

kavis

**MVL SUPERVISOR
KAVIS MANUAL**



Table of Contents

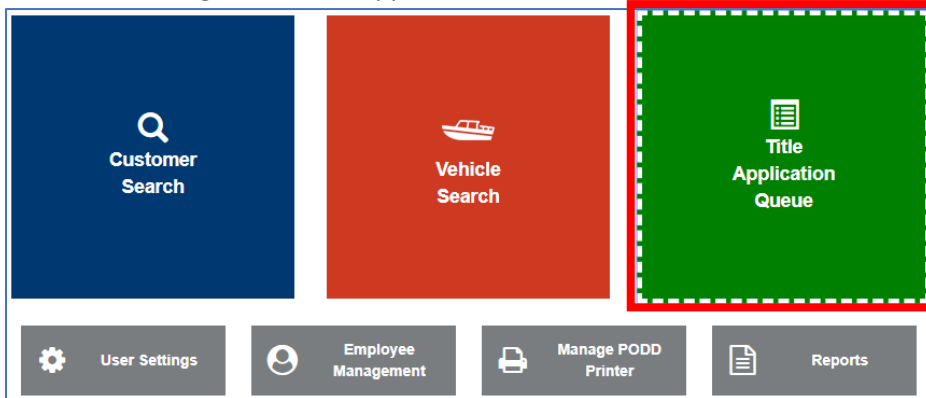
Title Application Queue	3
Application Status Explained	8
Employee Management	10
Search for a KAVIS user	10
Creating a New User Request	12
Reviewing User Requests	13
Customer Account Page	15
Searching for a Customer	15
Preview Customer Data	17
Edit Customer Information	18
Add Customer Notes	19
Customer Account Page Overview	22
Vehicle Summary Page	25
Searching for a Vehicle	25
Edit Vehicle Information	26
Edit Vehicle Attributes	27
Mark a Vehicle Sold Out of State	29
Surrender a Title	30
Edit Owner(s) on a Title	31
Vehicle Summary Page Overview	32
Title Status Explained	36
Title Types	37
Registration Types Explained	37
Registration Status Explained	37
History Dropdown	38
Reports	39
Report Descriptions	40
Icons	41



Title Application Queue

The Title Application Queue is a backlog of Title Applications in which a County Clerk has submitted for Approval by MVL. From the Title Application Queue a user can take various actions; such as review, approve, cancel, or pend. Follow the steps for a walk through of this process.

1. On the Home Page click 'Title Application Queue'.



2. The user will select the search criteria using the filters displayed on the page.

For Review

County:

Select a Date or Range to View: to

Search Title Number:

Display Only Unlocked Title Applications

Exclude Stolen

Application Status:

- Select All
- Checkout Complete
- County Clerk Submitted
- Returned to County Clerk - Worked
- NCIC Completed
- MVL Approved
- MVL Approved – Lien Pending
- MVL Pending
- Returned to County Clerk
- Returned to MVL
- Suspended
- Cancelled
- Printed
- Sent To NCIC
- Title Sent To Be Printed

Pend Reason:

- Court Order Papers are Needed
- Incomplete Assignment
- Missing Boat Documents
- Need Signature Buyer/Seller
- Need Name Change Documents - boat
- Need POA Documentation
- Out of state registration
- Need Certificate of Origin
- Invalid Social Security Number
- Need BTR (TC 96-184)
- Other 300
- Need Coast Guard Release
- Verify Buyer /Seller
- Verify Owner Address
- Affidavit of Corrections
- Incorrectly scanned documents - boat
- Pencil Tracing of HIN/ No Hin
- Extra Review Requested



a. Search Criteria.

For Review

County: ← Select County, Date Range, or Title Number to narrow down search results.

Select a Date or Range to View : to ←

Search Title Number: ←

Display Only Unlocked Title Applications ← This will exclude Title Applications that are being viewed by another MVL KAVIS user.

Exclude Stolen ← Exclude any boats marked as 'Stolen' by selecting the box here.

b. Application Status.

Application Status:

Select All

- Checkout Complete
- County Clerk Submitted
- Returned to County Clerk - Worked
- NCIC Completed
- MVL Approved
- MVL Approved – Lien Pending
- MVL Pending
- Returned to County Clerk
- Returned to MVL
- Suspended
- Cancelled
- Printed
- Sent To NCIC
- Title Sent To Be Printed

To filter queue by Application status select any number of check boxes here.

*For more information on what each 'Application Status' is click [here](#).



c. Pend Reasons.

To filter queue by Pend Reason select any number of check boxes here.

Pend Reason:

- Court Order Papers are Needed
- Incomplete Assignment
- Missing Boat Documents
- Need Signature Buyer/Seller
- Need Name Change Documents
- Need POA Documentation
- Out of state registration
- Need Certificate of Origin
- Invalid Social Security Number
- Need BTR (TC 96-184)
- Other 300
- Need Coast Guard Release
- Verify Buyer /Seller
- Verify Owner Address
- Affidavit of Corrections
- Incorrectly scanned documents
- Pencil Tracing of HIN/ No HIN
- Extra Review Requested

3. Select 'Search' to begin the search.

For Review

County: ALL

Select a Date or Range to View : to

Search Title Number:

Display Only Unlocked Title Applications

Application Status:

- Select All
- Checkout Complete
- County Clerk Submitted
- Returned to County Clerk - Worked
- NCIC Completed

Pend Reason:

- Court Order Papers are Needed
- Incomplete Assignment
- Missing Boat Documents
- Need Signature Buyer/Seller
- Need Name Change Documents - boat
- Need POA Documentation
- Out of state registration
- Need Certificate of Origin
- Invalid Social Security Number
- Need BTR (TC 96-184)
- Other 300
- Need Coast Guard Release
- Verify Buyer /Seller
- Verify Owner Address
- Affidavit of Corrections
- Incorrectly scanned documents - boat
- Pencil Tracing of HIN/ No Hin
- Extra Review Requested

Save the filter settings entered by clicking 'Save Filters'. This will save County, Display Only Unlocked Title Applications, Exclude Stolen, Application Status, and Pend Reason.

Load the search criteria with the last saved filter by clicking 'Load Filters'.

'Reset' will clear the filter settings chosen so far and clear any 'Saved Filters'.

'Cancel' navigate back to the 'Home Page'.



4. Below are some search results. Begin reviewing a title by clicking a 'Title Number' hyperlink.

For Review

Showing 1 to 100 of 4,361 entries

Review/Edit the search criteria entered. [Q Display Search Criteria](#)

Navigate through pages of results. Previous 1 2 3 4 5 ... 44 Next

Title Number	Title Action	Title Status	Application Status	Pend Reasons	Primary Owner	Clerk Name	Reviewer Name	Queue Days
900370470124		Application Cancelled	MVL Approved		YOUNG, JAMES C	CAB		10876 ⚠
900430110002		Application Cancelled	MVL Approved		SPARKMAN, OSCAR M	MLS		10870 ⚠
900581120002		Application Cancelled	MVL Approved		PEYTON, RONALD	FB		10855 ⚠
900680510055		Application Cancelled	MVL Approved		DORSEY RICHARDA	DSH		10845 ⚠
900721180023		Application Cancelled	MVL Approved					10841 ⚠

All numbers in this column are Title Numbers.

This represents how many days the Title has been in queue. The yellow icon is a warning that the title is nearing automatic suspension.

5. On the 'Title Application' page there will be the following fields:

Owner(s)

Title

Registration Information

Purchase Information

Ad Valorem

Lien Information

Vehicle Information

Vehicle Attributes

Motor(s)

Situs Address

Vehicle History

Review

*Click [here](#) to go to the Vehicle Summary Page Overview where a detailed description of these fields can be found.



6. To complete the review of this application there are four options.

The screenshot shows a 'Review' section for an application. It includes the following information:

- Application Status:** NCIC Completed
- Last Action By:** NCIC
- PODD Documents:**
- Pend Reasons(s):** NCIC Manual Review
- Comments:**
- Extra Review Reason:**

At the bottom of the review section, there are three buttons: **Cancel Title Application** (red), **Pend** (orange), and **Approve** (green). Below this section is a **Back To Application Queue** button.

Back To Application Queue – Clicking this will not change the status of the application. This button will navigate back to the search results of the 'Title Application Queue' page.

NOTE: This must be selected to avoid locking out other KAVIS users from viewing this application.

Approve – Clicking this approves the application to be printed and be sent to the owner.

Cancel Title Application – Clicking this will cancel the application. Enter a comment explaining the action and click 'Yes, Cancel' to confirm.

Pend – Clicking this sets the status to 'Pending'.



Application Status Explained

KAVIS will keep track of every title application along its way to be approved and printed. It will also keep track of changes made after being issued.

KEY: (*) means there are actions MVL can take while the title is in this application status

Checkout Complete – A new title application has been checked out by a County Clerk and it is now waiting in a clerk's 'Title Application Queue'.

County Clerk Submitted – The County Clerk reviews the application to ensure there is no missing information or documents and has sent it to be reviewed by the National Crime Information Center – NCIC.

***NCIC Completed** – NCIC has finished reviewing the application and approves the application for MVL to review.

Returned to County Clerk – MVL has pended an application and sent it back to County Clerk for corrections.

Returned to MVL – A clerk has resubmitted this application for another review.

***MVL Pending** – An MVL Reviewer has marked this application as 'pend' to be further reviewed by either MVL Reviewer 2 or Supervisor.

***Suspended – Two Possible Reasons**

1. 30 days after an MVL Reviewer has returned the application to the County Clerks returned work queue.
2. 60 days after the status has remained 'Checkout Complete' in the County Clerks 'For Approval Queue'

***MVL Approved** – An MVL Reviewer has approved the application and the application has been sent to be printed.

***MVL Approved – Lien Pending** – An MVL reviewer has approved the application and there is a pending lien on the title.

Cancelled –

1. A clerk or an MVL reviewer has cancelled the application.
2. 30 days after the application has been suspended by MVL and has not been returned to MVL for review.
3. 90 days after the status has remained as 'Checkout Complete' in the 'For Approval Queue'.
4. 180 days after an MVL Reviewer has returned the application to the 'Returned Work Queue'.

Reactivated – An MVL reviewer has selected to reactivate the application from a 'Suspended' or 'Cancelled' status.



Title Sent to Be Printed – The title has been approved and has been sent to be printed.

NOTE: This is the last Application Status an MVL reviewer will be able to find in their Title Application Queue.

Printed –KAVIS has received confirmation that the physical title has been printed.

Reversed - An application submission is being reversed, or “backed out”.

Sent NCIC - The application has been sent for review to NCIC.

Title Sent to be printed – The title has been approved by MVL and has been submitted to print and be given to the owner of the vehicle.

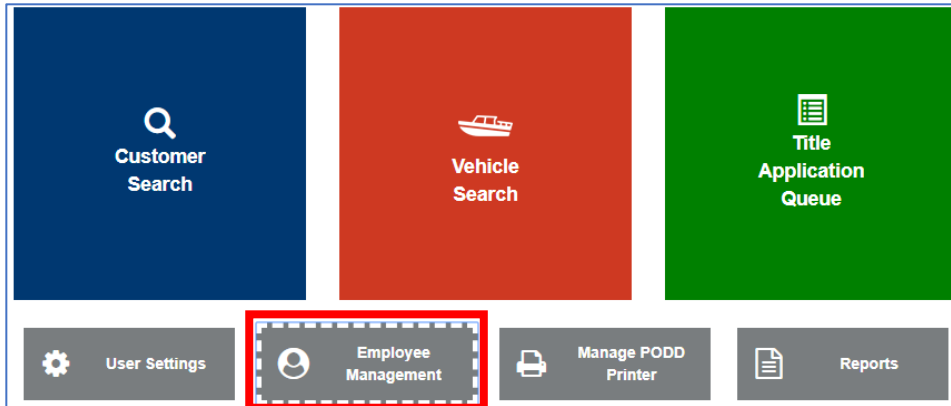


Employee Management

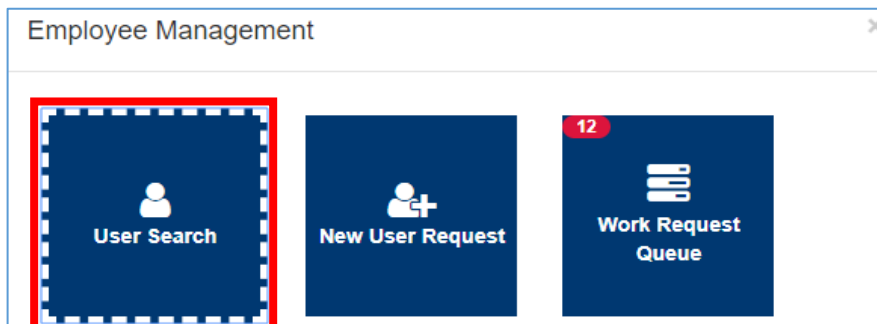
The Employee Management tile will navigate a KAVIS user to the portion where a user can manage other KAVIS users. A KAVIS user is anyone who uses KAVIS to perform their job duties. MVL Reviewers, MVL Supervisor, County Clerks, Property Value Administrator, and Department of Revenue members are all examples of KAVIS users. This guide will walk through how to find and edit a KAVIS user's account.

Search for a KAVIS user

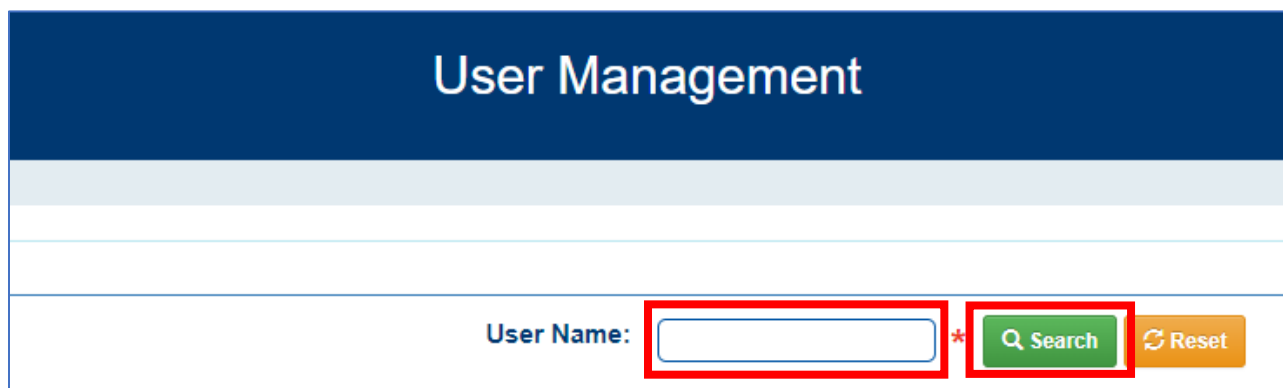
1. On the 'Home Page' select 'Employee Management'.



2. Select 'User Search'.



3. On the 'User Management' page enter a name to search for and select 'Search'.



4. The search results will display below the name entered. Actions that can be taken on these accounts: 'Edit', 'Disable', 'Name Change', and 'Enable' can be seen in the far right column.

First Name	Last Name	User Name	User Initials	
Amy	Smith	kyfd01\Amy.Smith	AMY	Edit Disable Name Change
Angela	SMITH	kyfd01\Angela.Smith	AKS	Edit Disable Name Change
Anita	Smith	kyfd01\AnitaM.Smith	AMS	Edit Disable Name Change
Anna	Smith	kyfd01\Anna.Smith		Enable

Edit – Edit 'Employee Security Request Information', 'Working Location', 'Access Level', and 'Permissions'.

Disable – This will disable a KAVIS user account.

Name Change – Make changes to the user's name

1. Make the changes to the name by changing the First Name/Last Name field.

Employee Information

First Name: * **Last Name:** *

AD Account: *

Name Change Reason: *

Comments:

[Cancel](#) [Save](#)

Note: The AD Account cannot be changed here. This is the account a user needs to log on to their computer and KAVIS.

2. Select a 'Name Change Reason' and click 'Save'.

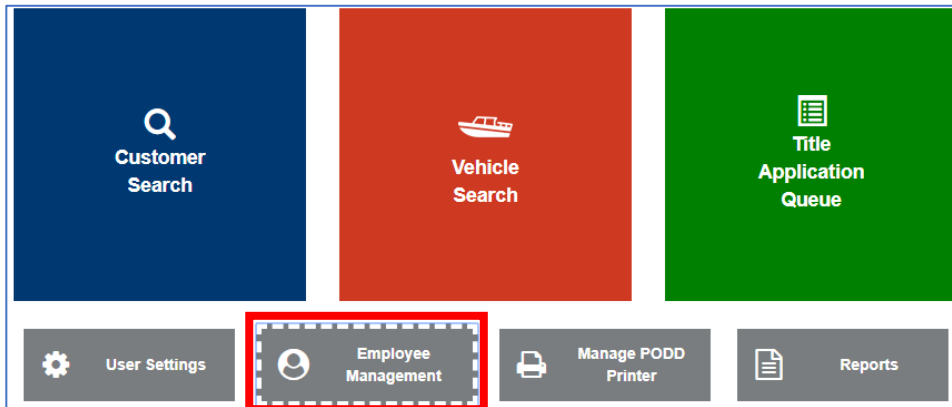
Enable – This will re-enable a disabled account.



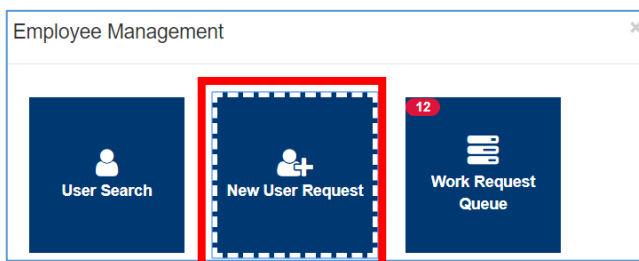
Creating a New User Request

This guide will walk through making a new KAVIS user request.

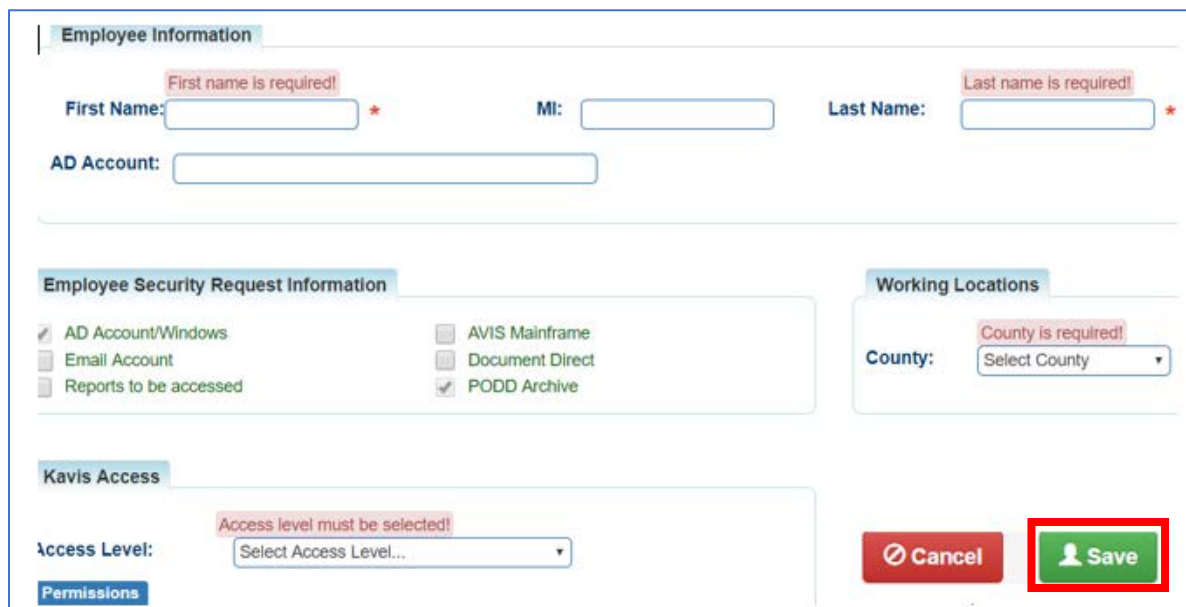
1. On the 'Home Page' select 'Employee Management'.



2. Select 'New User Request'.



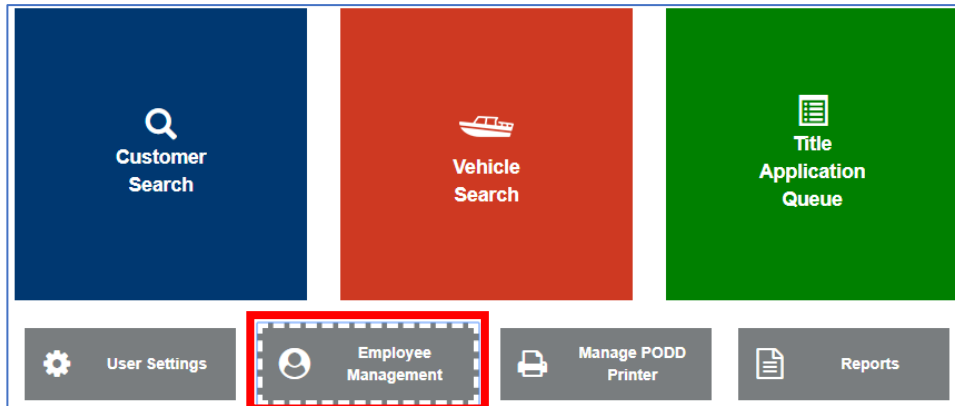
3. On the 'User Management' page enter in the required fields. Then click 'Save' to submit.

A screenshot of the 'User Management' form. It is divided into several sections: 'Employee Information' with fields for 'First Name' (with a red error message 'First name is required!'), 'MI', and 'Last Name' (with a red error message 'Last name is required!'); 'AD Account'; 'Employee Security Request Information' with checkboxes for 'AD Account/Windows', 'Email Account', 'Reports to be accessed', 'AVIS Mainframe', 'Document Direct', and 'PODD Archive'; 'Working Locations' with a 'County' dropdown menu (with a red error message 'County is required!'); 'Kavis Access' with an 'Access Level' dropdown menu (with a red error message 'Access level must be selected!'); and 'Permissions'. At the bottom right, there are two buttons: a red 'Cancel' button and a green 'Save' button (highlighted with a red box).

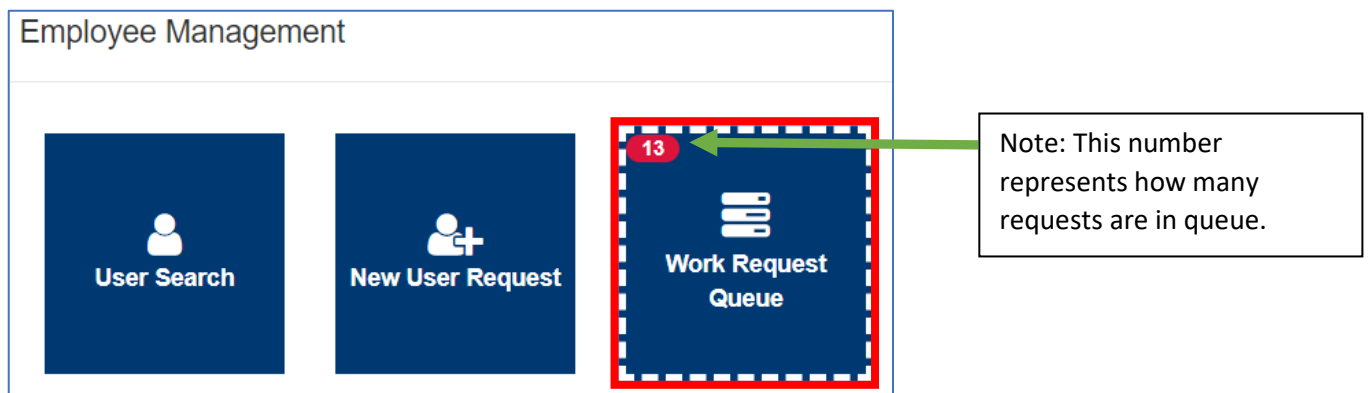
Reviewing User Requests

This guide will walk a MVL supervisor through reviewing KAVIS user requests.

1. On the 'Home Page' select 'Employee Management'.



2. Select 'Work Request Queue'.



3. On the 'Work Request Queue Page' select a 'Request Number' to begin reviewing a user request.

Request Number	Last Name	First Name	Requestor	Request Type	County	Status	Action
REQ191017797	Stokes	Cynthia	kytc\jarod.wylie	Disable User	FRANKLIN	Submitted	
REQ191017798	Stokes	Cynthia	kytc\jarod.wylie	Enable User	TODD	Submitted	
REQ191017796	Ryan	Kellid	kytc\jarod.wylie	Name Change	BOONE	Submitted	
REQ190703774	W...	Glyndon	kytc\Reagan.Barbee	New User	Statewide	In Progress	
REQ190712775	Bentley	Jeff	kytc\Willard.Patterson	New User	Statewide	In Progress	
REQ190712776	Bales	Meredith	kytc\Willard.Patterson	New User	Statewide	In Progress	



4. On the 'User Management' page either 'Reject' to deny the request or 'Save' to approve the request.

A Heat Ticket ID provided by COT is required to approve user request.

Request specific access to accounts and systems.

Change 'Access Level' and 'Permissions' of the user before approving.

New User Request: REQ191017798 Requestor: kytcljarod.wylie Reject

Heat Ticket ID: *

Employee Information

First Name: Cynthia MI: Last Name: Stokes

AD Account: kyfd01\cynthia.o'bryan

Mainframe ID-CC/DT#: cc11007

Employee Security Request Information

AD Account/Windows AVIS Mainframe

Email Account Document Direct

Reports to be accessed PODD Archive

Working Locations

County: TODD

TODD COUNTY

Kavis Access

Access Level: MVL Rebuilts

Permissions

Read Only

Customer Inquiry Vehicle Inquiry

Title Verification

Rebuilt Processing

Others

Statewide Employee

Comments:

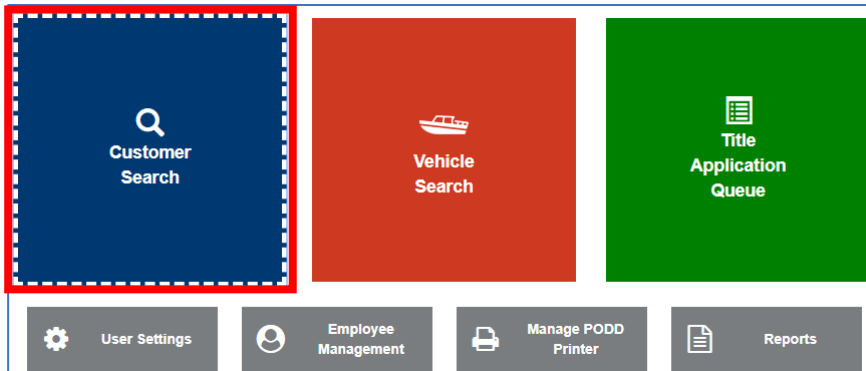
Cancel Save

Customer Account Page

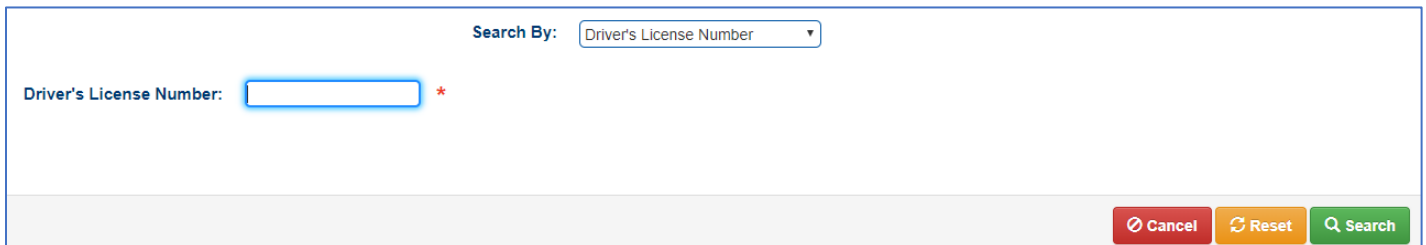
This guide will walk through how to search for customers, view their information such as address, held titles, registration statuses, and delinquencies. The guide will also walk through how to edit customer data.

Searching for a Customer

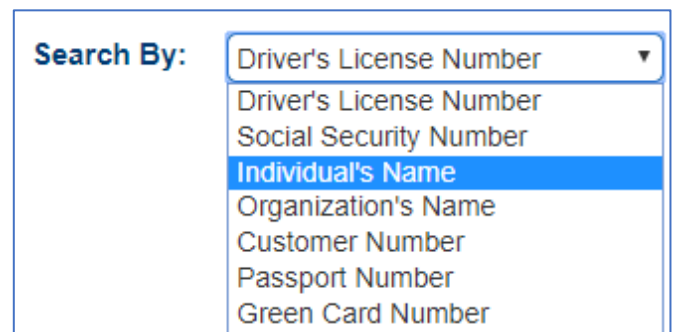
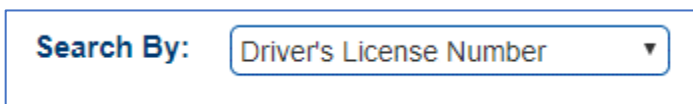
1. On the 'Home Page' select 'Customer Search'.



2. On the 'Customer Search' click on the 'Search By' drop down.



3. This is how a user can select different ways to search for other users.



4. Fill in the information and click 'Search'.

Search By: Individual's Name

Last Name: * First Name: Middle Name: Suffix:

Date of Birth: County: ALL

Cancel Reset Search

5. Choose the customer from the table of search results. The more specific the information is the more accurate the results will be. Click 'Select' to go to that customer's account page.

Customer ID	Driver License	Last Name	First Name	Middle Name	Suffix	DOB	SSN	ITIN	Physical Address	County of Residence	Preferred Name	
001411348		SMITH	ADAM			05/11/1980	xxx-xx-3221		2200 Treetop Ln, HEBRON, KY, 41048	BOONE		Select
001271922		SMITH	ALBERT			05/11/1980	xxx-xx-5862		1016 Orchid Rd, FLORENCE, KY, 41042	BOONE		Select
001122990	S91091261	SMITH	ALBERT	E		03/18/1938	xxx-xx-6852		1016 Orchid Rd, FLORENCE, KY, 41042	BOONE		Select

Alternatively, preview customer information by clicking a customer's ID to bring up 'Customer Data' without navigating away from the current search.

6. The 'Customer Account' page will look something like this.

Preferred: **Jimmy Test**
SMITHY, JIMSON
 Cust #: 001494204
 580 Panzeretta Dr
 WALTON, KY 41094
 Phone: (829) 919-0460

Edit View Notes
Financial History

Action Center

- You have one or more title applications that currently have a pended lien: 1960 LONESTAR MALIBU;
- 1654 gjhk jhb is Missing Required Information for Registration.

Vehicles

Boats (2) Switch to List View

M

1960 LONESTAR MALIBU
 Title#: 192940085004
 Transfer

KY0311JD
 Application
 Reg: Active

Manage Title View

P

1654 gjhk jhb
 Title#: 191920085001
 Original

KY0900WN
 Application
 Reg: Title Only

Manage Title View

Disabled Placards

Trans ID	Control Number	Placard Type	Placard Year	Placard #	Issue Date	Expiration Date	Status	Authorized Placard(s)	Comments
033430684	19-305-008-0-DP-00002		47	088636	11/01/2019	05/31/2025	Active	1 of 2	
033430684	19-305-008-0-DP-00003		47	088637	11/01/2019	05/31/2025	Active	2 of 2	

Previously Owned Vehicles (1)

Showing 1 to 1 of 1 entries Filter: ...

Year	Make	Model	Title #	KY / Plate #	Owner	Title Status	Reg. Status	Alerts
1992	CROWNLINE	182BL	121010080080	KY0642JD	P	Surrendered - Transferred	Cancelled	

Manage View



Preview Customer Data

The 'Customer Data' page is similar to the 'Customer Account' page displaying similar information but with no actions to edit anything. The 'Customer Data' page is actually just an overlay over customer search results. This allows a user to preview customer information without having to re-search if this is not the customer account being searched for.

1. Navigate to a customer's 'Customer Data' overlay by clicking on their Customer ID on the 'Customer Search' page.

Last Name: * First Name: Middle Name: Suffix:

Date of Birth: County:

ⓘ Your search resulted in more than 100 records. Please enter more specific search criteria to display fewer results.

Customer ID	Driver License	Last Name	First Name	Middle Name	Suffix	DOB	SSN	ITIN	Physical Address	County of Residence	Preferred Name	
001374034		SMITH	ADAM				xxx-xx-2811		205 Langley Ct, CLARKSON, KY, 42726	GRAYSON		<input type="button" value="Select"/>
000619820	S93365984	SMITH	AMBROSE	E		08/29/1939	xxx-xx-4196		406 Huffman Rd, LEITCHFIELD, KY, 42754	GRAYSON		<input type="button" value="Select"/>
000619825	S93355406	SMITH	AMILL			08/29/1924	xxx-xx-5506		214 Cave Creek Rd, FALLS OF ROUGH, KY, 40119	GRAYSON		<input type="button" value="Select"/>
001275042		SMITH	AMY				xxx-xx-0109		34 Foxborough Dr, LEITCHFIELD, KY, 42754	GRAYSON		<input type="button" value="Select"/>

2. The 'Customer Data' page will show over top the 'Customer Search' page.

Personal Information

Last Name: SMITH
First Name: ALBERT
Middle Name: E
Suffix:
Birth Date: 03/18/1938
County of Residence: BOONE
Preferred Name:
Gender: M
Citizenship: United States

Phone
Mobile: (859) 555-5555

Identification
Driver's License: KY S91091261
SSN: xxx-xx-6852

Address
Physical
1016 Orchid Rd
FLORENCE, KY 41042-1224
BOONE

Alias

Clicking 'View' will navigate to the ['Vehicle Summary'](#) page for this account.

Clicking 'Select' will navigate to the ['Customer Account'](#) page for this account.

Vehicles

2004 BAJA BOATS INC 200UT Title#: 191900085002 Transfer	P KY0418JS Application Reg: Title Only <input type="button" value="View"/>
1988 LOWE LITTLE JON Title#: 192820085004 Transfer	P KY0140HT Application Reg: Title Only <input type="button" value="View"/>
1987 Viking Boat Title#: 192680085001 Out-of-state	P KY0901AZ Application Reg: Active <input type="button" value="View"/>



Edit Customer Information

1. From the 'Customer Account' page click 'Edit'.

✓ Driver's License Verified on 02/23/2017

COLEMAN, JAMES A JR

Cust #:000000618
122 HIGHWAY AVE
LUDLOW, KY 41016

Edit **View** **Notes**

2. Make the appropriate changes and click 'Save' at the bottom of the page to commit changes.

✓ Driver's License Verified on 02/23/2017

COLEMAN, JAMES A JR
Cust #:000000618

Name Change

Personal Information

Birth Date: 11/26/1957 *

County of Residence: **KENTON** *

Preferred Name:

Gender: M

Citizenship: **United States**

E-Mail:

Phone

Home:

Mobile:

Work:

Identification

Passport:

Visa:

Driver's License: KY C92533674

SSN: xxx-xx-4504

Green Card:

ITIN:

* At least one form of Identification is required

Address

Is Mailing address different? No Yes

Physical

Address 1: 122 HIGHWAY AVE *

Address 2:

City: LUDLOW *

State: **Kentucky** * Zip: 41016 *

County: **KENTON**

Attn:

Alias

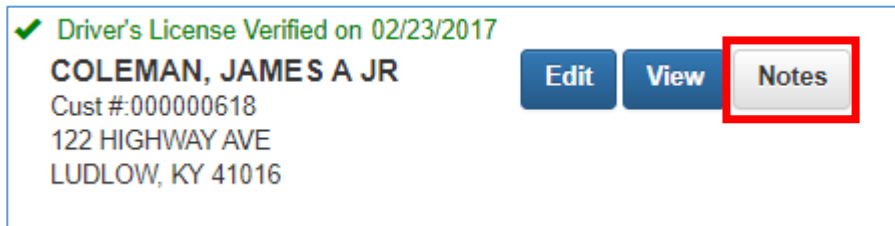
No Alias data.

Add Alias



Add Customer Notes

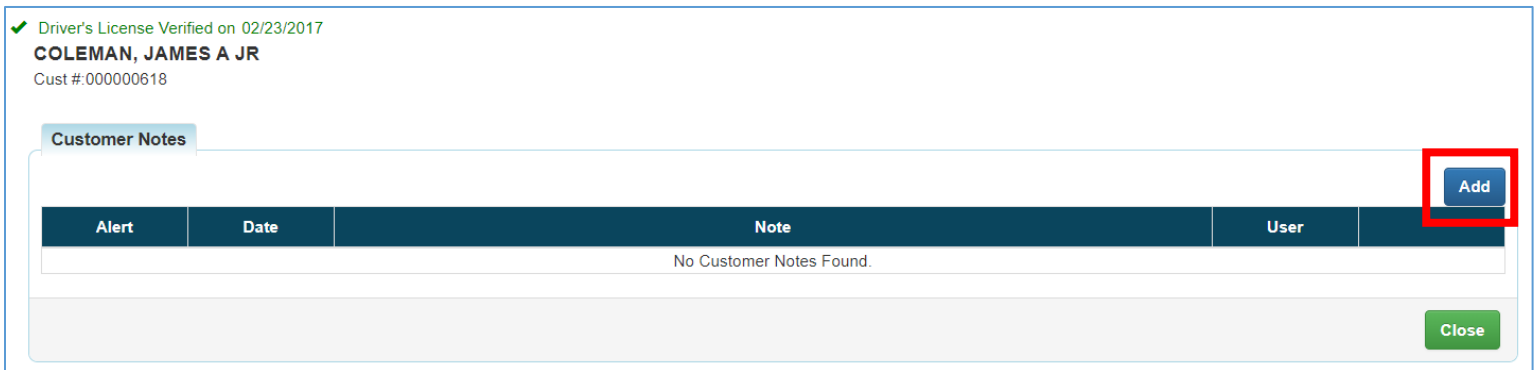
1. From the 'Customer Account' page click 'Notes'.



✓ Driver's License Verified on 02/23/2017
COLEMAN, JAMES A JR
Cust #:000000618
122 HIGHWAY AVE
LUDLOW, KY 41016

Edit View **Notes**

2. To add a new note click 'Add'.



✓ Driver's License Verified on 02/23/2017
COLEMAN, JAMES A JR
Cust #:000000618

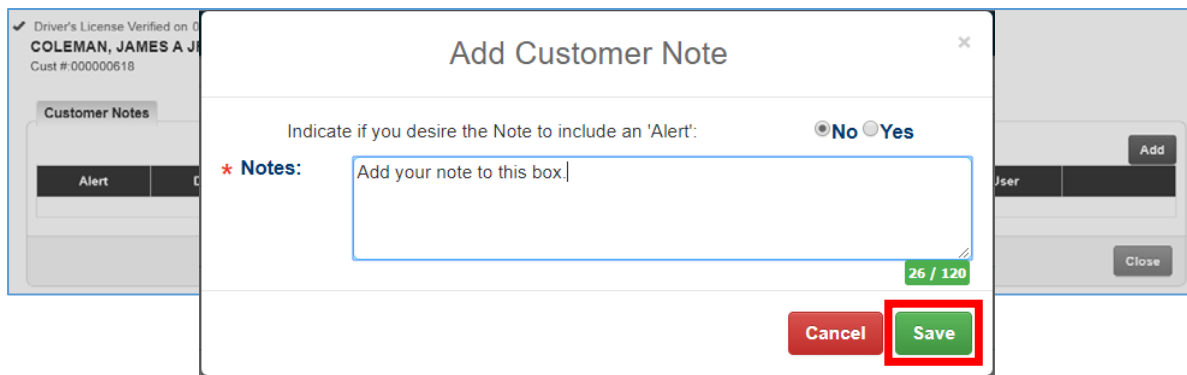
Customer Notes

Alert	Date	Note	User
No Customer Notes Found.			

Add

Close

3. Put the note in the text field and click save to add the note.



Add Customer Note

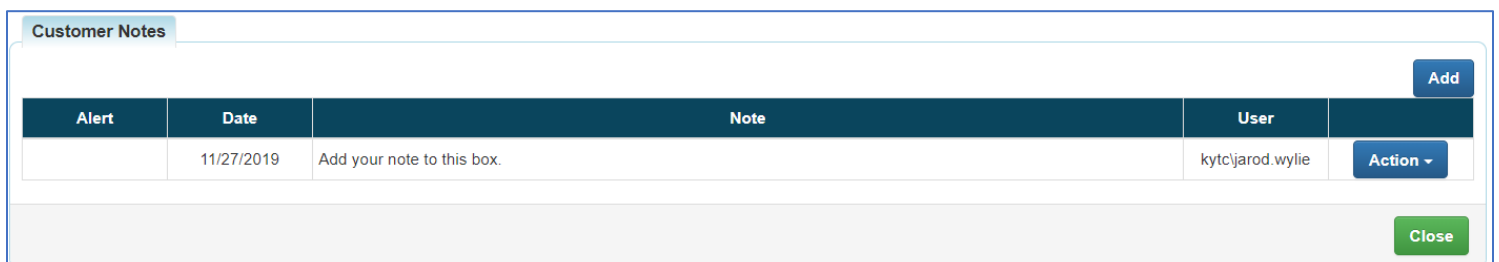
Indicate if you desire the Note to include an 'Alert': No Yes

* Notes: Add your note to this box.

26 / 120

Cancel Save

4. The note can be seen in the table for all KAVIS users to view.



Customer Notes

Alert	Date	Note	User
	11/27/2019	Add your note to this box.	kytcjarod.wylie

Action

Close



- An 'Alert' can be flagged on the 'Note' to cause it to show up in the 'Action Center' for all KAVIS users to see. Click the 'Action' drop down box and select 'Alert On/Off'.

Customer Notes

Alert	Date	Note	User	Action
	11/27/2019	Add your note to this box.	kytcjarod.wylie	Add Action ▾ ✕ Delete 🔔 Alert On/Off


- In the 'Alert' column a red 'ON' will appear.

Customer Notes


Alert	Date	Note	User	Action
ON	11/27/2019	Add your note to this box.	kytcjarod.wylie	Add Action ▾ Close


And a 'Notes Alert' will show in the 'Action Center'.

✓ Driver's License Verified on 02/23/2017
COLEMAN, JAMES A JR
 Cust #: 000000618
 122 HIGHWAY AVE
 LUDLOW, KY 41016

[Edit](#) [View](#) [Notes](#) 

Action Center

 Notes Alert - click Notes button to view.

And the 'Note Alert' icon  will show in the 'Customer Name' column on the 'Vehicle Summary' page of each boat title the customer owns.

Owner(s) Chain of Ownership

Customer ID	Driver License	Customer	Customer has Notes Alert	SSN/FEIN	Address	Begin Tax Exempt Date
001331356	R93210341	ROE, PHILLIP WAYNE		xxx-xx-6749	6745 EDGEWOOD DR., BURLINGTON, KY 41005-7761 BOONE	

- To delete a note click the 'Action' drop down and click the 'Delete' option.

Customer Notes

Alert	Date	Note	User	Action
	11/27/2019	Add your note to this box.	kytcjarod.wylie	Add Action ▾ ✕ Delete 🔔 Alert On/Off



8. And then the note will be removed from the table.

Customer Notes Add

Alert	Date	Note	User
No Customer Notes Found.			

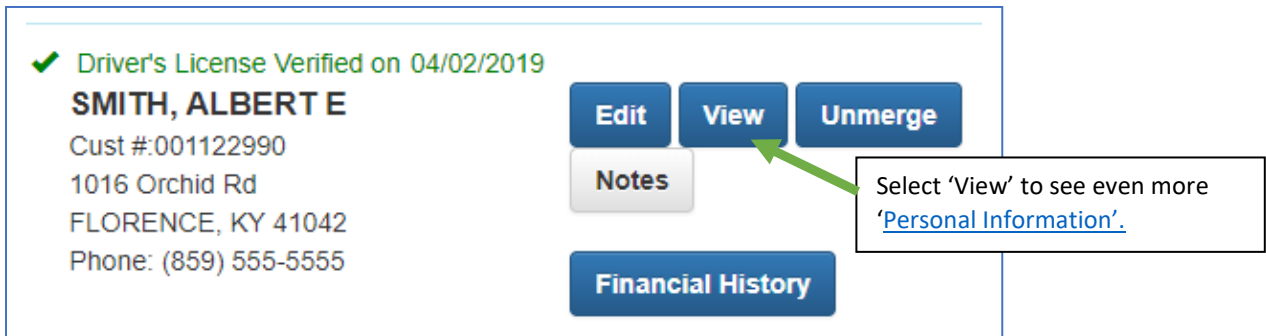
Close



Customer Account Page Overview

The Customer Account Page is where all the information about the Customer can be accessed or edited. A user will be able to view all of their active and previously owned vehicles, along with their history of Disabled Placards. From the Customer Account Page, MVL Supervisors are able to take certain actions on customer's vehicles; actions such as, Manage Action- Mark as Sold out of State, Title Action- Surrender, Title Action- Multi-Transfer, and Edit Owner(s).

Customer Information

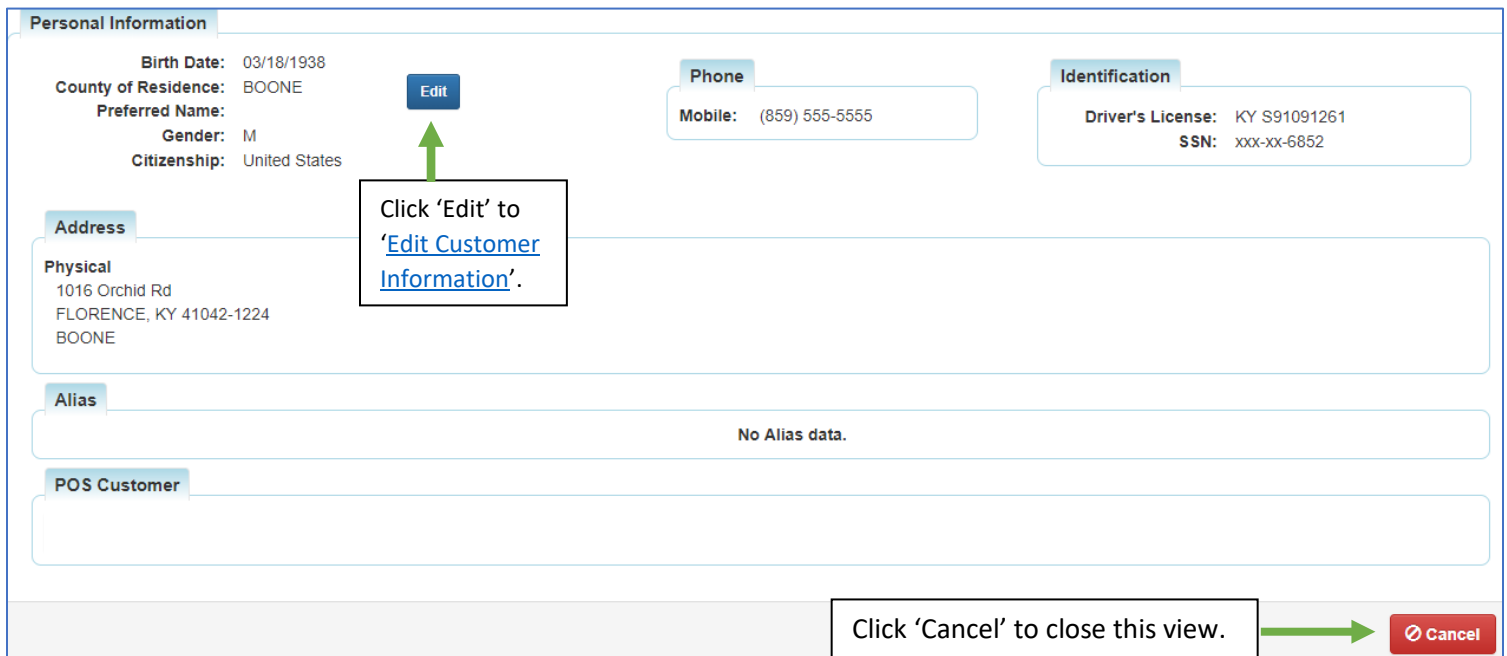


✓ Driver's License Verified on 04/02/2019
SMITH, ALBERT E
Cust #:001122990
1016 Orchid Rd
FLORENCE, KY 41042
Phone: (859) 555-5555

Edit **View** **Unmerge**
Notes
Financial History

Select 'View' to see even more 'Personal Information'.

Personal Information



Personal Information

Birth Date: 03/18/1938
County of Residence: BOONE
Preferred Name:
Gender: M
Citizenship: United States

Phone
Mobile: (859) 555-5555

Identification
Driver's License: KY S91091261
SSN: xxx-xx-6852

Address
Physical
1016 Orchid Rd
FLORENCE, KY 41042-1224
BOONE

Alias
No Alias data.

POS Customer

Click 'Edit' to 'Edit Customer Information'.


Click 'Cancel' to close this view.

Cancel




Action Center – Calls to attention certain details about vehicles that will need to be resolved. Vehicles







Action Center

 You have one or more title applications that currently have a pended lien: 1988 LOWE LITTLE JON; 1987 Viking Boat;

Boats the customer currently owns

Vehicles Switch to List View

 Boats (4)

 P 2004 BAJA BOATS INC 200UT Title#: 191900085002 Transfer KY0418JS Application Reg: Title Only <div style="text-align: right;"> Manage Title View </div>	  P 1988 LOWE LITTLE JON Title#: 192820085004 Transfer KY0140HT Application Reg: Title Only <div style="text-align: right;"> Manage Title View </div>	  P 1987 Viking Boat Title#: 192680085001 Out-of-state KY0901AZ Application Reg: Active <div style="text-align: right;"> Manage Title View </div>
 P 1763 honda boat Title#: 192540085001 Original KY0900ZW Application Reg: Title Only <div style="text-align: right;"> Manage Title View </div>		

  Action Icon P Ownership Icon

Boat Model Name

KY Number

Title Number

Title Status

Last Title Action Taken
"Registration Type"

Registration Status

1988 LOWE LITTLE JON KY0140HT

Title#: 192820085004 Application

Transfer Reg: Title Only

Manage Title View

Action Icons and Ownership Icons are visual cues that show information about the vehicle or owner.

*Click [here](#) for an extensive list of icons.

Manage Dropdown Button – [‘Mark a Vehicle Sold out of State’](#).

Title Dropdown Button – [‘Surrender a Title’](#) or [‘Edit Owner\(s\) on a Title’](#)

View Button – [‘Vehicle Summary’](#) page of that vehicle.



Disabled Placards – Shows Placard history of customer.

Trans ID	Control Number	Placard Type	Placard Year	Placard #	Issue Date	Expiration Date	Status	Authorized Placard(s)	Comments
033419633	19-219-008-0-DP-00002		47	088239	08/07/2019	03/31/2025	Active	1 of 2	
033419633	19-219-008-0-DP-00001		47	088238	08/07/2019	03/31/2025	Inactive		
001746168	12-1-06-08478		44	836738	06/14/2012	06/30/2014	Expired		
001746168	12-1-06-08479		44	836755	06/14/2012	06/30/2014	Expired		

Previously Owned Vehicles – vehicles the customer no longer has an active title for.

▼ Previously Owned Vehicles (20)

Showing 1 to 20 of 20 entries Filter:

Year	Make	Model	Title #	KY / Plate #	Owner	Title Status	Reg. Status	Manage	View
1956	CRESTLINER	NA	120750080041	KY0582FN	P	Active - Title Issued	Cancelled - Sold Out of State	Manage	View
1960	CHRY	269	052140080345	KY0474UL	P	Surrendered - Transferred	Expired	Manage	View
1964	SEARS	581611040	062540080100	KY0507MV	P	Active - Title Issued	Cancelled - Sold Out of State	Manage	View
1964	LOWE LINE	0	122290080111	KY5366R	P	Surrendered - Transferred	Expired	Manage	View
1964	SEANYMPH	0000	043380080028	KY0451LZ	P	Surrendered - Transferred	Expired	Manage	View
1975	SEA NYMPH	COHO	072120080019	KY0534FE	P	Surrendered - Transferred	Expired	Manage	View
1975	SEA NYMPH	COHO	091900080092	KY0534FE	P	Surrendered - Transferred	Expired	Manage	View
1976	POLARKRAFT	JON	142260080014	KY0706YC	P	Surrendered - Transferred	Expired	Manage	View

Click 'View' to go to the 'Vehicle Summary' page of the previously owned vehicle.



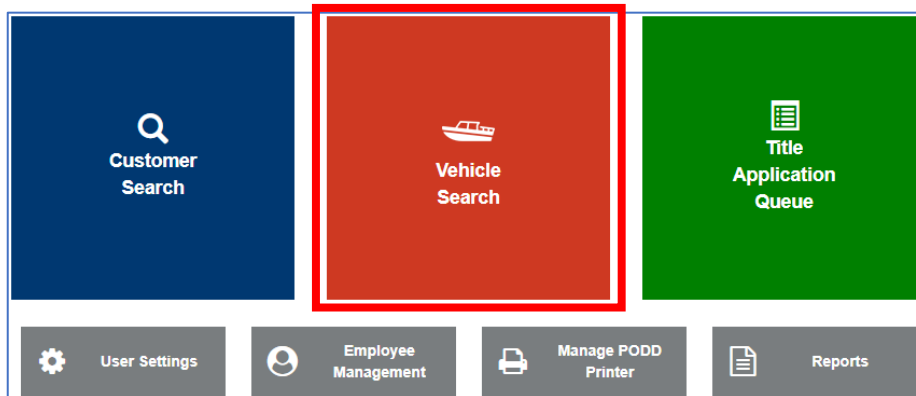
Vehicle Summary Page

This guide will walk through how to search for vehicles, understanding each field of the 'Vehicle Summary' page and cover an overview of the actions an MVL supervisor can take.

Searching for a Vehicle

The 'Vehicle Search' is used for finding and viewing all vehicles that have active titles and vehicles that have an application in queue.

1. From the 'Home Page' select 'Vehicle Search'.



2. From the 'Vehicle Search' page select a 'Search By' option from the drop-down.

Search By: *

- Select One
- KY Number
- Title Number
- HIN
- Title Document Number

Reviewer 1 and Reviewer 2 can be granted the option to search by 'Title Document Number' by editing the 'Access Level' and 'Permissions' of their KAVIS user account.

3. Enter the information for vehicle. Then select 'Search' to look for that vehicle.

Search By: *

Title Number: *



- The results will appear below. Click the 'Vehicle' button to go the 'Vehicle Summary' page or the 'Customer' button to go to the 'Customer Account' page.

Search By: *

Title Number: *

KY Number	Title Number	Title Status	Customer ID	Name	Address	Vehicle Type	Year	Make	Model	Go To
KY0752BC	171430080113	Active - Title Issued	001202209	GRIFFITH, ADAM	6160 Fox Run Ln, FLORENCE, KY 41042	Boat	1993	YAMAHA	UNKN	<input type="button" value="Vehicle"/> <input type="button" value="Customer"/>

Edit Vehicle Information

- On the 'Vehicle Summary' or 'Title Application' page see the 'Vehicle Information' section and click 'Edit'.

NOTE: The Vehicle Information is only available for edit while a title is in application status.

Vehicle Information

Year: 2002 Make: STINGER Model: 160 CC
 KY Number: KY0378MP HIN: CFC00596C202

- The Year, Make, Model, and HIN number will be editable. Click 'Save' to commit to the changes.

Vehicle Information

Year: * Make: * Model: *
 KY Number: KY0378MP HIN: *



Edit Vehicle Attributes

3. On the 'Vehicle Summary' or 'Title Application' page see the 'Vehicle Attributes' section and click 'Edit'.

Vehicle Attributes

County of Dockage: BOONE

Boat Type: Open Motor Boat

Engine Drive: Other (Electric)

Length: 15' 1"

Occupant Capacity: 4

Number of Toilets: 0

Primary Use: Pleasure

Hull Material: Aluminum

Propulsion: Propeller

Beam: 5' 8"

Weight Capacity:

Toilet Type:

Number of Motors: 2

Brand:

Motor(s)

Year	Make	Horsepower	Serial Number	Fuel Type
1999	MINA	2	N/A	Electric
2010	Deere	20	w12121312w	Gas

4. All changes that are made to the vehicle can be seen in the 'Boat Details'. Click 'Save' to commit to any changes made and 'Cancel' to cancel any changes.

Boat Details

County of Dockage: BOONE *

Vehicle has a Situs Address

Situs Address

Location:

Address 1: 123 Guava Lane *

Address 2:

City: Lakeville *

State: Kentucky * **Zip:** 44334 *

Boat Type: Personal Watercraft *

Engine Drive: Other (Electric) *

Length Ft: 15 *

Beam Ft: 5 *

Occupant Capacity: 4

Number of Toilets: 0 *

Primary Use: Pleasure *

Hull Material: Aluminum *

Propulsion: Propeller *

Length In: 1 *

Beam In: 8 *

Weight Capacity:

Toilet Type: Select One...

Brand:



5. All changes that can be made to the boat motor can be seen below that.
- Add a motor by clicking 'Add Motor'.
 - Delete a motor by clicking 'Delete Motor' beside the motor that should be deleted.
 - Edit a motor by clicking 'Edit Motor' beside the motor that should be edited.

Motor(s)

Use the small action icons (Delete Motor, Save Motor) to update Motor(s). These updates are immediately applied and operate independently from the larger red 'Cancel' and green 'Save' buttons.

+ Add Motor

▼ Motor #1

Year: * Make: * Horsepower: *

Fuel: * Serial #: Year of Purchase:

Purchase Amount:

▼ Motor #2

Year: * Make: * Horsepower: *

Fuel: * Serial #: Year of Purchase:

Purchase Amount:

The 'Cancel' and 'Save' buttons are for committing the 'Boat Details' changes.



Mark a Vehicle Sold Out of State

1. Find the vehicle with the 'Manage' drop down from the 'Vehicle Summary' page or 'Customer Account' page.
2. Click on the Manage dropdown.
3. Select Sold out of State from the list of options.

1958 JOHN BOAT JOHN BOAT KY0595AP
Title#: 100880370047 Active - Title Issued
Original Reg: Expired

Manage Title View

- Renew
- First Time
- Ad Val Payment
- Junk
- Sold Out of State**
- Incomplete Transfer
- Other

4. The required fields will be auto populated. Click 'Save' to commit to surrendering the title and marking it 'Sold out of State'.

Manage
GOINS, HUGH
Cust #: 1230039
4074 Switzer Rd
FRANKFORT, KY40601-9343

1958 JOHN BOAT JOHN BOAT
KY#: KY0595AP

Title
Title Status: Active - Title Issued
Title Number: 100880370047
Title Type: Original
Title Action: Surrendered - Sold Out of State *

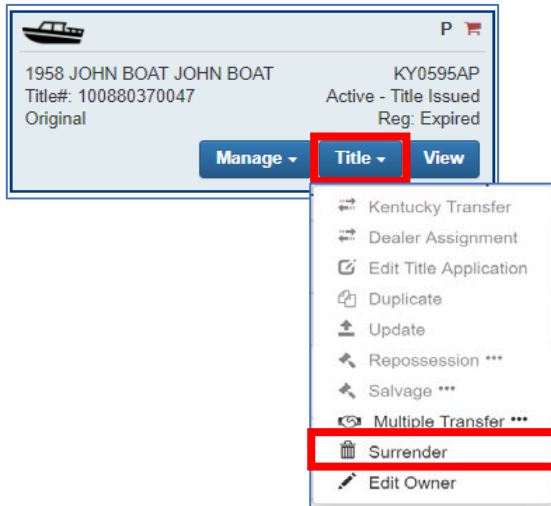
Registration
Registration Status: Expired
Last Registration Date: 04/16/2018
Registration Action: Cancellation
Reason: Sold out of State *
Comments: Marked as Sold Out of State by MVL *

Cancel Save



Surrender a Title

1. Find the vehicle with the 'Title' drop down from the 'Vehicle Summary' page or 'Customer Account' page.
2. Click on the 'Title' drop down.
3. Select 'Surrender' from the drop down.



4. Select a 'Reason' and click 'Save' to commit to Surrendering the title.

GOINS, HUGH
Cust #: 1230039
4074 Switzer Rd
FRANKFORT, KY40601-9343

1958 JOHN BOAT JOHN BOAT
KY#: KY0595AP

Title Status: Active - Title Issued
Title Number: 100880370047
Title Type: Original
Title Action: Surrendered - MVL *

Reason: Select One...
Select One...
Customer applied for refund on Title already approved
Title was issued in error when it should have been rejected
Vehicle record has 2 active Titles
Other

Registration Status: Expired
Registration Action: Cancellation
Reason: MVL *
Comments:

Last Registration Date: 04/16/2018

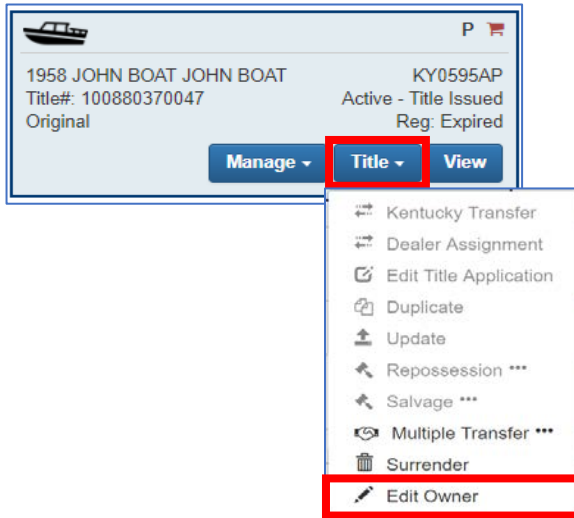
Cancel Save



Edit Owner(s) on a Title

The 'Edit Owner(s)' action is only for editing owner on existing titles and not title applications.

1. Find the vehicle with the 'Title' drop down from the 'Vehicle Summary' page or 'Customer Account' page.
2. Select the 'Title' and from the drop down select 'Edit Owner'.



3. Make the proper changes to the title here.

Owner(s)

Ownership Connector: OR *

Primary	Secondary	Customer ID	Customer Name
✓		000717400	RALPH WEST
+	✓	001494204	JIMSON SMITHY

Add Owner

Clicking the blue arrow will move that owner to the Primary owner position.

Change the 'Ownership Connector': AND/OR

Add Owners. This will navigate to the 'Customer Search' page.

This red x will delete the person from the title.

4. Click 'Save' to commit ownership changes.

Owner(s)

Ownership Connector: OR *

Primary	Secondary	Customer ID	Customer Name
✓		001494204	JIMSON SMITHY
+	✓	000717400	RALPH WEST

Add Owner

Cancel Save



Vehicle Summary Page Overview

Owner(s)

Customer ID	Driver License	Customer Name	SSN/FEIN	Address	Begin Tax Exempt Date
000845179	D94693149	DUE, DAVID CHARLES	xxx-xx-9286	10236 Hwy 16, VERONA, KY 41092 BOONE	

Clicking here will bring up the 'Customer Data' pop out.

This will show a list of all vehicles this customer has owned.

Chain of Ownership – Shows all known titles/owners with the most recent at the top.

Seq.	Title Number	Primary Owner	Address	Title Status	Issue Date	Last Action Date
4	192950085010	DUE, DAVID CHARLES	10236 Hwy 16, VERONA, KY 41092	Application		10/22/2019
3	151190080302	DUE, DAVID CHARLES	10236 Hwy 16, VERONA, KY 41092	Surrendered - Transferred	05/22/2015	10/22/2019
2	151120080255	DUE, DAVID C	552 Village Dr, EDGEWOOD, KY 41017	Surrendered - Transferred	04/23/2015	04/29/2015
1	951170591786	DUE, DAVID C	552 Village Dr, EDGEWOOD, KY 41017	Surrendered - Transferred	05/31/1995	04/22/2015

Selecting a 'Title Number' here will navigate to the 'Vehicle Summary' of that vehicle when it was last associated with that 'Title Number'.

Title – Shows current status, Type of Title, Title Number; Prior Title Number

Click here to go to ['Title Status Explained'](#)

Title

Status: Application Appl. Status Title ▾

Type: Update State Fee: \$0.00

Title #: 192950085010 Clerk Fee: \$0.00

Prior Title #: 151190080302 Use Tax: \$0.00

Use Tax Description:

Reel #: Blip #: Doc #:

Click here to see how to ['Surrender a Title'](#)

OR

Here to see how to ['Edit Owner\(s\) on a Title'](#)



Registration Information

Registration Information

Status: Reversed **Manage** ▾

Type: Renewal **County:** BOONE

Reg. Date: 10/22/2019 **Decal #:** KY2998UU

Exp. Date: 04/30/2020 **Prior Decal #:** E010378

Remarks:

Comments:

F&W State Fee: \$0.00

KYTC State Fee: \$0.00

Boat Safety Fee: \$0.00

Clerk Fee: \$0.00

Click here to go to ['Registration Status Explained'](#)

Click here to go to ['Registration Types Explained'](#)

Click here to see how to ['Mark a Vehicle Sold out of State'](#).

Purchase Information

Purchase Information

Date of Purchase: **Purchase Price:** \$0.00 **Motor(s) Price:** \$0.00 **Trade-in Amount:** \$0.00 **Use Tax Credit:** \$0.00

Ad Valorem Information

Ad Valorem Information									
	Tax Year	County	District	Tax Status	Value (Boat + Motor)	Action Date	County Collected	Payment Date	Total Amount Paid
▶	2019	BOONE	09	Taxable	\$8,854.00	01/01/2019			\$0.00
▶	2018	BOONE	09	Taxable	\$9,320.00	04/16/2018	BOONE	04/16/2018	\$126.38
▶	2017	BOONE	09	Taxable	\$9,811.00	04/26/2017	BOONE	04/26/2017	\$134.01

Lien Information

Lien Information								
Lien Number	Status	Filed Date	Lien Holder	Address	County Filed	Released Date		
2341234213	Filed	12/12/2012	Josie Banking CO	244 Agnus Ave, Mobile, AL 233030333	BOONE			View
	Pending		Lipson	KY				View



Vehicle Information

▼ Vehicle Information
Edit

Year: 1972	Make: CARVER	Model: MARINER
KY Number: KY0147FU	HIN: 2289134	

This button is only available to click while a title is in application status. Once the title is activated this button will be greyed out. See ['Edit Vehicle Information'](#).

Vehicle Attributes

▼ Vehicle Attributes
Edit

County of Dockage: BOONE	Hull Material: Aluminum
Boat Type: Other	Propulsion: Propeller
Engine Drive: Outboard	Beam: 5' 1"
Length: 14' 1"	Weight Capacity:
Occupant Capacity: 3	Toilet Type:
Number of Toilets: 0	Number of Motors: 0
Primary Use: Pleasure	Brand:

Motors

▼ Motor(s)

Year	Make	Horsepower	Serial Number	Fuel Type
1999	MINA	2	N/A	Electric
2010	Deere	20	w12121312w	Gas

Situs Address – Address of boat dockage if the county of residence of the owner is different.

▼ Situs Address

Address: 123 Guava Lane, Lakeville, KY 44334



Vehicle History

Vehicle History

2019

Trans Number	Cntrl Number	Action Date	Action Description	Amount	User
33431226		11/06/2019 1:14:27 PM	Lien Add		kytc\jarod.wylie
33431225		11/06/2019 1:14:13 PM	Lien Add		KYTC\jarod.wylie
33431214	19-310-008-0-TA-00002	11/06/2019 11:07:18 AM	Title Correction - Application Status		kytc\jarod.wylie
33429356	19-294-008-1-TA-00008	10/21/2019 11:26:17 AM	Title Correction - Application Status		kytc\jarod.wylie
33429354	19-294-008-1-TA-00007	10/21/2019 11:26:17 AM	Title Correction - Application Status		kytc\jarod.wylie

Clicking on a 'Trans Number' will navigate to the vehicle's 'Vehicle Summary' at the time of the action date.

Clicking on a 'Cntrl Number' will bring up a view of all PODD documents scanned in on that transaction.



Title Status Explained

Application – The Buyer owns the boat but is awaiting approval for paper title to be printed and sent.

Application Cancelled – Buyers are unable to register vehicle until application has been reprocessed.

This does not negate ownership of vehicle

Active-Title Issued – Application has been approved by MVL and printed

Active-No Title Issued – Application has been approved but no title has been printed

Reversed – Title has had a ‘Reversed’ action taken on it and has been reversed to the previous ownership.

Surrendered:

Transferred – The ownership of this vehicle has been successfully transferred to another individual.

Dealer Assigned – The ownership of this vehicle has been successfully transferred to a certified Dealer.

Junked – Owner of the vehicle provide proof that vehicle has been ‘Junked’ and no longer owns the boat.

Sold OOS – Previous owner of vehicle has provided proof that the vehicle has been sold outside the State of Kentucky.

Incomplete Transfer – Current owner has sold the vehicle but new owner has not started a new Title application.

Documented – Ownership of this boat has been given to the Coast Guard, the owner will not need to register the boat or sell it from this Title.

Repossession – Ownership of this vehicle has passed to the New Owner through an act of repossessing.

MVL – MVL Supervisors and MVL Reviewer II have the ability to surrender Titles at any time.



Title Types

- **Original**
- **Out-of-State**
- **Transfer**
- **Update**
- **Duplicate**
- **Dealer Assignment**
- **Documented**
- **Forced**
- **Salvage**
 - **Update**
 - **Duplicate**
 - **Dealer Assigned**
 - **Out of State**
 - **Original**

Registration Types Explained

Registration type is the latest action that has been taken on a boat.

* For example: A customer comes into a clerk's office to pay taxes on their boat. Paying Ad Valorem would be the latest action taken on the boat and **Reg: Ad Valorem** will display.

Transfer – Registration status was transferred from former title to the current title being viewed.

Renewal – Registration is in its renewal period.

Out of State – Indicates vehicle is out of state?

First Time – First time registration on the vehicle.

Duplicate – A duplicate title has been purchased for this vehicle

Corrected – A title correction has been performed on this vehicle.

Ad Valorem – Ad valorem tax was paid for this boat.

Title Only – This vehicle has only been approved for its title. No registration has been applied or Ad Valorem tax paid

Registration Status Explained

Active – Registration on this vehicle is active

Expired – Registration is expired

Cancelled – Registration is cancelled

Title Only – This vehicle only has a title and has never been registered.

Reversed – A reversed action has been performed on this vehicle and resulted in a change in registration.



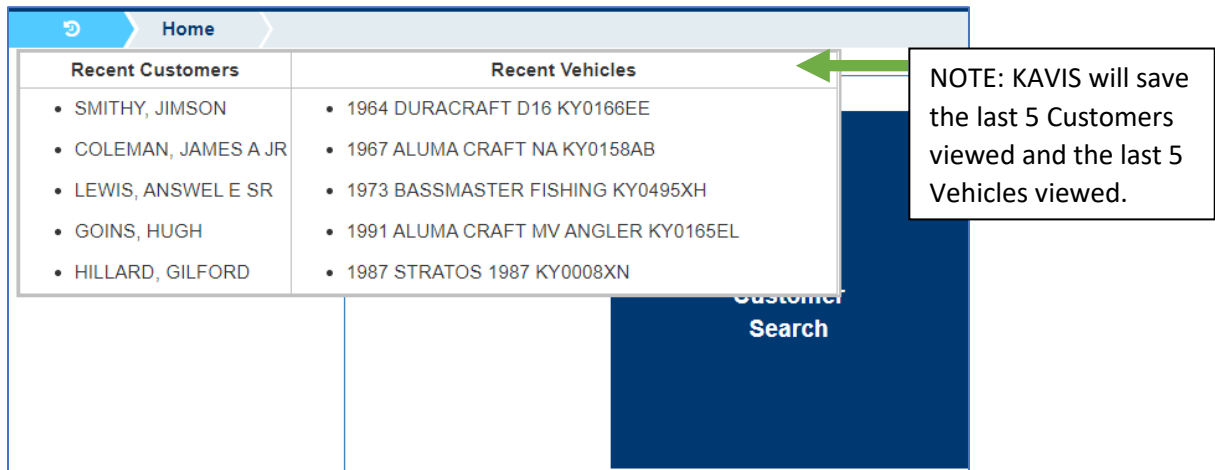
History Dropdown

The History Dropdown is a useful tool to quickly navigate back to recently viewed Vehicles and Customers.

1. On any page of the KAVIS application click on the 'History' icon in the top left corner.



2. This will prompt the dropdown to appear.



3. Click on a Recent Customer to go to their '[Customer Account](#)' page. Or a Recent Vehicle to go to its '[Vehicle Summary](#)' page.

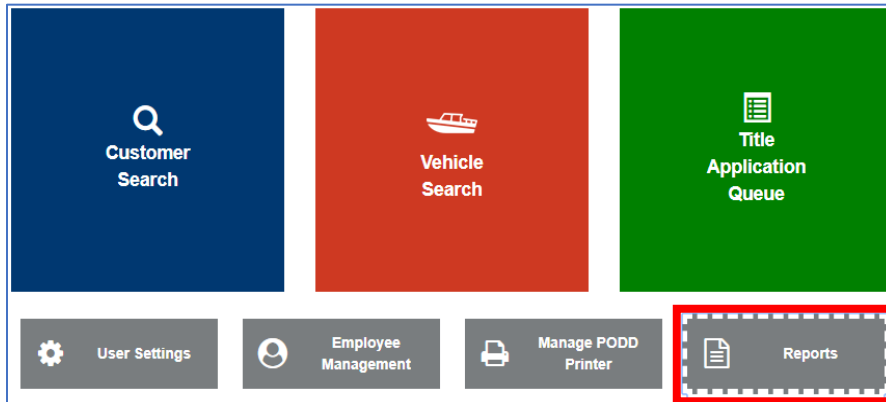
Recent Customers	Recent Vehicles
<ul style="list-style-type: none">• SMITHY, JIMSON• COLEMAN, JAMES A JR• LEWIS, ANSWEL E SR• GOINS, HUGH• HILLARD, GILFORD	<ul style="list-style-type: none">• 1964 DURACRAFT D16 KY0166EE• 1967 ALUMA CRAFT NA KY0158AB• 1973 BASSMASTER FISHING KY0495XH• 1991 ALUMA CRAFT MV ANGLER KY0165EL• 1987 STRATOS 1987 KY0008XN



Reports

This guide will give a brief over of what each report displays and how to navigate to the reports used by MVL.

1. From the 'Home Page' click on 'Reports'.



2. Select the report settings.

A screenshot of the Reports configuration page with several instructional callouts and arrows pointing to specific elements:

- Callout 1:** "First select the dates to be included on the reports." with an arrow pointing to the "Start Date" and "End Date" input fields, both containing "11/27/2019".
- Callout 2:** "Select what printer will print the report." with an arrow pointing to the "Report Printer" dropdown menu, which shows "Select Report printer..." and a red asterisk.
- Callout 3:** "Select what reports to be viewed/printed." with an arrow pointing to the "Daily Title Application statistics" row in the report list.
- Callout 4:** "Preview this report in this row." with an arrow pointing to the "View" button in the "Daily Title Application statistics" row.
- Callout 5:** "'View Selected' will show a preview of all selected reports. 'Print Selected' will print all the selected reports." with an arrow pointing to the "View Selected" and "Print Selected" buttons at the bottom left.
- Callout 6:** "Click 'Done' to exit the 'Reports' page." with an arrow pointing to the "Done" button at the bottom right.

Name	View
<input type="checkbox"/> Annual Coast Guard Detailed Report	View
<input type="checkbox"/> Daily Title Application statistics	View
<input type="checkbox"/> Monthly Destruction Report	View
<input type="checkbox"/> Monthly Disabled Placards Report	View
<input type="checkbox"/> No. of Boat registrations processed by County for time period	View
<input type="checkbox"/> Productivity of Work on Application Titles	View
<input type="checkbox"/> Stolen Boats Report	View
<input type="checkbox"/> Title Applications in Process Summary	View



Report Descriptions

Annual Coast Guard Detailed Report – A count of all boats registered in the previous year. This document can be on January 1st of 2019 and is due by January 31st of 2019. Previous year: January 1st 2018 – December 31st 2018.

Daily Title Applications Statistics – Shows totals of title applications and the types of title applications being requested.

Monthly Destruction Report – Creates a PDF document for each county describing which title applications can be removed or destroyed.

No. of Boat Registrations Processed by County for Time Period – Counts the number of Boat Registrations by each county for the time frame selected at the start and end date.

Productivity of Work on Application Titles – Shows how many titles have been processed by each MVL KAVIS user. Show total per hour and total for the day.


Stolen Boats Report – Recalls all boats that have been marked stolen by NCIC.


Title Applications in Process Summary – Shows how many title applications are in process and what stage they are currently in.





Icons


Icons are quick visual cues about vehicles and owners. Here are a full list of current icons, what they mean, and where to look for them.


Blue PVA  This icon indicates that there has been a change in the amount of taxes an owner owes for a year that they have already paid. Found on “Vehicle Summary page” under the Ad Valorem Information in the “Total Amount Paid row”.


Blue R  - This vehicle is able to be renewed. Found on the ‘Vehicle Summary’ page under ‘Registration Information’ beside ‘Status’.


Red PVA  - Indicates there is a problem with a tax segment for the vehicle that will need to be resolved by the PVA.


Red Paper  - Indicates the Title Application has been canceled. Found in the top left of the vehicle card.

Red R  - Indicates that there is some amount of incomplete information conflicting with successful and accurate registration of the vehicle. Hover on the icon to see why and click on it to go directly to the missing information. Found on the ‘Vehicle Summary page’ ‘Registration Information’ beside ‘Status’.

Red Dollar Sign  - Indicates that the owner has past due taxes on one or more of his boats. Found on the ‘Vehicle Summary’ page under the ‘Owner(s)’ table beside the customer’s name. Can also be found on specific vehicle cards indicating that vehicle has the delinquency.

Red Lien  - Indicates there is a pending lien on the vehicle.

Black P or  - Indicates that customer being viewed is the ‘Primary Owner’ on the title of this vehicle. Found on ‘Vehicle Summary’ page under the ‘Owner(s)’ table beside the customer’s name. Also found on the vehicle card in the top right.

Black S or  - Indicates that customer being viewed is the ‘Secondary Owner’ on the title of this vehicle. Found on ‘Vehicle Summary’ page under the ‘Owner(s)’ table beside the customer’s name. Also found on the vehicle card in the top right.

Black M – Indicate that this vehicle has multiple owners on the title. Found on the vehicle card in the top right.

Red M – Indicates that one or more of the multiple owners on the title has either Ad Valorem delinquency, a problem with a tax segment, or both. Found on the vehicle card in the top right.

