



## District 12 Agent Reports

**Submissions** – Effective immediately, we will be utilizing the cloud-based storage space, **OneDrive** to upload documents in PDF format to the appropriate District shared folder. Access to the shared folder is granted to County Coordinator and County Office Manager. All other agents should coordinate with their office manager to submit reports timely. Files will be stored on the shared drive for the calendar year and county offices will be able to view and keep track of their submissions along with the District Office. If you need help setting up OneDrive, please review the

\* Quick Guide (link at bottom of page). All files should be uploaded into their respected folders as listed below.

**Monthly Court Reports** – **Due by the 5th working day following the reporting period.** For consistency and order, documents should always follow the standard name format:

Report & Folder Name	Process	File Name	Example
Commissioners Court Report (D-843)	one per month per county (must include full scope of programs)	CCR County MMY	CCR Atascosa 0218
Office Conferences (D-738)	submit ONE document for <u>ALL</u> conferences held during the reporting month	OC County MMY	OC Atascosa 0218
Schedule of Travel (D-360)	one per month per agent	TRV County MMY LName	TRV Atascosa 0218 Rankin
Quarterly Newsletters	in lieu of D-843, approved by Dr. Saldaña (Cameron, Hidalgo, Webb)	NL #Qtr YYYY County	NL 1Qtr 2018 Webb (1st Quarter newsletter for Webb County in 2018)

**Special Reports** – As is customary, the District Office will email timely letters requesting any reports or forms required during the year such as budgets (CB-5 & Expenditures), inventory, ag increment, job responsibilities, etc. Always refer to the letter for due dates and file name format before uploading documents.

### NOTES & RESOURCES

- Always make sure OneDrive is up to date and synced on your PC--right-click on the blue cloud in the taskbar notification area (bottom right of your screen). On the web—refresh/sync.
- For support, contact FirstCall at 1-866-996-2056.
- More Info <https://firstcallhelp.tamu.edu/document-management/onedrive/>
- \* Quick Guide <http://firstcallhelp.tamu.edu/wp-content/uploads/2018/04/OneDrive-Quick-Guide-2018.pdf>