

INSTRUCTIONS FOR CREATING A PROJECT FILE (REV 2-9-07)

TO BE USED FOR ALL EXISTING AND NEW PROJECT FILES.

1. CREATE NEW PROJECT FILE

- a) Open STAFFHOME/RESOURCES/PROJECT FILES spreadsheet.
 - i) Fill in the first four fields
 - (1) Initials of Primary person responsible
 - (2) Initials of Secondary person responsible
 - (3) Date Open
 - (4) No.
 - (5) Name
 - ii) Save the file

2. COMPLETE PROJECT FILE ACTION FORM ON STAFFHOME

3. CREATING A SHORTCUT TO 1_PROJECT FILES ON RIGEL ON YOUR DESKTOP.

- a) Navigate to Rigel
- b) Right click on the 1_PROJECT FILES directory
- c) Follow the instructions.
- d) The shortcut will be placed on your desktop.

4. CREATE NEW DIRECTORY ON FILE SERVER

- a) Goto the Server *Rigel*.
 - i) Open the 1_PROJECT FILES folder.
 - ii) Create a new sub directory folder with the following naming convention: ##### Project File Name. Where:
 - (1) ##### is the project file number assigned in step 1.
 - (2) "Project File Name" is the "Description" assigned in step 1.
 - iii) Per the Project File Action Form (see attached), create/use the standardized "folders", as needed:
 - iv) You are not limited to the standardized folders. Create any other folders necessary for managing the project.

5. STORE ALL WORKING, ELECTRONIC FILES ON THE FILE SERVER (SEE ATTACHED).

- a) From "Save As", click on "My Network Places".
- b) Navigate to the desired sub-directory on the file server.
- c) Save the file.