




Accessing Daily Paperwork

On Google Drive

Access (Shared with me)

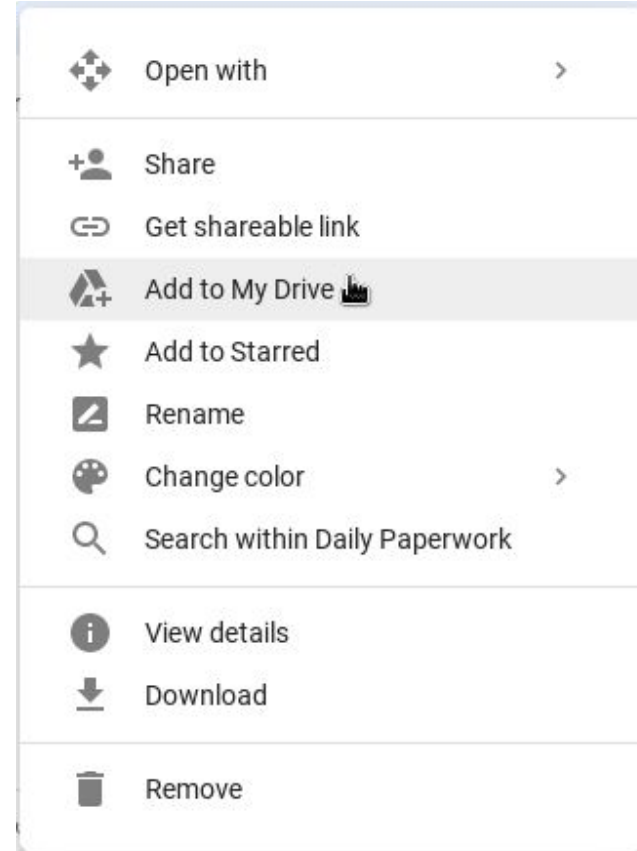
All new accounts added to the @oshstech.com domain are instantly granted access to the “Daily Paperwork (Physical)” folder on Google Drive. You can view the “Daily Paperwork (Physical)” folder now by visiting the “Shared with me” tab on drive.google.com.

Name	Shared by	Share date	↓
 Daily Paperwork	 Boston Grambo	Dec 3, 2018	
 2018 Injury Call In  	 Boston Grambo	Oct 29, 2018	

Adding “Daily Paperwork” to My Drive

In order to easily access “Daily Paperwork (Physical)” under “My Drive” you will need to add the folder manually by right clicking (or long pressing on iOS(iPhone)) and selecting “Add to My Drive”.

This will allow you to link your scanning apps to the new folder located under “My Drive”.



Finishing Up

If you successfully completed the prior steps you should be able to visit your “My Drive” and see the “Daily Paperwork (Physical)” folder added (see image below). If you need any guidance feel free to communicate with your supervisor or the IT Department at support@oshstech.com

Name 	Owner	Last modified	File size
 Daily Paperwork	Boston Grambo	6:15 PM Boston Grambo	—
 Deletion Files	me	6:18 PM me	—
 Getting started	me	Jun 24, 2018 me	680 KB

Submitting Physical Paperwork

Once you have completed all steps, and have access to the “Daily Paperwork (Physical)” folder on “My Drive” you will henceforth (Huzzah!) submit ALL physical paperwork to this folder.

Things to NOT DO.

1. You are NOT permitted to DELETE files. If you mistakenly upload a file, LEAVE IT BE. It will be taken care of by admin.
2. You are NOT permitted to access other technicians files/folders. Yes, WE CAN see if this occurs, and you WILL BE spoken to.
3. You are NOT allowed to download files, make copies, or edit. If this is detected, access will be immediately revoked.