# **Using the Public Drive**

What does this mean?

Whenever you want to save a document, or open a document created by someone else in the company, we want you to navigate to the folders on the company server.

We have set up drive P as the location in which all company files should be kept. When you access drive P, you will see folders for each department. Only those employees working in the indicated department have access to files for that department. Therefore, if you work in the Toronto office, you can access files for the Toronto office only.

The only exception to this is the General folder, in which all common files such as vacation forms, expense reports, or the employee handbook are stored. Anyone in the company can access these files.

The following section will guide you through the steps to save files in your department folder. We will use the Seattle office as our example. You need only replace Seattle in the steps with your branch location.

## **Saving a File**

When you create a new document and want to save it, perform the following steps:

1. <Insert steps from the Processes and Procedures document>.