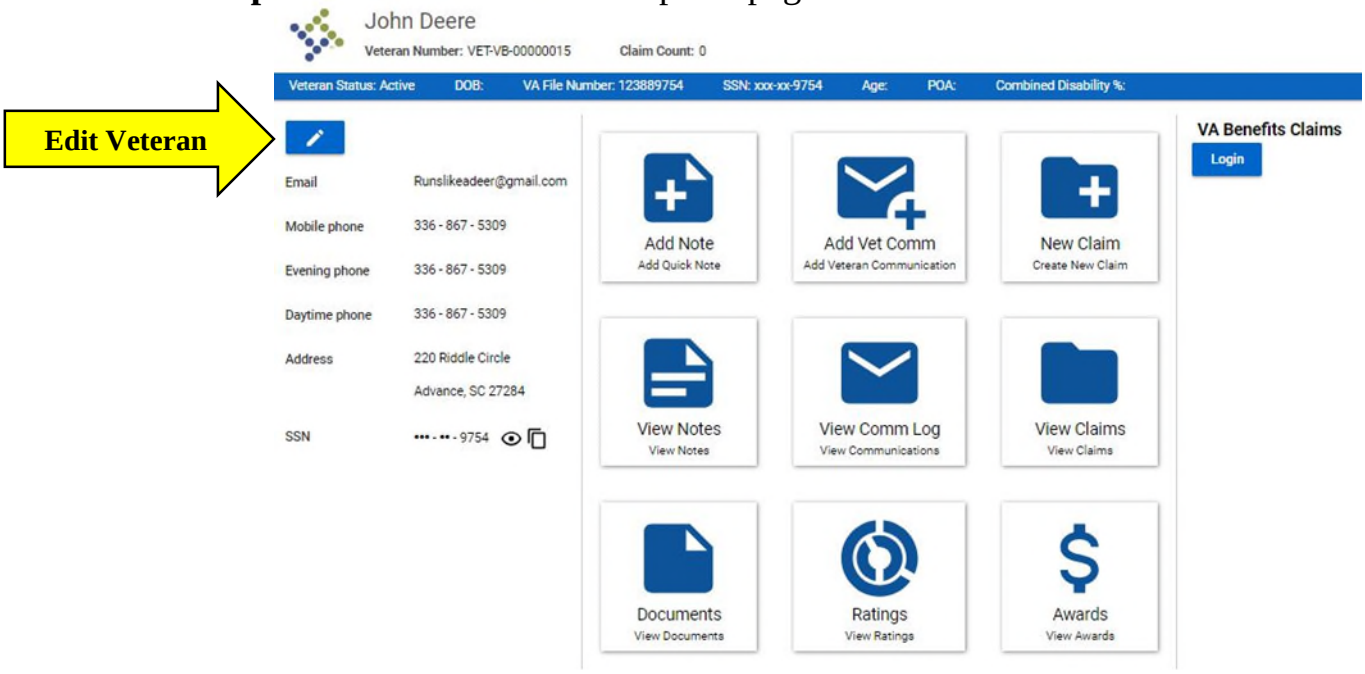
# Tyler's Veteran's Benefits (TVB)
# Quick Reference Guide

## Revoke POA

**Step 1.** From the Veteran's splash page click **Edit Veteran**




**Step 2.** Scroll to the bottom and click **POA Info**; this will expand the page and show additional fields for POA

**Step 3.** Select **Revoked** under POA status and provide the **POA Revoke Reason**; when finished Click Save

**Step 4.** Locate the **Communication Tab** and enter in the required communication of you notifying the veteran VFW has revoked their POA

**Step 5.** Locate the **Document Tab** and create a **New+** Document

**Step 6.** Under Document Category select Photo

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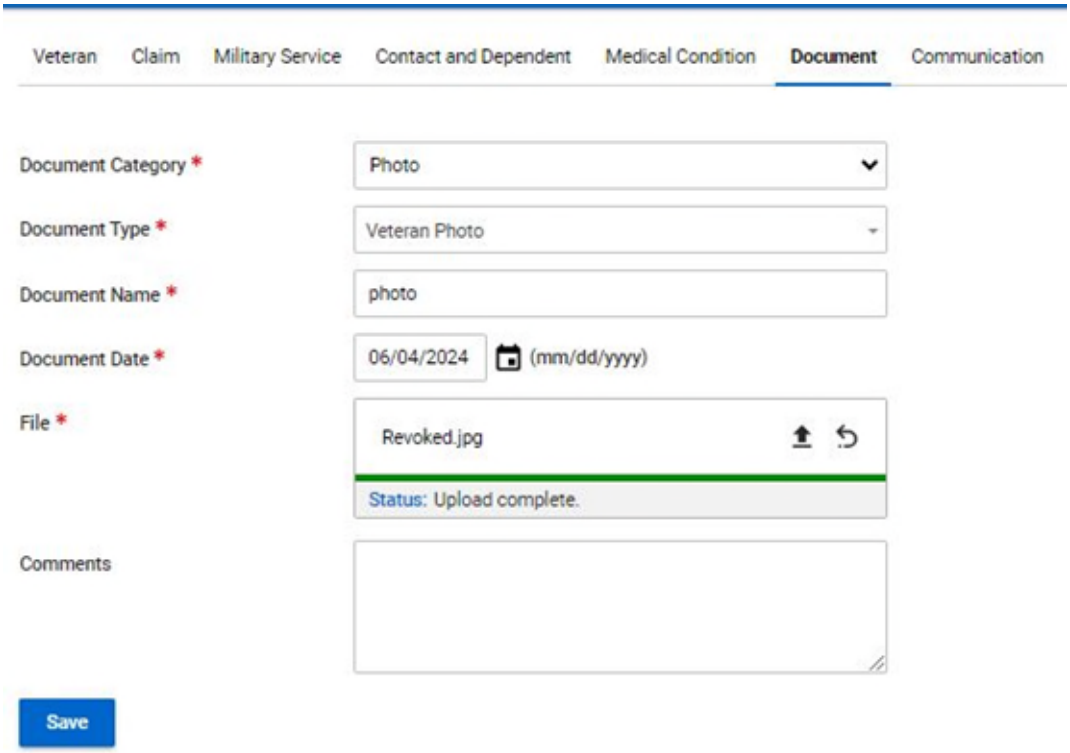
**Step 7.** Select Document Type **Veteran Photo**, Name the document and upload the Revoked picture in the File field and click Save




**Step 8.** Once finished the revoked logo will be placed next to the veteran's name

**Step 9.** To obtain a copy of the revoked logo open the snipping tool in your computer and cut out the logo on the next page.

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