



County Clerk's Guide to Sharepoint

for

Public Service and Centrally Assessed (Franchise) Certifications

Office of Property Valuation

September 2026

Contents

Introduction	3
Accessing Sharepoint	3
Navigating Sharepoint Site/Library	4
Viewing, Downloading, & Printing Files.....	6
Viewing Files.....	6
Downloading Files	8
Printing Files.....	9
Flows	10
Creating a Flow.....	10

Introduction

This guide has been prepared by the Office of Property Valuation, Division of State Valuation to serve as a guide for County Clerk offices regarding their usage of the Sharepoint site to download and manage certifications from the Public Service and Centrally Assessed Branches, also known as Franchise Certifications. County clerk offices are responsible for providing independent schools, cities, or any other taxing jurisdiction that manages their own billing a copy of the certification. This guide will explain how to access and navigate the Sharepoint site.

Accessing Sharepoint

Only approved local employees and state personnel are granted access. An Active Directory (AD) account and ky.gov email address is required for access. The device used to access the Sharepoint site must be logged into the state network, otherwise the user will not be granted access. To request access for staff please contact Ashley Sheeks at ashley.sheeks@ky.gov.

When access is granted, the user will receive an automated email from the site administrator, like the one below. The email will contain a link to the Sharepoint site.

Sheeks, Ashley (DOR) is inviting you to collaborate on PSC Tax Roll Certifications

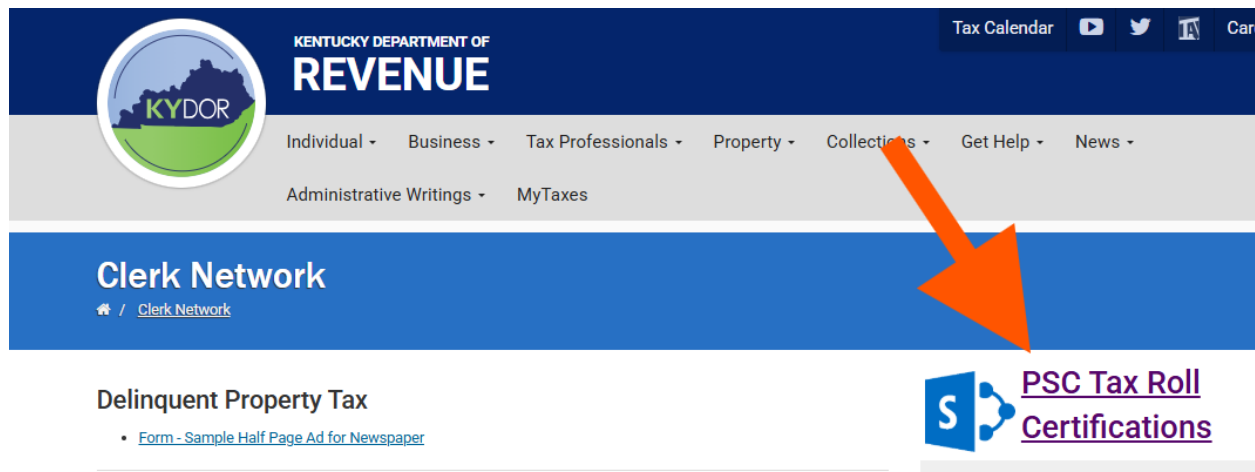
Sheeks, Ashley (DOR)
To ● Koeller, Jordan (DOR)
Cc ✓ Sheeks, Ashley (DOR)

Here's the site that Sheeks, Ashley (DOR) shared with you.

Go to [PSC Tax Roll Certifications](#)

[Follow](#) this site to get updates in your newsfeed.

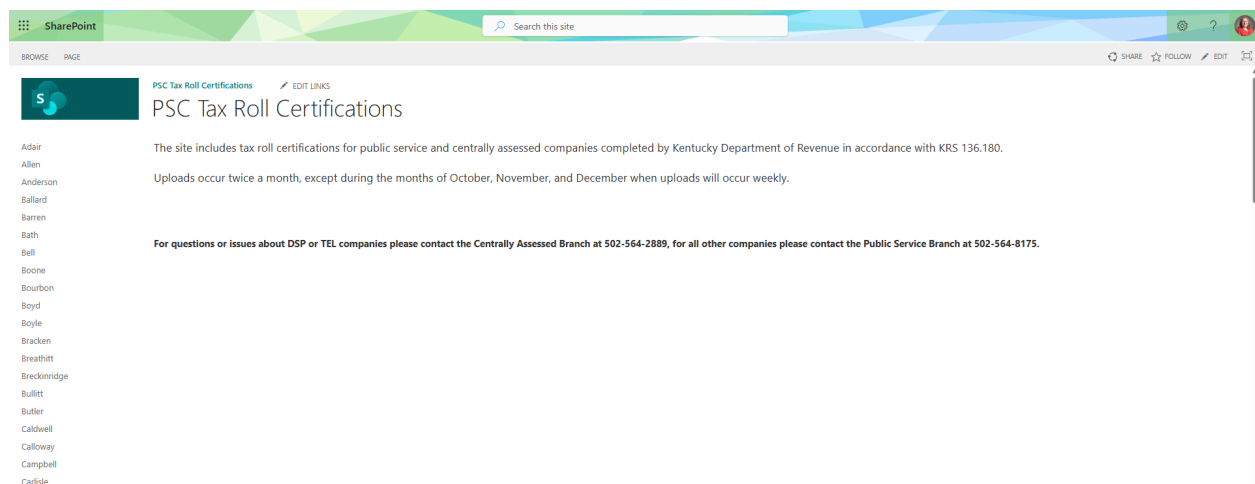
The Sharepoint site is web based, giving users the option to save the link as an html file or add it to their browser favorites for quick access. The link for the Sharepoint site can be found on the Clerk Network <https://revenue.ky.gov/ClerkNetwork>.



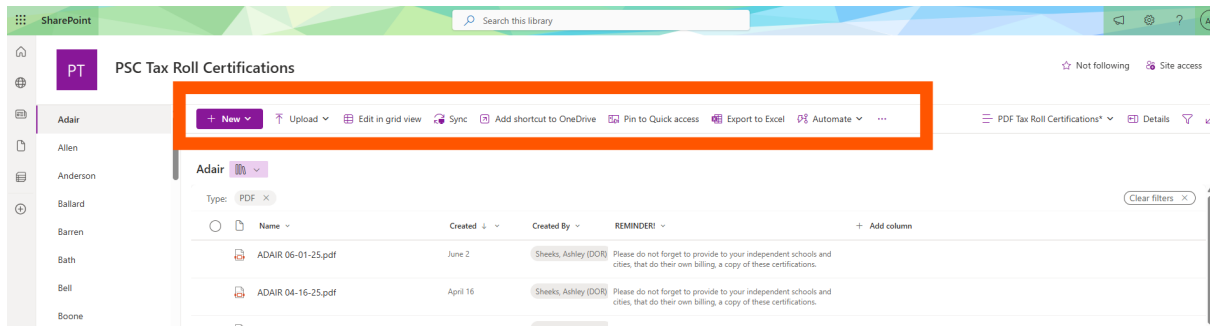
Navigating Sharepoint Site/Library

The link on the Clerk Network is directed to the main PSC Tax Roll Certifications page. Various types of settings are located on the top of the page, while the left panel contains the libraries (each county is considered a library). State Valuation staff will have access to view all county libraries, the administrator will have the ability to view/edit/remove from libraries and add/remove users, and County Clerk offices will have access to view their county's library.

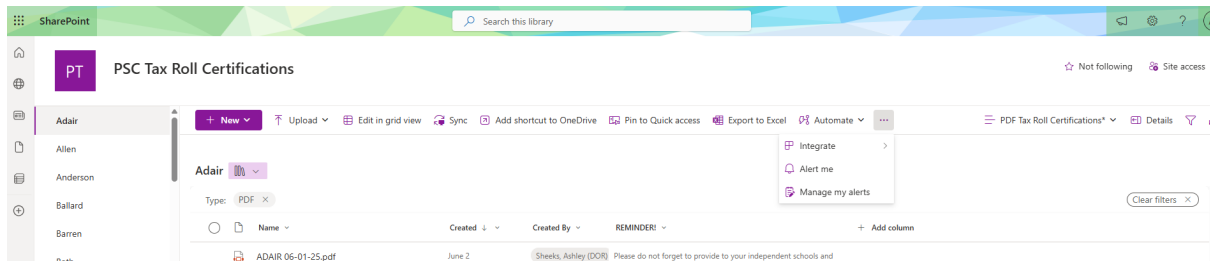
Below is an example of how the PSC Tax Roll Certifications page will appear.



Clicking on your county's name will open its library. The command bar will vary depending on the user's rights.

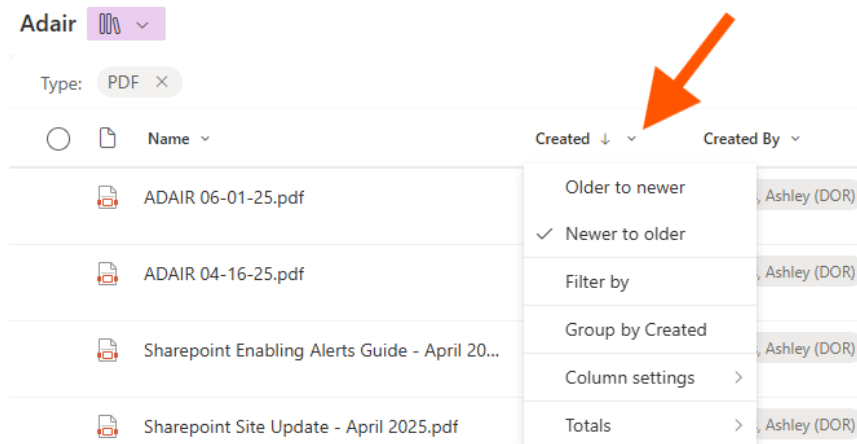


Clicking on the ellipsis (...) will show the user any other additional menu items that do not appear.



File names will typically be in the format of COUNTY NAME DATE, only under special circumstances will a file name change. While rare, State Valuation may use the Sharepoint site to upload any memos or instructions pertaining to certifications.

Users can sort and filter categories, this can be helpful when trying to locate a specific file. It's easiest to sort/filter by date. By clicking on the caron (v) next to Created the user can choose to sort by age or Filter By.



Viewing, Downloading, & Printing Files

You can view, download, or print files directly from the Sharepoint Library.

Viewing Files

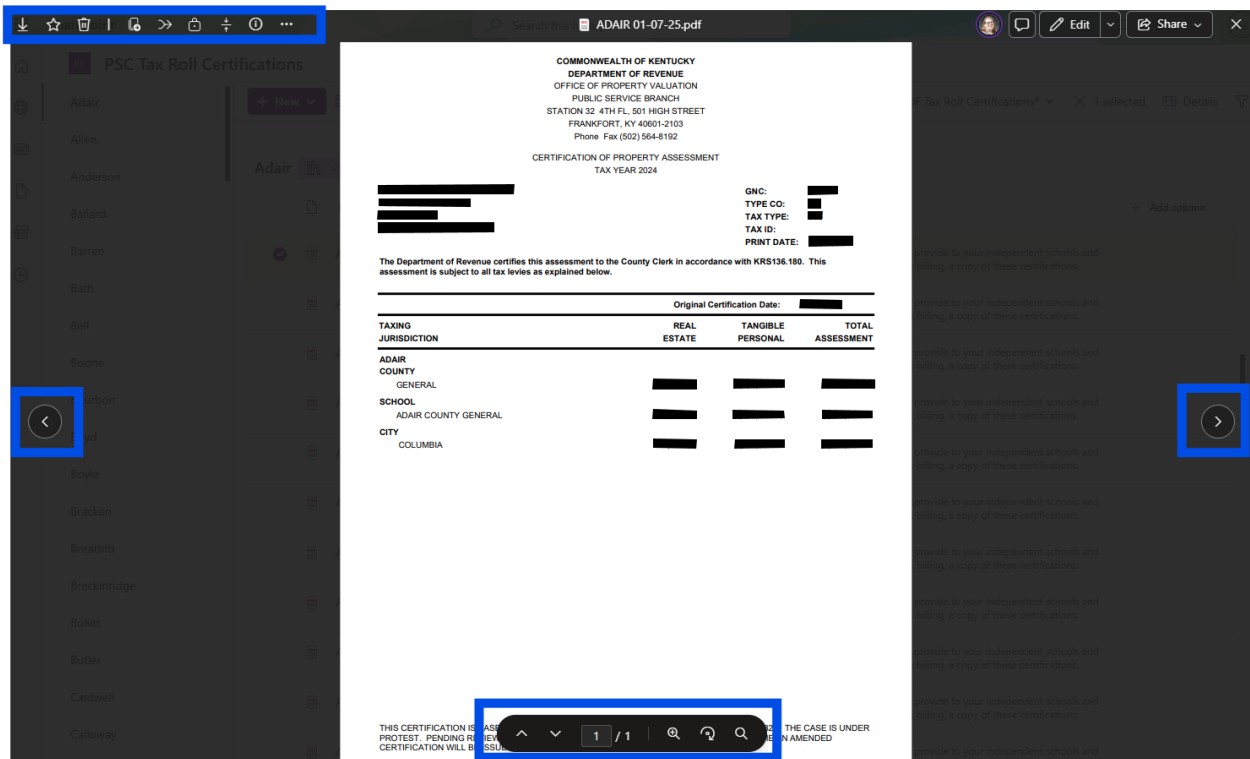
To view either click the file name or click the ellipses and select *Open* this allows the choice to open in browser or app if you have a PDF Reader installed on your computer.

The first screenshot shows a SharePoint library interface for a folder named 'Adair'. The top navigation bar includes a '+ New' button and several action icons: 'Edit in grid view', 'Open', 'Share', 'Copy link', 'Delete', 'Pin to top', and a more options menu. The file list below has columns for 'Name', 'Created', 'Created By', and 'REMINDER!'. The file 'ADAIR 01-16-25.pdf' is highlighted with a blue box. The second screenshot shows the same interface, but with the context menu for 'ADAIR 01-16-25.pdf' open. The 'Open' option is selected, and a sub-menu is displayed with 'Open in browser' and 'Open in app' options, both highlighted with blue boxes. The 'Open in browser' option is the first option in the sub-menu, and 'Open in app' is the second option.

Name	Created	Created By	REMINDER!
ADAIR 01-16-25.pdf	January 16, 2025	Sheeks, Ashley (DOR)	Please do not forget to provide to your independent schools and cities, that do their own billing, a copy of these certifications.
ADAIR 01-07-25.pdf	January 7, 2025	Sheeks, Ashley (DOR)	Please do not forget to provide to your independent schools and cities, that do their own billing, a copy of these certifications.

The image below is an example of a file opened in the browser.

The menu bar options will vary based on user access.



The bar on the bottom includes a page count for the file.

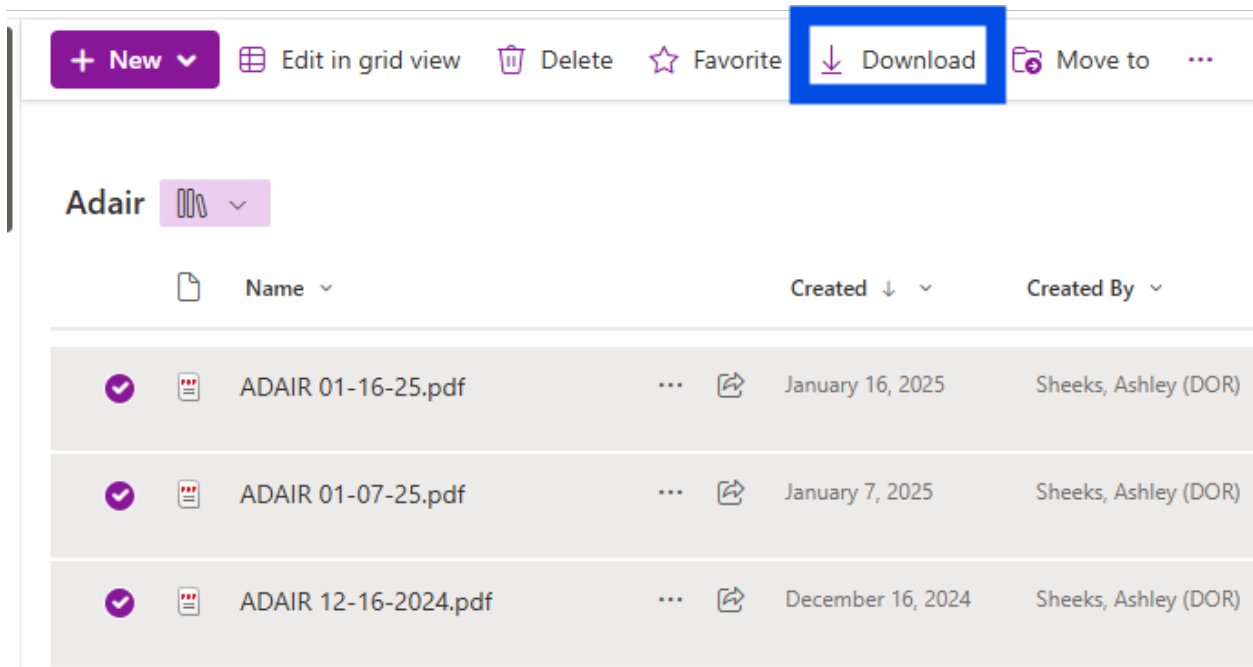
The Previous (left) and Next (right) buttons allow the user to move to the next or previous file from the main list of files.

Downloading Files

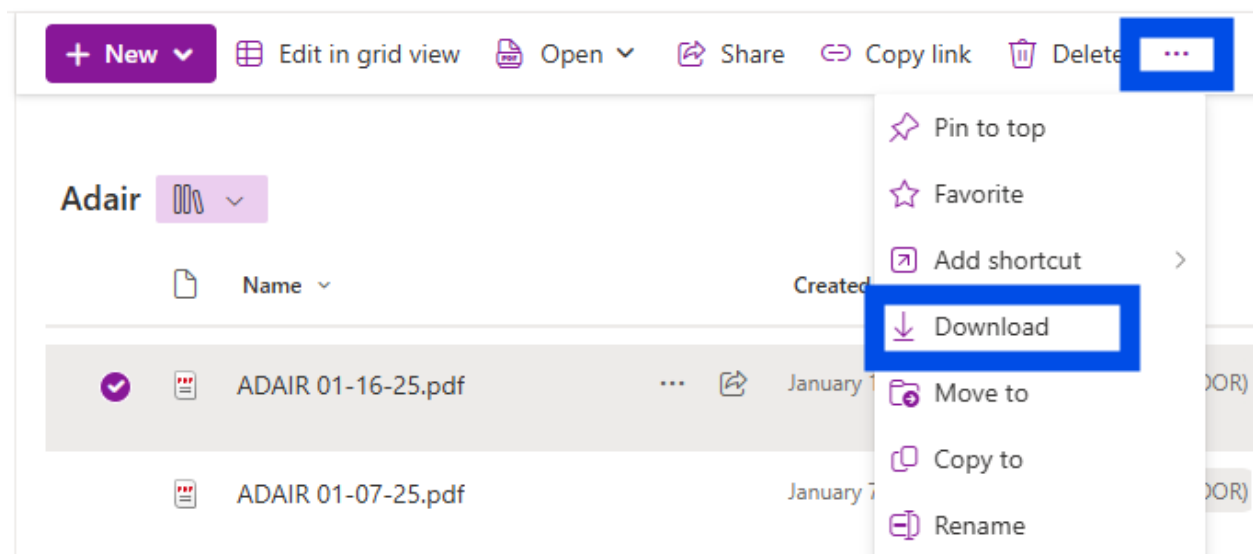
Files can be downloaded from either the library or from the file itself.

From the library, select the file(s) to download, if download is not visible in the command bar click on the ellipses and select download.

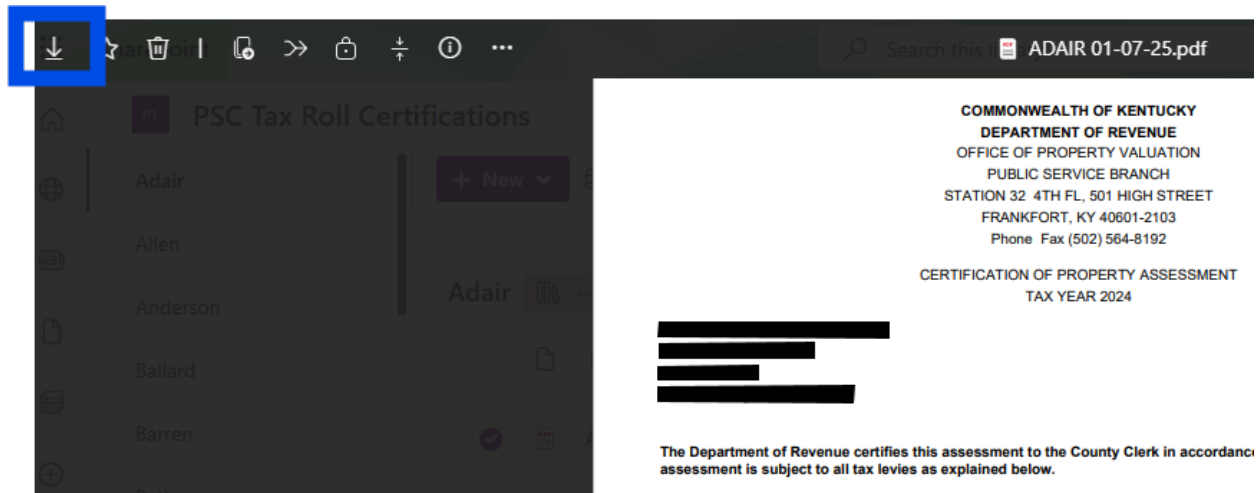
If *Download* appears in the command bar.



If *Download* is not visible but within the additional commands.



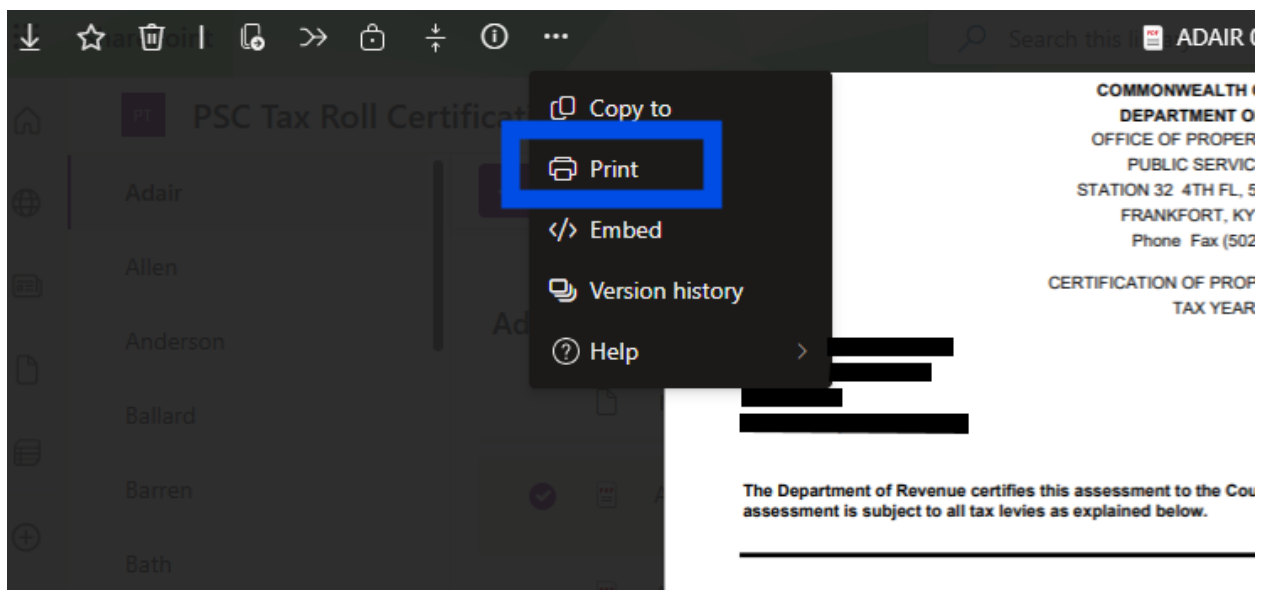
When the file is open the menu bar on the top left has a download icon.



Files downloaded will go to the Downloads folder on your computer.

Printing Files

Only one file can be printed at a time. Open the file you wish to print, the print icon should appear in the menu on the upper left; however, depending on browser size or user options it may be accessed through the ellipses.

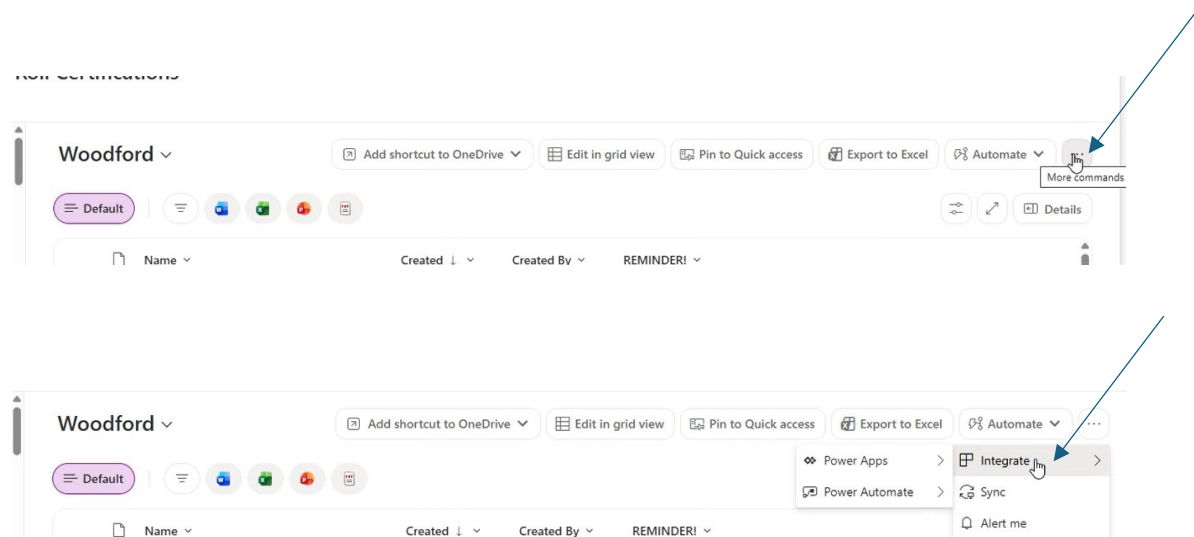


Flows

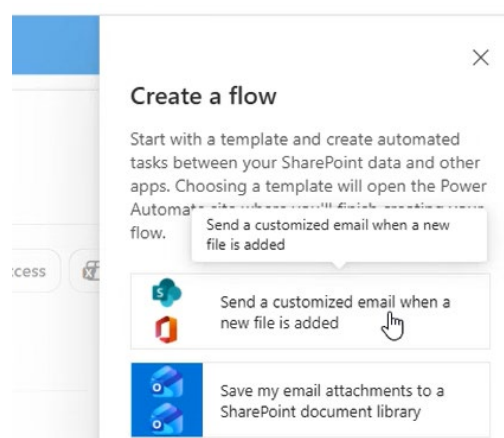
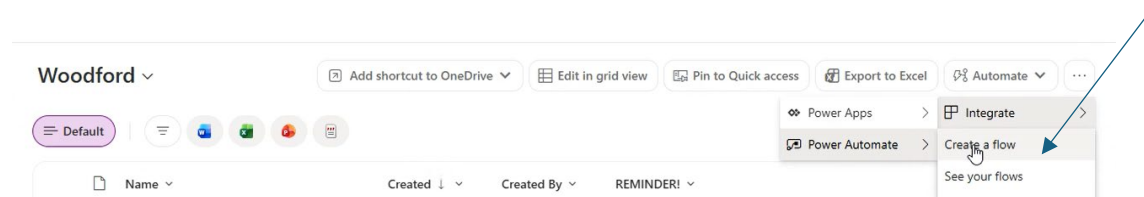
Creating a Flow

Microsoft is retiring the Enabling Alerts feature in July 2026. In lieu of Alerts, users can use the Flow feature to set up automated emails to notify them of uploads to the Sharepoint library.

Open the Sharepoint Library and select *Integrate* in the menu bar, you may need to click the ellipses first to show the Integrate option.



Click *Create a Flow*



Select the option to *Send a customized email when a new file is added*

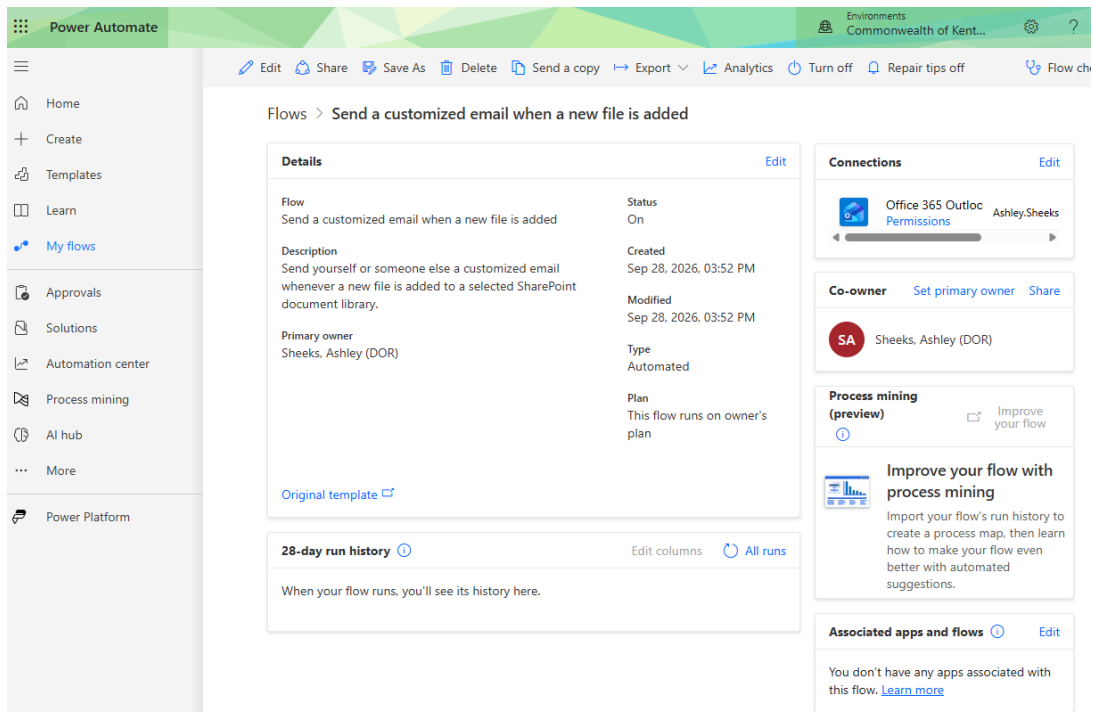
A new screen will appear, scroll down to confirm and click *Create Flow*

This flow will connect to:

	Office 365 Outlook Permissions	Ashley.Sheeks@ky.gov	✓ ...
	SharePoint Permissions	Ashley.Sheeks@ky.gov	✓ ...
	Office 365 Users Permissions	Ashley.Sheeks@ky.gov	✓ ...

Create Flow

Once the Flow is created, the Power Automate screen will open; from here a Flow can be managed.



The screenshot displays the Microsoft Power Automate web interface. The top navigation bar includes the 'Power Automate' logo, environment selection ('Commonwealth of Kent...'), and various action icons. A left-hand sidebar provides navigation options: Home, Create, Templates, Learn, My flows, Approvals, Solutions, Automation center, Process mining, AI hub, More, and Power Platform. The main content area is titled 'Flows > Send a customized email when a new file is added'. It features a 'Details' panel on the left with flow information, a 'Connections' panel on the right showing the 'Office 365 Outlook' connection, and a '28-day run history' section at the bottom. The 'Details' panel includes fields for Flow name, Description, Primary owner, Status, Created/Modified dates, Type, and Plan. The 'Connections' panel shows the 'Office 365 Outlook' connection with a 'Permissions' link and a 'Co-owner' section. The 'Run history' section shows a table with columns for 'When your flow runs' and 'You'll see its history here'.

Flow	Status
Send a customized email when a new file is added	On

Description	Created
Send yourself or someone else a customized email whenever a new file is added to a selected SharePoint document library.	Sep 28, 2026, 03:52 PM

Modified	Type
Sep 28, 2026, 03:52 PM	Automated

Plan
This flow runs on owner's plan

Primary owner
Sheeks, Ashley (DOR)

Connections
Office 365 Outlook Permissions Ashley.Sheeks

Co-owner
Set primary owner Share SA Sheeks, Ashley (DOR)

Process mining (preview)
Improve your flow Improve your flow with process mining Import your flow's run history to create a process map, then learn how to make your flow even better with automated suggestions.

Associated apps and flows
You don't have any apps associated with this flow. Learn more