



Microsoft OneDrive

2023 JAG Orientation



Agenda

What is OneDrive?

Why do we use OneDrive?

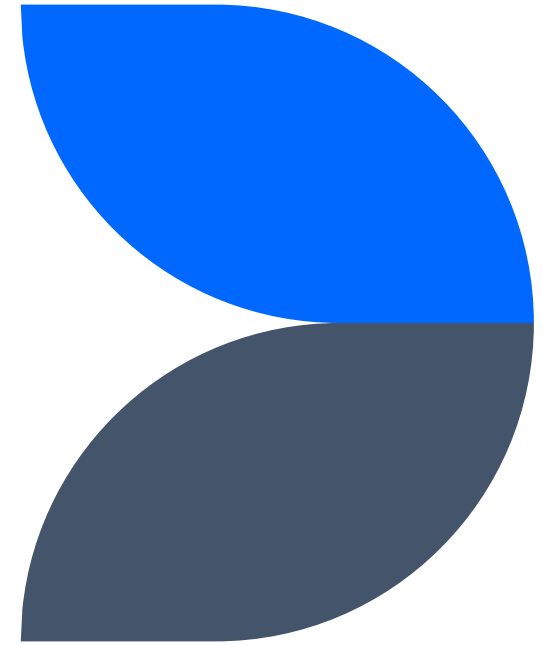
How will you use OneDrive?

Questions

What is Microsoft OneDrive?

OneDrive is the Microsoft cloud service that connects you to all your files. It lets you store and protect your files, share them with others, and get to them from anywhere on all your devices. All files that you store in OneDrive are private unless you decide to share them. You can share files and folders with others so you can collaborate on projects. It is a portal provided by Microsoft that BSCC now utilizes for file sharing on Grants.

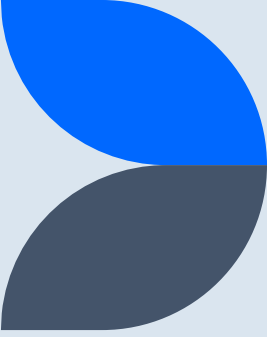
**Why do we use
OneDrive?**



Why do we use OneDrive?

Each organization will have a folder on the BSCC OneDrive.
This link will be shared with you once we finalize your contract.
[DO NOT freely share this link, as access is limited.](#)

- ❖ Instant file sharing
- ❖ Renders files from anywhere
- ❖ Secure
- ❖ Unlimited file storage
- ❖ No need to download multiple copies of working documents
- ❖ Refer to the OneDrive at any time

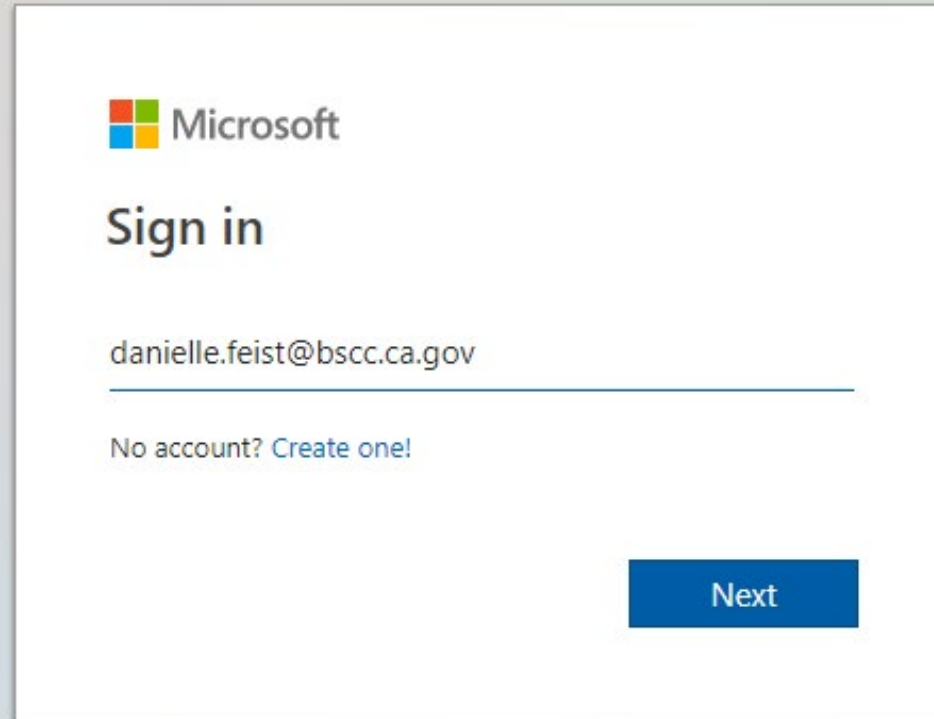


How will you use OneDrive?

Your organization will utilize OneDrive for:

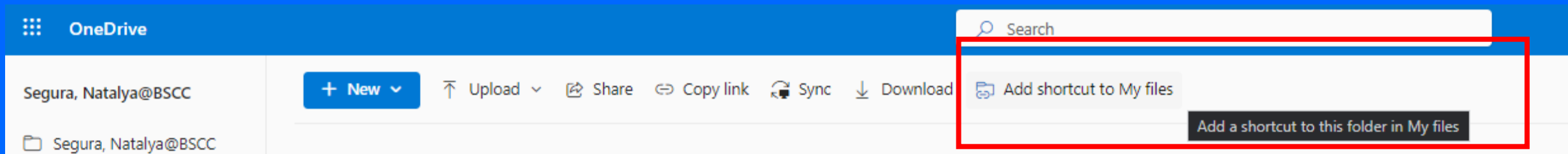
- ❖ Invoicing
- ❖ Comprehensive Monitoring Visits
- ❖ Desk Review Process
- ❖ Approval Processes, such as justification for supportive services
- ❖ Find Resources

Simply log in or
create your
account

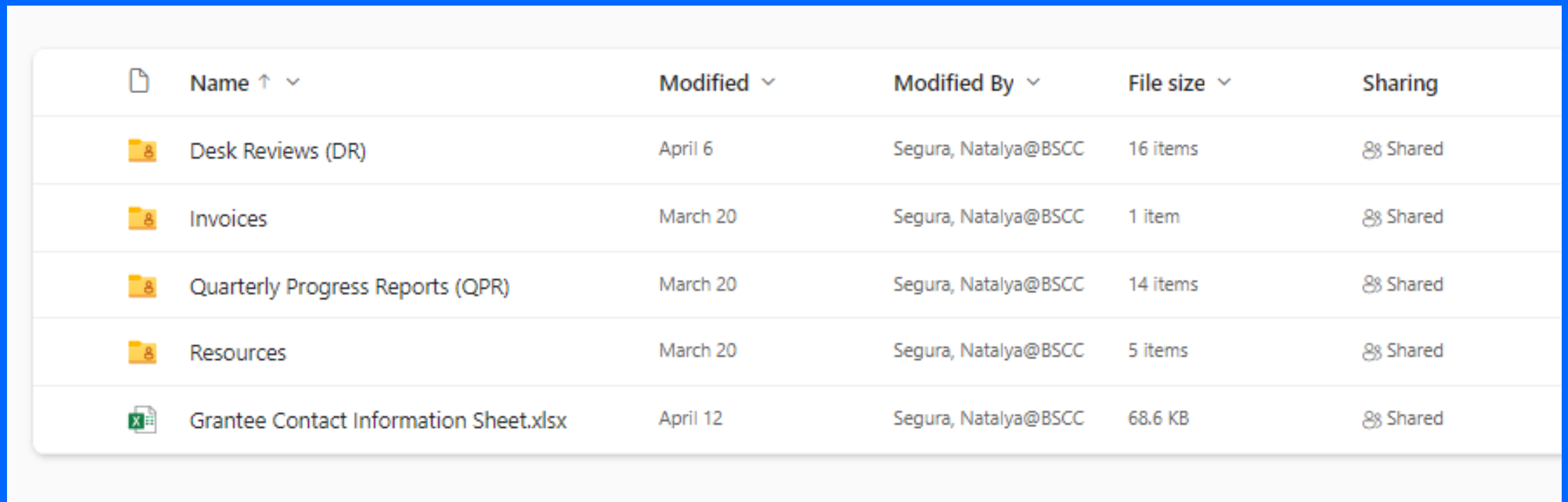


The image shows a Microsoft sign-in interface. At the top left is the Microsoft logo, consisting of four colored squares (red, green, blue, yellow) followed by the word "Microsoft". Below the logo is the heading "Sign in". Underneath the heading is a text input field containing the email address "danielle.feist@bscc.ca.gov". Below the input field is a horizontal line. Under the line is the text "No account? [Create one!](#)". At the bottom right of the form is a dark blue button with the word "Next" in white text.












Once you are logged in to OneDrive from clicking the link provided from BSCC, you can save this folder to your files. This will allow for future access.

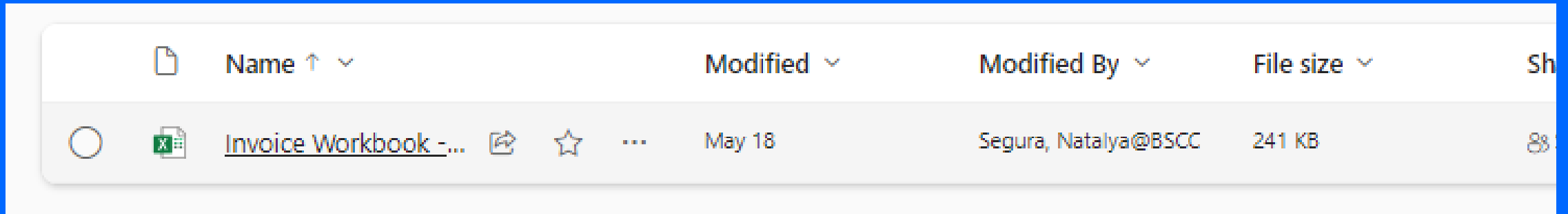


Once you are in your OneDrive for your Grant, you will see subfolders in your main folder, it will look something like:









The screenshot shows a OneDrive interface with a table of files and folders. The table has columns for Name, Modified, Modified By, File size, and Sharing. The items listed are Desk Reviews (DR), Invoices, Quarterly Progress Reports (QPR), Resources, and Grantee Contact Information Sheet.xlsx.

 Name ↑ ▾	Modified ▾	Modified By ▾	File size ▾	Sharing
 Desk Reviews (DR)	April 6	Segura, Natalya@BSCC	16 items	 Shared
 Invoices	March 20	Segura, Natalya@BSCC	1 item	 Shared
 Quarterly Progress Reports (QPR)	March 20	Segura, Natalya@BSCC	14 items	 Shared
 Resources	March 20	Segura, Natalya@BSCC	5 items	 Shared
 Grantee Contact Information Sheet.xlsx	April 12	Segura, Natalya@BSCC	68.6 KB	 Shared

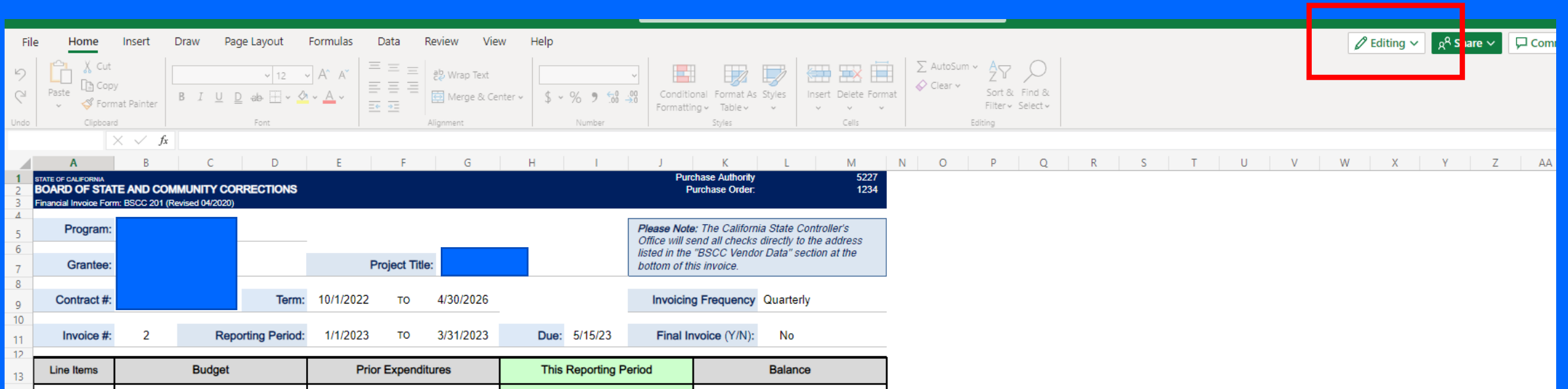


The image shows a screenshot of a OneDrive file list. The table has columns for Name, Modified, Modified By, File size, and Share. A single file is listed: 'Invoice Workbook -...' with a modified date of 'May 18', modified by 'Segura, Natalya@BSCC', and a file size of '241 KB'. The file icon is a green Excel workbook icon.

	Name ↑ ▾	Modified ▾	Modified By ▾	File size ▾	Share
	 <u>Invoice Workbook -...</u>   	May 18	Segura, Natalya@BSCC	241 KB	

Let's check out an Invoice Workbook to see how it functions in OneDrive.

Once your workbook is open, you do not need to save this file to your computer! Simply edit directly in the document. If you want to have more functionality, click on “Editing” on the top:



The screenshot shows the Microsoft Excel ribbon with the 'Editing' button highlighted in a red box. The ribbon includes tabs for File, Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, and Help. The 'Editing' button is located in the top right corner of the ribbon, next to the 'Share' and 'Comments' buttons.

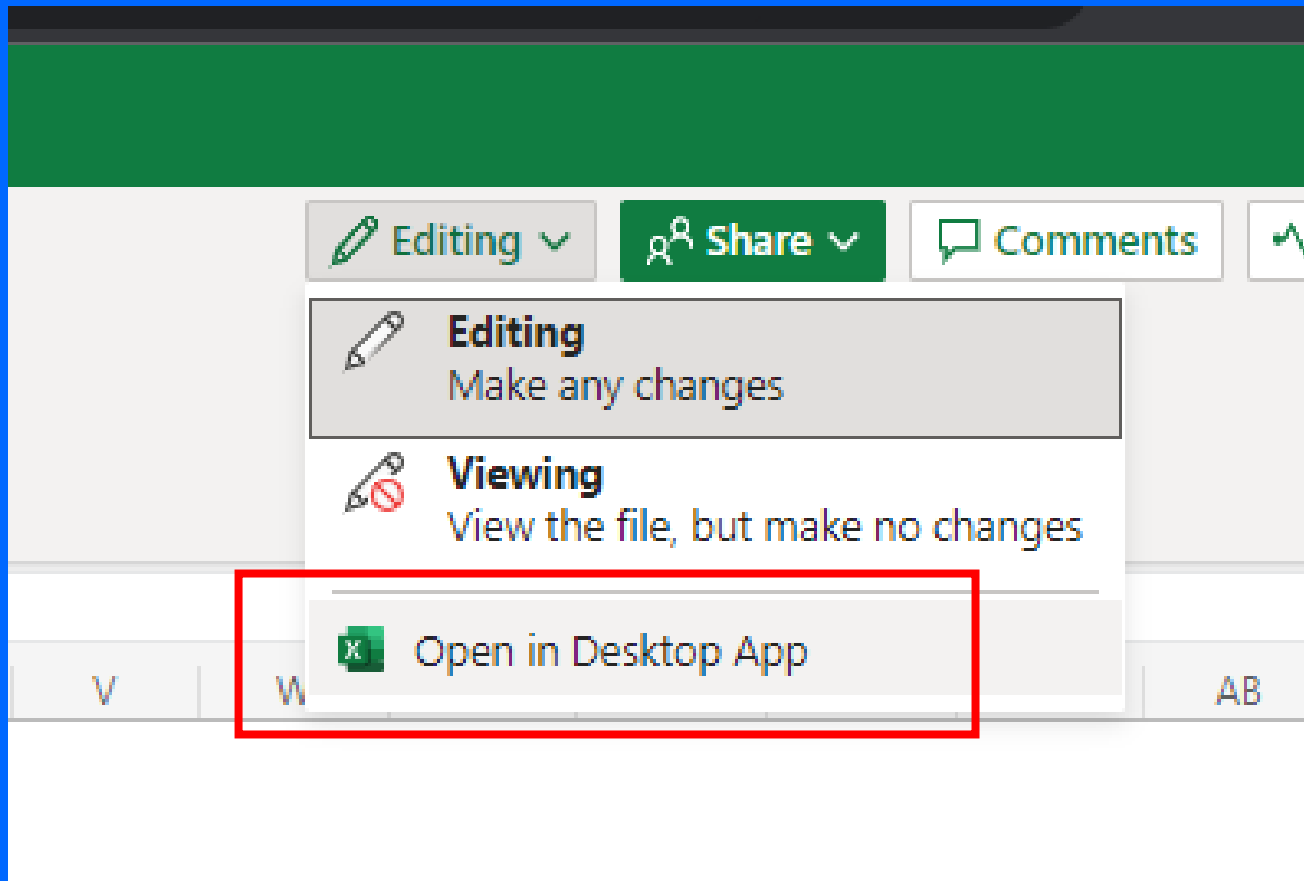
The spreadsheet content includes the following data:

Line Items	Budget	Prior Expenditures	This Reporting Period	Balance

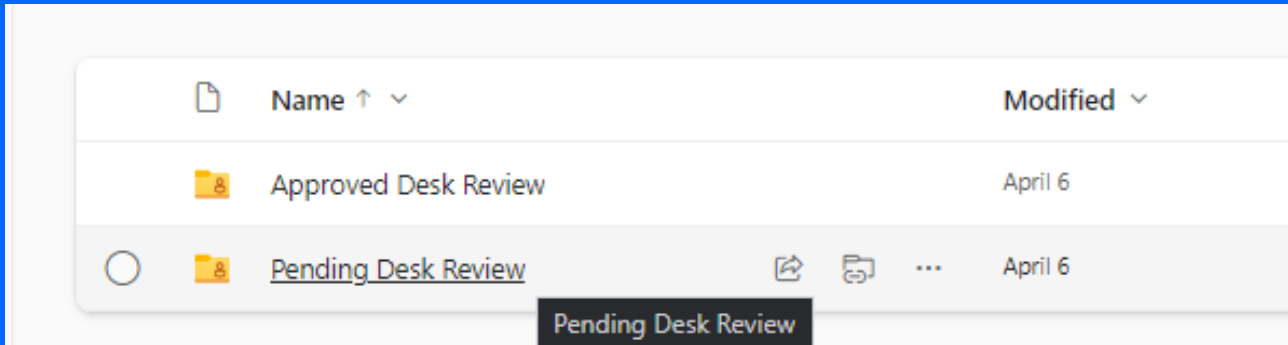
Additional data from the spreadsheet:

- STATE OF CALIFORNIA
- BOARD OF STATE AND COMMUNITY CORRECTIONS
- Financial Invoice Form: BSCC 201 (Revised 04/2020)
- Program: [Redacted]
- Grantee: [Redacted]
- Contract #: [Redacted]
- Term: 10/1/2022 TO 4/30/2026
- Reporting Period: 1/1/2023 TO 3/31/2023
- Due: 5/15/23
- Final Invoice (Y/N): No
- Purchase Authority: 5227
- Purchase Order: 1234
- Invoicing Frequency: Quarterly

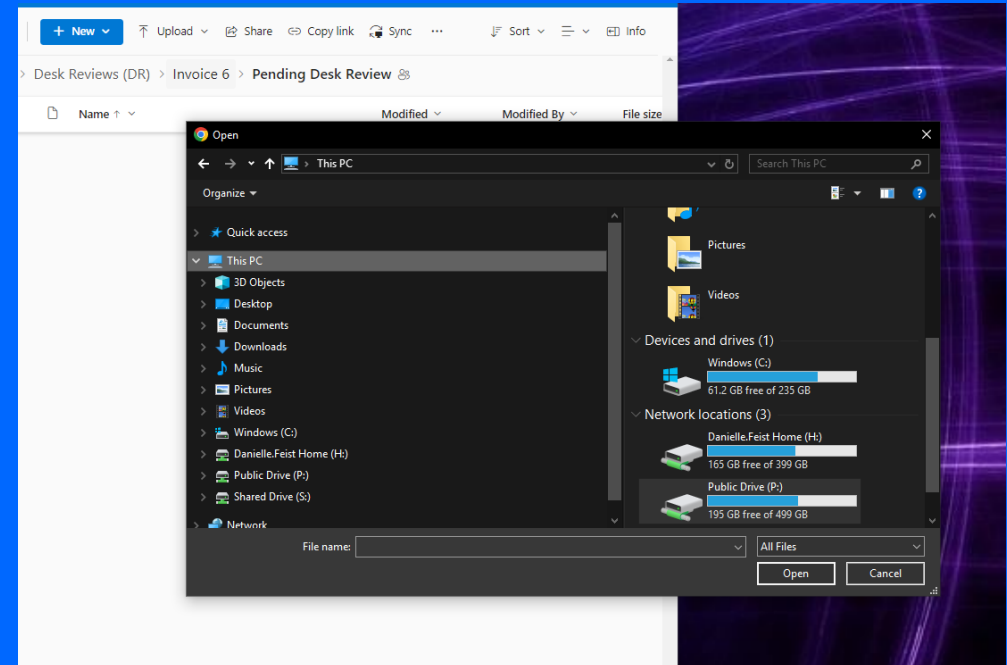
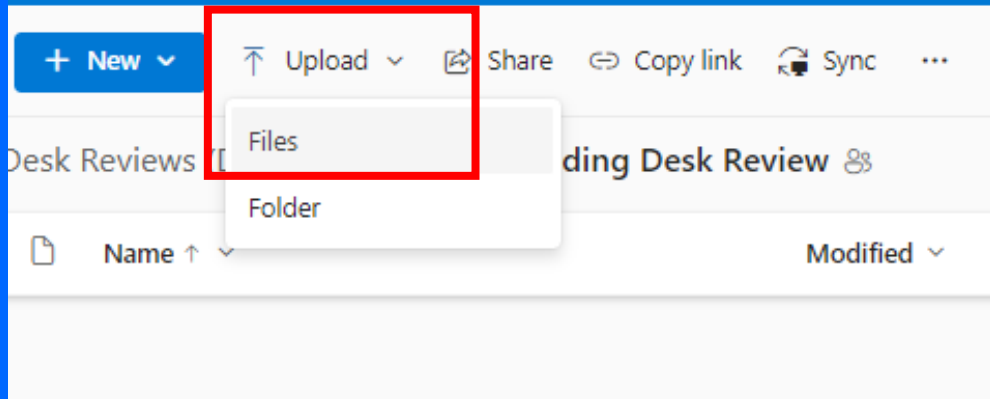
Please Note: The California State Controller's Office will send all checks directly to the address listed in the "BSCC Vendor Data" section at the bottom of this invoice.



Once it is open in your Desktop App, you will work directly out of the workbook. All work done from the OneDrive is saved automatically. You will also be able to see other people that are currently in the document as well.



Uploading documents into your OneDrive folder:



How will you use OneDrive

Recap:

Your organization will utilize OneDrive for:

- ❖ Invoicing- working on all your quarterly invoices directly in OneDrive
- ❖ Comprehensive Monitoring Visits- uploading documents in preparation for a CMV as requested by your Field Representative
- ❖ Desk Review Process- uploading supporting documentation to supplement your invoice when required
- ❖ Approval Processes, such as justification for supportive services- whenever you are required for prior approval, BSCC staff will upload a copy of your formalized approval in your folder for future reference
- ❖ Find Resources- BSCC staff will have all needed worksheets and job aides in your folder available for your organization's staff to utilize when filling out various forms and documents
- ❖ Grantee Contact Sheet- will need to be up to date with all current staff on the JAG grant from your organization

Questions?