**QUICK START GUIDE: LOOK UP PCDO eDOCS (PALCARD REVIEW DOCUMENTS)**

**Summary:** The document search tool in KFS is the only way to lookup PALCard review documents (known as a PCDO). Otherwise, PCDOs will only appear in a user’s action list when an action is needed by them.

**Replacement:** The KFS document search for PCDO eDocs (part of the Financial Processing Module) replaces the search section of TOEP PALCard Charge Review in Zeus.

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<td>1</td>
<td>Access KFS via ZOTPortal</td>
<td>1. Use your UCInetID and password to log in to <a href="https://portal.uci.edu/">https://portal.uci.edu/</a>. &lt;br&gt;2. Press the Faculty and Staff tab and then select the KFS tab</td>
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<td>2</td>
<td>Access Document Search</td>
<td>1. Navigate to the KFS Tools portlet &lt;br&gt;2. Select Doc Search</td>
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| 4     | Enter Document Type in the Basic Document Lookup | 1. Enter PCDO in (document) Type field  
   ![Document Lookup](image)  
   Note: Users can only do a basic search from at this point for an eDoc (based on Doc # & date range)  
   2. Press the search button to display additional fields |
1. Enter desired search criteria (in the expanded search field criteria)

Note: Remember to change/delete the pre-filled Date Created From (if needed). Users can search some fields using only partial information by placing an asterisk (*) before and after the text portion of the search criteria

OR

See Alternate #5 below

*Alternate 5

Access the Detailed Search link

Select the Detailed Search button to open up more search field criteria