

Secured Documents


Uploading Documents

Quick Reference Guide

Administrative Office of the Courts
 1001 Vandalay Drive
 Frankfort, KY 40601



Legend: Look for *Helpful Hints* Bold Text = Action Bracketed Text<> = button or link
 Click=Select w/ Mouse or Touch Pad Italicized Text = Object of Action Single Quotes = Description

Step	Objective	Action
1	<p>Access Secured Documents</p> <p><i>Helpful Hint:</i> Add the link to your 'Favorites' section for easy access in the future.</p>	<ol style="list-style-type: none"> Browse to https://kcoj.kycourts.net/kyecourts Enter your <i>username</i> and <i>password</i> in the 'Username' and 'Password' fields <div data-bbox="652 562 1323 848" style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Username <input type="text"/></p> <p>Password <input type="password"/></p> <p>Forgot Username? Forgot Password?</p> <p><input type="button" value="Login"/> <input <="" p="" type="button" value="First time here? Register Now!"/> </p></div> Click <Login> <div data-bbox="652 888 829 936" style="border: 1px solid black; padding: 2px; margin: 5px 0;"> <input type="button" value="Login"/> </div> Select the 'Secured Documents' tile on the 'KYeCourts Applications' screen <div data-bbox="652 1010 781 1140" style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="text-align: center;">Secured Documents</p>  </div>
2	<p>Uploading Documents for Viewing</p> <p><i>Helpful Hint:</i> Clicking <Cancel> or <Documents> on the "Upload Document" dashboard returns the user to the Secured Documents dashboard.</p> <p><i>Helpful Hint:</i> Keywords provide a category label for the document. Select all that apply.</p>	<ol style="list-style-type: none"> Select <Upload Documents> from the maroon navigation bar <div data-bbox="652 1182 894 1234" style="border: 1px solid black; padding: 2px; margin: 5px 0;"> <input type="button" value="Upload Documents"/> </div> Select a category from the 'Category' drop-down list <div data-bbox="652 1276 938 1377" style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Category *</p> <input type="text" value="Select a Category"/> </div> Click the <Add PDF Document> button and Select PDF document to upload <div data-bbox="652 1461 915 1507" style="border: 1px solid black; padding: 2px; margin: 5px 0;"> <input type="button" value="Add PDF Document"/> </div> Select a keyword(s) from the 'Keyword(s)' drop-down list <div data-bbox="652 1560 894 1850" style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Keyword(s)</p> <input type="text" value=""/> <ul style="list-style-type: none"> ADAIR ALLEN ANDERSON BALLARD BATH BELL BOONE BOURBON </div> Click the 'Expiration Date' field to select a date from the calendar tool – OR – Enter the date in the field in the following format: mm/dd/yyyy

For additional information, please contact the FAIR Team at fairteamsadmin@kycourts.net

Helpful Hint: The expiration date field defaults to fourteen days after the current date.

Helpful Hint: Clicking the 'X' icon at the end of a document entry will delete it from the display.

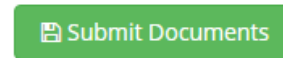
Expiration Date
02/12/2016

6. **Click** the <Notes> icon to add notes (for example, meeting location or meeting time), if necessary

Notes



7. **Click** the <Submit Documents> button



3 Modifying a Document

Helpful Hint: Set the expiration date prior to the current date if a document should no longer be viewable.

1. **Return** to the "Secured Documents" dashboard
2. **Click** the pencil icon next to the document you wish to edit



3. **Modify** information as desired

Civil Category

Update Keyword(s)
ANDERSON

Update Expiration Date
03/10/2016

Document Name	Size	Keyword(s)	Expiration Date	Notes
Affidavit of Service.pdf	2212806	ANDERSON	03/10/2016	

4. **Click** the <Update Document> button

