



The New Phone Directory is Here!

Check your desktop...Easily find what you're looking for.



KENT COUNTY CHAMPIONS

September 2022

Champion's Role

- ❖ Get a preview of new functionality available within the County.
- ❖ Share the news with your coworkers of what's coming down the pike...
- ❖ Keep the Committee updated of how it's going in your department.
- ❖ Ask questions, we'll find answers so we all can help each other.

What's New

- ❖ The New Phone Directory
- ❖ New Levy Court Packet location
- ❖ Office 365 Programs
 - See how some departments have embraced new technology and changed the way they work.
 - Digital User ACD form
 - Have ideas for your area? Let us know and we can help.

What's Next

- ❖ ERP Munis Updates
- ❖ New Location for County Forms
- ❖ New Cloud area for Tips and Tricks, FAQs and How-To documents.

LEVY COURT PACKETS

[Teams - Levy Court Meeting Files](#)

Levy Court packets can now be accessed from the cloud in the new Teams Levy Court Meetings location. All the meeting packets and pictures going forward will be published here. This provides an easier way to access the files from any location.

Office 365 Programs



Planner

Have you talked to your team? Maybe need to chat with a coworker to ask a quick question? With Teams, not only can you communicate with other staff via video meetings, phone calls, and chats, but when you combine the Teams site with a SharePoint location you can store files that multiple people can edit at the same time. Planner allows tasks to be assigned to help divvy up the work.

Office 365 transforms the way we can work. It provides the opportunity to streamline processes and make them more efficiency. One example is the new **User ACD Form**. It is completely digital. Managers can now fill out, sign and submit it. Afterwards, the program will not only notify IT of the request but email you a PDF of the request.

