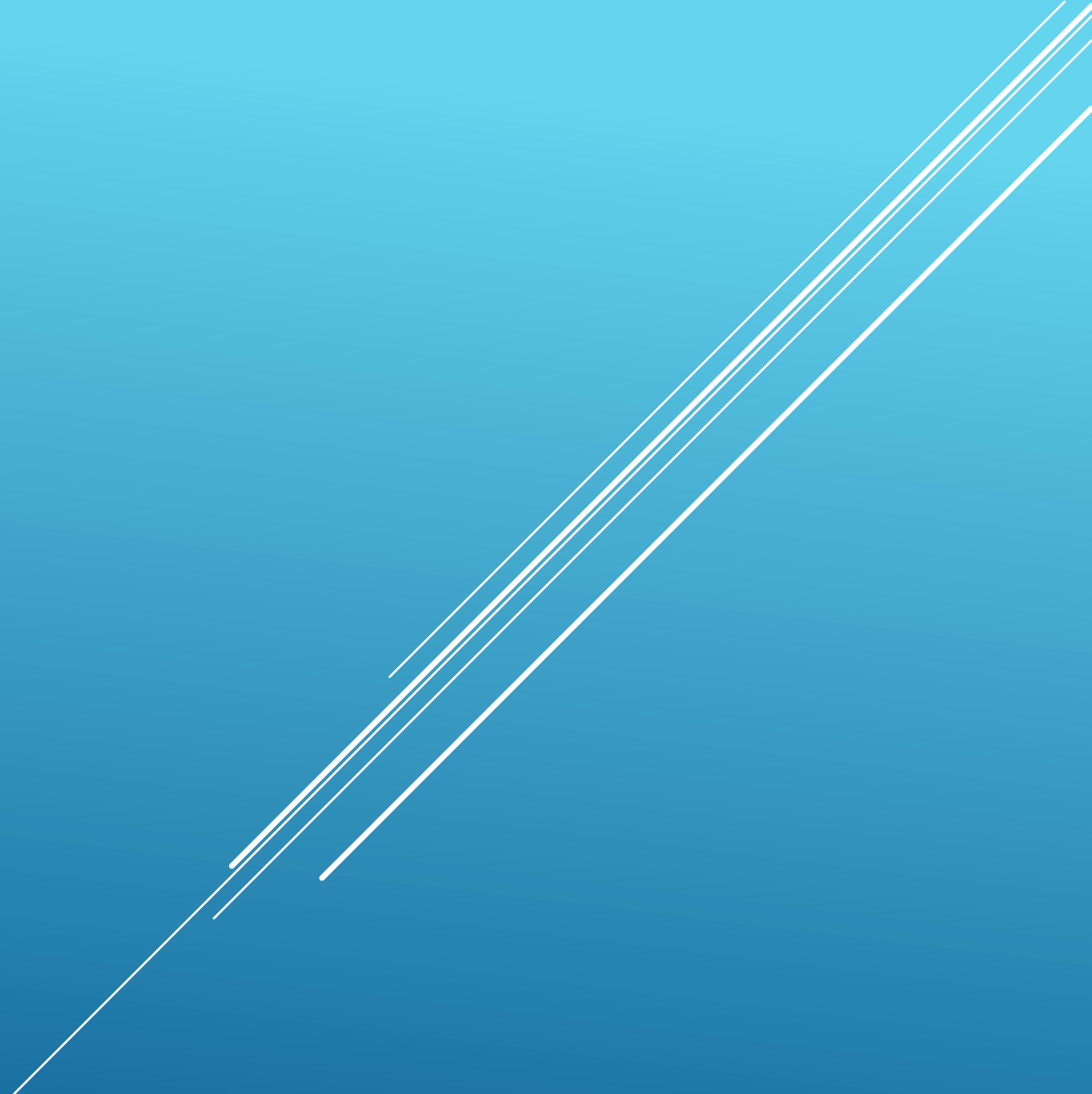




GeekyourPC

**YOUR DROPBOX**



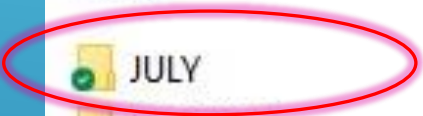
Name
JULY
RECEIPTS
SIGNED TIME SHEET
Tax Exempt
NOTES AND MATERIALS.txt
Weekly_time_sheet new.pdf

**Field Tech Typical Dropbox**

- 1 – Monthly Folder
2. Receipt Folder
3. Signed Time Sheet Folder
4. Tax Exempt Folder
5. Notes & Materials
6. Weekly Time sheet Original

Type	Size
File folder	
File folder	
File folder	
File folder	
Text Document	1 KB
Adobe Acrobat D...	32 KB






Name	Date modified	Type	Size
JULY		File folder	
RECEIPTS		File folder	
SIGNED TIME SHEET		File folder	
Tax Exempt		File folder	
NOTES AND MATERIALS.txt		Text Document	1 KB
Weekly_time_sheet new.pdf		Adobe Acrobat D...	32 KB



**Field Tech Typical  
Dropbox**

**1 – Monthly Folder**

**Your WOs are  
separated by day and  
then time inside this  
folder.**

Name	Date modified	Type	Size
 07-01-2022		File folder	
 07-02-2022		File folder	
 07-03-2022		File folder	
 07-04-2022		File folder	
 07-05-2022		File folder	

**Field Tech Typical  
Dropbox**

**1 – Monthly Folder**

**Your monthly folder will  
be separated by the  
day of the month.  
Usually this is only  
Monday - Friday**

Name

- 1PM TYLER
- 3PM TYLER
- 10AM MT PLEASANT
- 12PM PITTSBURG

### Field Tech Typical Dropbox

1 – Monthly Folder

Your daily folder will be separated by the WO appointment time. This will match your calendar view.

Type

Size

File folder

File folder

File folder

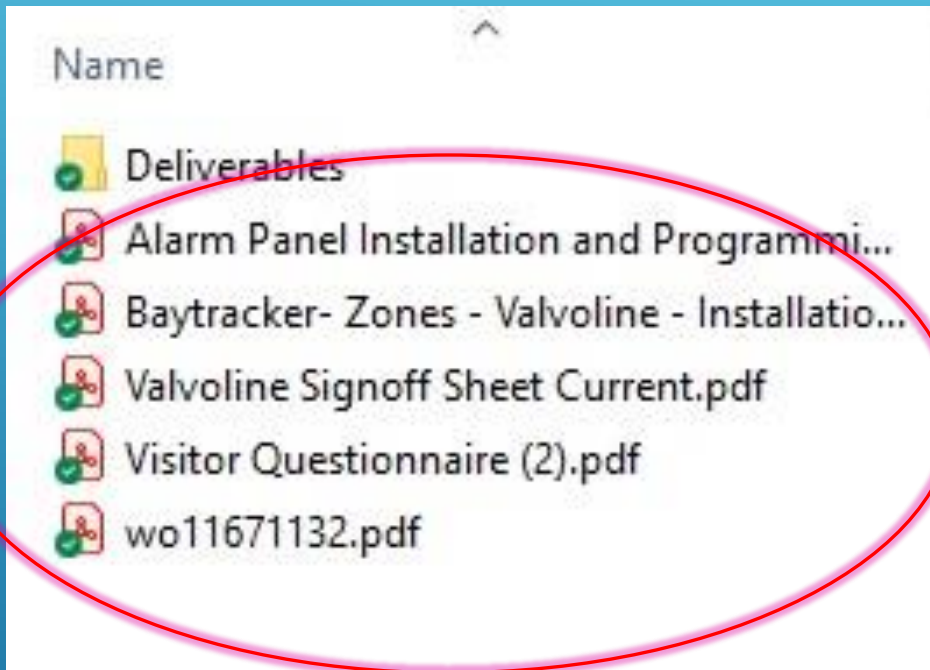
File folder



## Field Tech Typical Dropbox

1 - Monthly Folder

Calendar View - Each WO time inside your Dropbox will match this for that day.



## Field Tech Typical Dropbox

### 1 – Monthly Folder

Each Appointment time folder should look like this. It will include your WO as well as any documentation and notes that are needed to complete the WO. Sometimes the folder will only contain the WO. That means that there was no other documentation given.

Type	Size
file folder	
Adobe Acrobat D...	643 KB
Adobe Acrobat D...	10,141 KB
Adobe Acrobat D...	93 KB
Adobe Acrobat D...	162 KB
Adobe Acrobat D...	73 KB









## Field Tech Typical Dropbox

### 1 – Monthly Folder

To keep things simple, it is best practice to create a “Deliverables” folder inside each WO folder. This is where you would keep all of you notes, signed WOs and pictures that correspond with that particular WO.

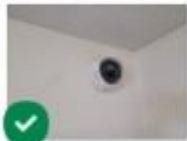
- See Sample of Deliverables inside the folder

Name
 Deliverables
 Alarm Panel Installation and Programmi...
 Baytracker- Zones - Valvoline - Installatio...
 Valvoline Signoff Sheet Current.pdf
 Visitor Questionnaire (2).pdf
 wo11671132.pdf

Type	Size
File folder	
Adobe Acrobat D...	643 KB
Adobe Acrobat D...	10,141 KB
Adobe Acrobat D...	93 KB
Adobe Acrobat D...	162 KB
Adobe Acrobat D...	73 KB



CABLE TEST.jpg



CAM PLACEMENT.jpg



MONITOR ALL CAMERA VIEW.jpg



NEW CAMERA VIEW.jpg



NEW VIDEO IN.jpg



SIGNED Valvoline Signoff Sheet Current.pdf

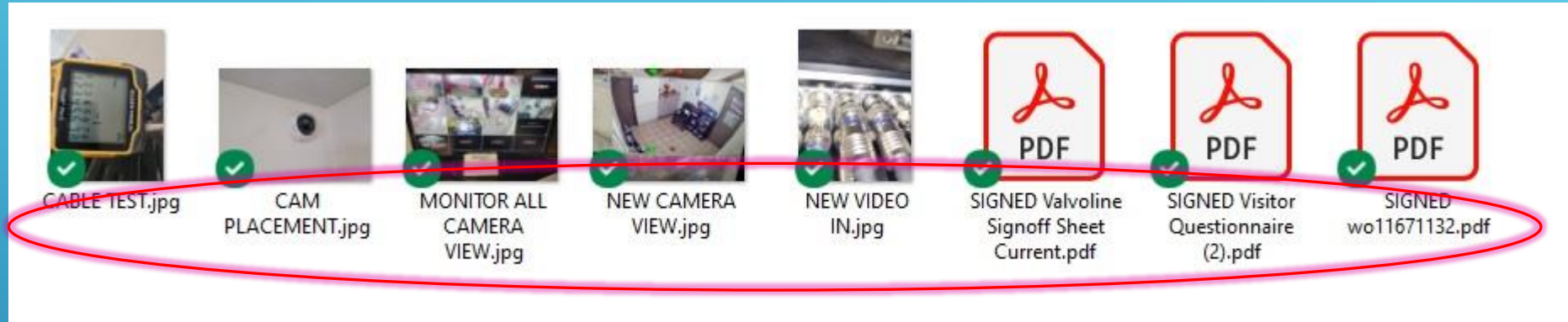


SIGNED Visitor Questionnaire (2).pdf



SIGNED wo11671132.pdf





## Field Tech Typical Dropbox

1 – Monthly Folder

Please label all of your deliverable pictures. Usually you will have a list of photos or deliverables each client wants.

## Field Tech Typical Dropbox

### 2 – Receipt Folder

As an example, this tech has labeled each folder inside the Receipt folder with the WO# and date. He uploads any receipts that corresponds with the WO.

He also has folders for Misc Receipts and Tech Ordered Materials.

At times, the techs may order materials they have delivered to their home. Those are reimbursed immediately but GCT. But all receipts should be kept in this folder.

Name

- (3-4-22) WO#9691516
- (4-11-22) CC WO#10691204
- (4-25-22) Wachter#839994
- MISC RECEIPTS
- TECH ORDERED MATERIAL

Type

Size

File folder

File folder

File folder

File folder

File folder

Name
JULY
RECEIPTS
SIGNED TIME SHEET
Tax Exempt
NOTES AND MATERIALS.txt
Weekly_time_sheet new.pdf

**Field Tech Typical Dropbox**

**3 – Signed Time Sheet folder**

**This folder will be used to upload your signed Time sheet prior to Tuesday afternoon following the week worked.**

Type	Size
File folder	
File folder	
File folder	
File folder	
Text Document	1 KB
Adobe Acrobat D...	32 KB

Name

- JULY
- RECEIPTS
- SIGNED TIME SHEET
- Tax Exempt
- NOTES AND MATERIALS.txt
- Weekly\_time\_sheet new.pdf

## Field Tech Typical Dropbox

### 4 – Tax Exempt Folder

This folder holds all of our tax exempt certificates or numbers for places like Lowes and Home Depot

Type

Size

File folder	
File folder	
File folder	
File folder	
Text Document	1 KB
Adobe Acrobat D...	32 KB

Name
JULY
RECEIPTS
SIGNED TIME SHEET
Tax Exempt
NOTES AND MATERIALS.txt
Weekly_time_sheet new.pdf

**Field Tech Typical Dropbox**

**5 – Notes and Materials Doc**

**This is the original. Please save a new copy each time you use it. Please use this for every WO that you complete, unless those notes are uploaded to a 3<sup>rd</sup> party portal.**

Type	Size
File folder	
File folder	
File folder	
File folder	
Text Document	1 KB
Adobe Acrobat D...	32 KB

on site 10:00AM.  
off site 1:00PM.

Brought phone cord and 4p4c mod connectors (just in case).

Wired up Tamb2 to ATA and AMP as per guide emailed by cpt.

Tested. No change. ATA doesn't even blink , no change in lights when tested from phones ( dialing '19' ). phone says calling ... paging .

Spoke to Linda with CPT .

Swapped out patch cable. Tested.  
No change.

CPT had someone 'make a change ' .

Restarted ATA. Tested. No change.

Linda had me wait onsite while she contacted Big Lots

Spoke to John Brandendy with Big Lots - ATA will be replaced

Materials used :

- (1) 7 ft phone cable
- (1) 3 ft patch cable
- (3) 4p4c mod ends

## Field Tech Typical Dropbox

### 5 – Notes and Materials Doc

**This is an example of how your notes should look for each job. Notice the tech listed the name of the people he spoke to, outcome of the job and any materials he used.**

Name
JULY
RECEIPTS
SIGNED TIME SHEET
Tax Exempt
NOTES AND MATERIALS.txt
Weekly_time_sheet new.pdf

**Field Tech Typical Dropbox**

**6 – Weekly Time Sheet**

**This is the original. Please save a new copy named as the week ending date and place the saved & signed copy in the Signed Time Sheet folder**

Type	Size
File folder	
File folder	
File folder	
File folder	
Text Document	1 KB
Adobe Acrobat D...	32 KB