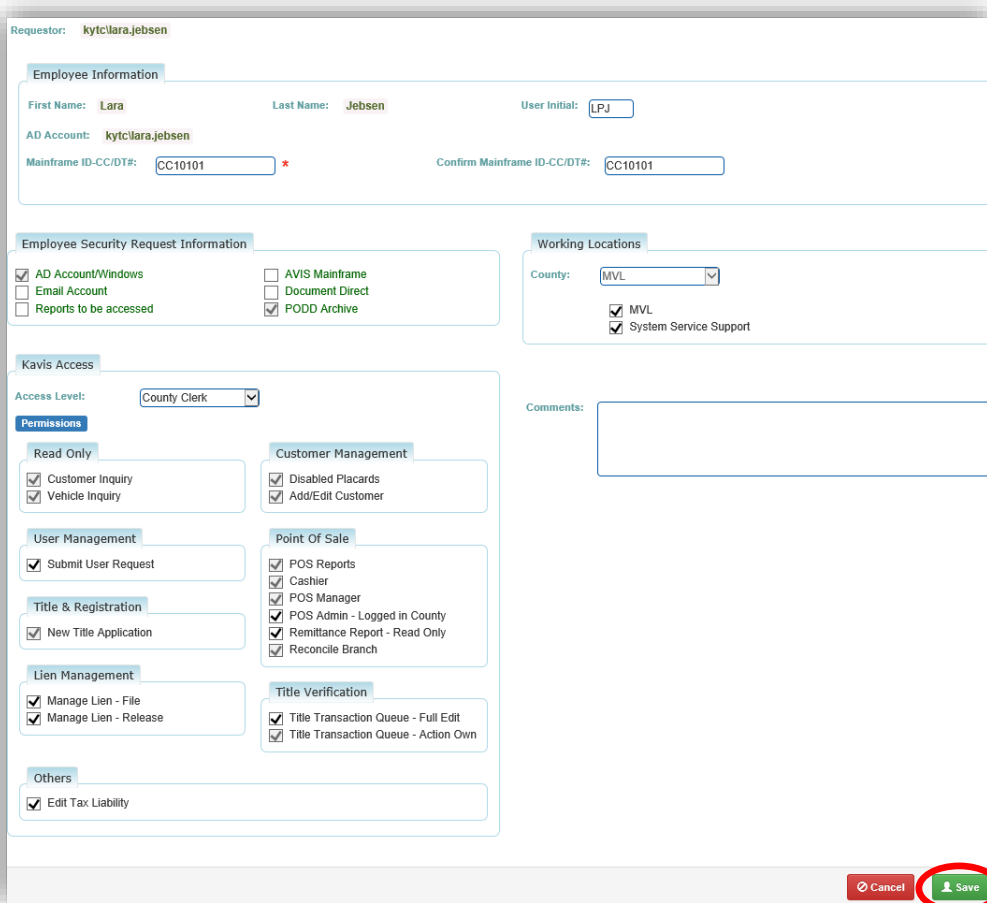
2. Select  User Search from the pop over window.



3. Enter a first or last name, or a single letter if necessary and click  Search
 - a. From the Users listed, choose one of the options to the right of the user
 - b. If you do not see the User you are looking for, click  Reset to search again
 - c. If the User isn't in the system,  Add New User Request will allow you to request one from MVL (see above instructions).



4. If you choose  from step 3, you will be able to make changes to their account
- The details of each section are described in the [‘Adding a New User’](#) section of this manual.



Requestor: kytcllara.jebesen

Employee Information

First Name: Lara Last Name: Jebesen User Initial: LPJ

AD Account: kytcllara.jebesen

Mainframe ID-CC/DT#: CC10101 * Confirm Mainframe ID-CC/DT#: CC10101

Employee Security Request Information

AD Account/Windows AVIS Mainframe
 Email Account Document Direct
 Reports to be accessed PODD Archive

Working Locations

County: MVL

MVL
 System Service Support

Kavis Access

Access Level: County Clerk

Permissions

Read Only

Customer Inquiry
 Vehicle Inquiry

Customer Management

Disabled Placards
 Add/Edit Customer

User Management

Submit User Request

Point Of Sale

POS Reports
 Cashier
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Title & Registration

New Title Application

Lien Management

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Title Verification

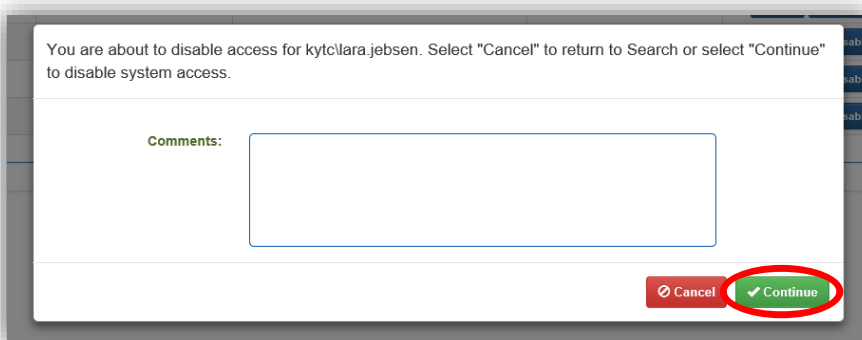
Title Transaction Queue - Full Edit
 Title Transaction Queue - Action Own

Others

Edit Tax Liability

Comments:

5. If you chose  from step 3, you will be given the following prompt for comments.



You are about to disable access for kytcllara.jebesen. Select "Cancel" to return to Search or select "Continue" to disable system access.

Comments:



6. If you chose **Name Change** from step 3, after editing the name, select a reason from the dropdown menu, enter any useful comments and click **Save**.

Requestor: kytcllara.jebsen

Employee Information

First Name: Lara * Last Name: Jebsen *

AD Account: kytcllara.jebsen

Mainframe ID-CC/DT#: CC10101

Name Change Reason: Select One... *

- Marriage
- Divorce
- Legal Name Change
- Correction

Comments: *

6.

Cancel Save

***Note: If the County Clerk Office uses KHRIS for timesheets follow these steps.**

1. Finalize the name change first.
2. Go through COT to change the AD Account.
3. Request the change in KAVIS

