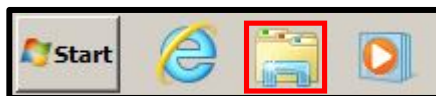


CSB Computers

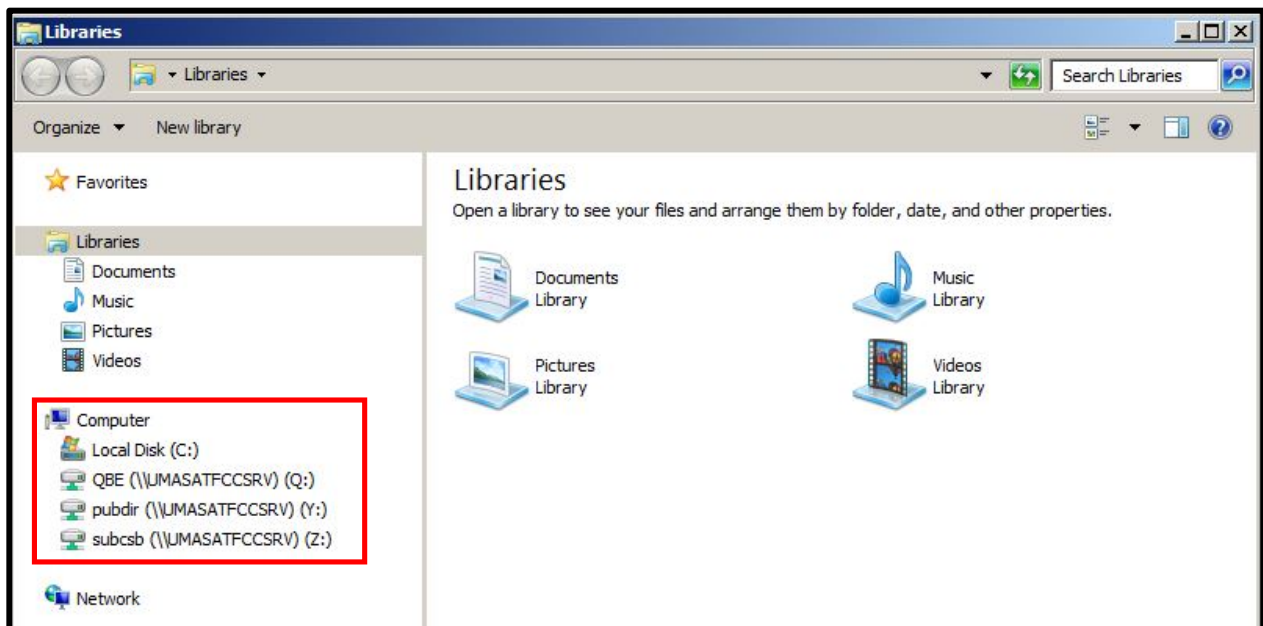
Log in:

Each business will have three log-ins: one for general use, one for bookkeepers, and one for payroll. If you do not know the username and password for your business ask a fellow co-manager or the Administrative Coordinator. Consultants and graduate assistances will have their own log-in. If there are any problems with your log-in, talk to the Administrative Coordinator.

Where to Begin:



Direct your attention to the bottom left corner of the screen and click on the folder icon. A window should pop up that looks like this:

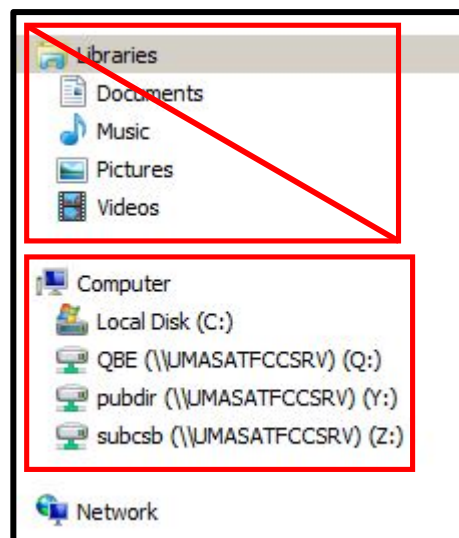


You will be utilizing the different drives under the Computer Heading. The **Y: drive** is the public directory where you will find the business files for the individual businesses and is referred to frequently as the pubdir. This is where most things

you will need on the computer are. The **Z: drive** will most likely be used only by the consultants and grad assistants for files more specific for the CSB office. QBE or the **Q: drive** stores all of the appropriate QuickBooks files, though accessing QuickBooks should be done through the Y: Drive folder. These three drives are only accessible within the CSB office.

Saving Files






When saving files on these computers make sure they are in your businesses folder in the Y: drive so it can be accessed by other co-managers and from different computers. If you save a file in the documents folder under the library heading, you will be the only one to have access to that file on that specific computer.














For the same reason, do not save important documents to your desktop. If you need access to something you've worked on in the CSB externally be sure to email the file to yourself.

Y: Drive

This is where most work gets done. It has your individual business files, guides, training, templates, and QuickBooks Access:

Name ^	Date modified	Type
 a. All Business Files	6/25/2015 4:59 PM	File folder
 b. BOB	3/27/2015 11:14 AM	File folder
 c. Templates and Logos	8/5/2015 9:56 AM	File folder
 d. Guides and Troubleshooting	8/3/2015 12:24 PM	File folder
 e. QuickBooks	7/27/2015 2:25 PM	File folder

All Business Files

Name ^	Date modified	Type
 Bookkeeping	7/1/2015 3:52 PM	File folder
 Cashout	5/5/2015 12:20 PM	File folder
 Committees	6/25/2015 4:21 PM	File folder
 Consultant	7/10/2015 4:17 PM	File folder
 Contacts & Images	6/25/2015 4:26 PM	File folder
 Photos	10/23/2014 4:01 PM	File folder
 Proposals	6/25/2015 5:00 PM	File folder
 Purchasing	6/25/2015 4:19 PM	File folder
 UAS	11/18/2014 9:47 AM	File folder
 Greeno Passcodes.docx	5/10/2014 12:10 PM	Microsoft Word Doc...
 Greenough Quickbooks 2007.QBW - Shortcut	7/27/2015 2:24 PM	Shortcut








Within this folder are folders for each business. This example is the file system for Greeno, but each business organizes their files differently based on the how the business is structured. You can access the other businesses' files, though you cannot change them, so this allows you to see different organizational structures should you want to reorganize.

BoSB

This is the folder for the Board of Student Businesses. It is a place for the BoSB reps from each business to store files and look at historical documents, much like








each of the business files. This also contains information for the BoSB Interns who plan the BoSB Dinner.

Templates and Logos

Name ^	Date modified	Type
 All Current Business Logos	7/28/2015 1:20 PM	File folder
 All logos	6/29/2015 4:08 PM	File folder
 Cashout Deposit Forms	9/3/2014 3:03 PM	File folder
 Catering Forms	7/14/2015 11:40 AM	File folder
 Sales Tracking	8/5/2015 12:48 PM	File folder
 Templates	6/8/2015 4:49 PM	File folder
 letterhead.doc	1/3/2013 11:23 AM	Microsoft Word 97 -...









This is the place to go if you need a blank form, or want to start something from scratch. It also holds the logos from each business and the CSB if you want to use those logos for something.

Guides and Troubleshooting

Name ^	Date modified	Type
 1. All Training Documents	8/5/2015 12:50 PM	File folder
 2. Micros & Aeros Troubleshooting	7/30/2015 10:56 AM	File folder
 3. Payroll	12/12/2014 3:00 PM	File folder
 Business refrigerator and freezer info.xls	12/10/2010 2:57 PM	Microsoft Excel 97-...
 DRAFT-Quick Reference Guide.xlsx	6/5/2015 4:07 PM	Microsoft Excel Wor...
 How to Edit the Greeno Website.docx	5/28/2013 2:36 PM	Microsoft Word Doc...
 Phone Number List.xlsx	8/3/2015 12:24 PM	Microsoft Excel Wor...

This contains documentation to help with tasks you may be stuck on. It will also contain all of the training documents found here.

QuickBooks

Name ^	Date modified	Type
 Bike Coop Quickbooks 2007.QBW - Shortcut	7/27/2015 2:24 PM	Shortcut
 BOB Quickbooks 2007.QBW - Shortcut	7/27/2015 2:24 PM	Shortcut
 CD&C Quickbooks 2007.QBW - Shortcut	7/27/2015 2:24 PM	Shortcut
 Earthfoods Quickbooks 2007.QBW - Shortcut	7/27/2015 2:24 PM	Shortcut
 Greenough Quickbooks 2007.QBW - Shortcut	7/27/2015 2:24 PM	Shortcut
 Peoples Market Quickbooks 2007.QBW - Sho...	7/27/2015 2:24 PM	Shortcut
 Sweets N More Quickbooks 2007.QBW - Shor...	7/27/2015 2:24 PM	Shortcut
 Sylvan Quickbooks 2007.QBW - Shortcut	7/27/2015 2:25 PM	Shortcut

This has shortcuts to each business's QuickBooks account. There is also a shortcut in each business's file in case you need access while you are doing a specific task.