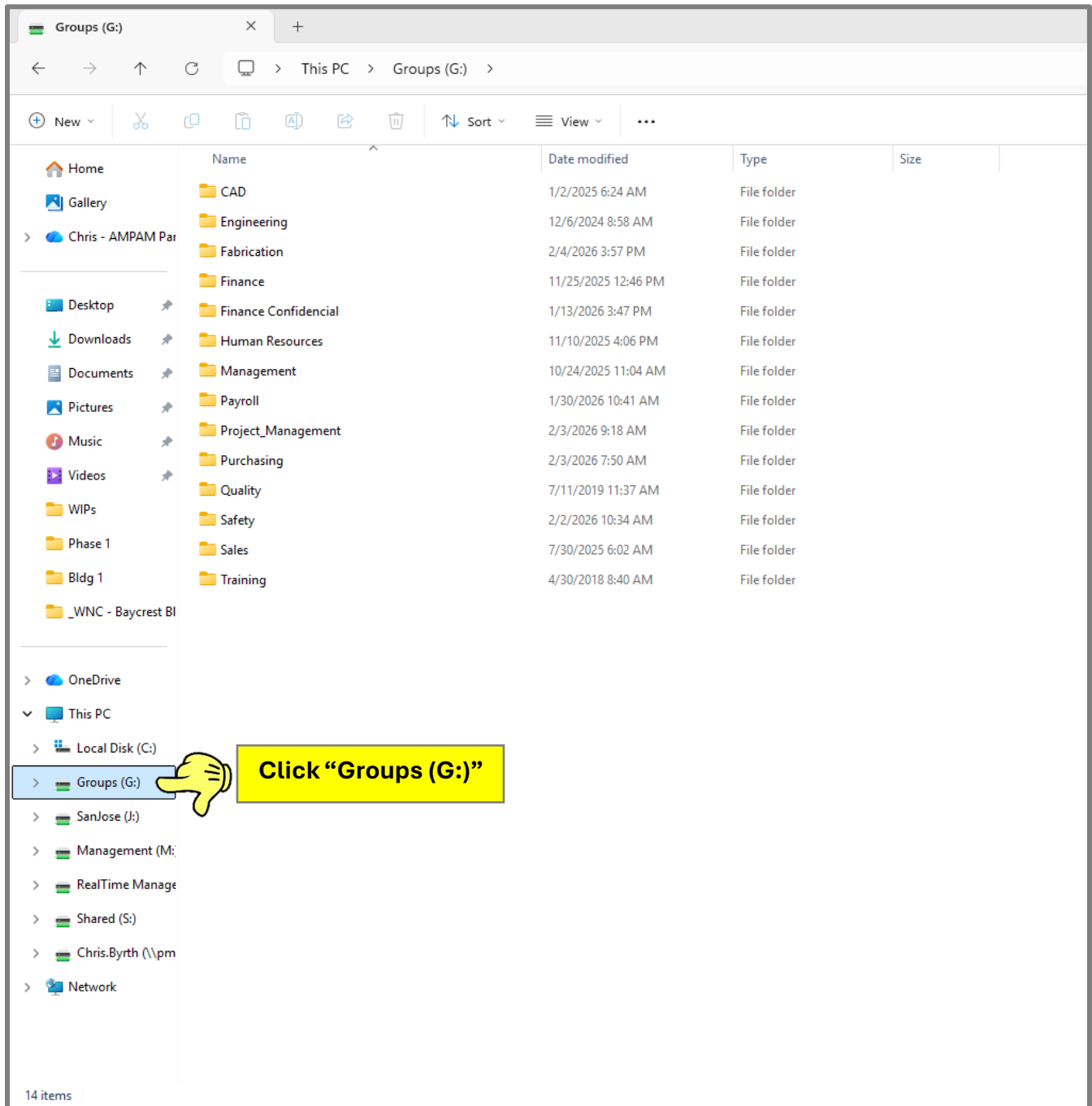


Estimator Training: Locating Project

Locating Project

1. Select “Groups (G:)” drive

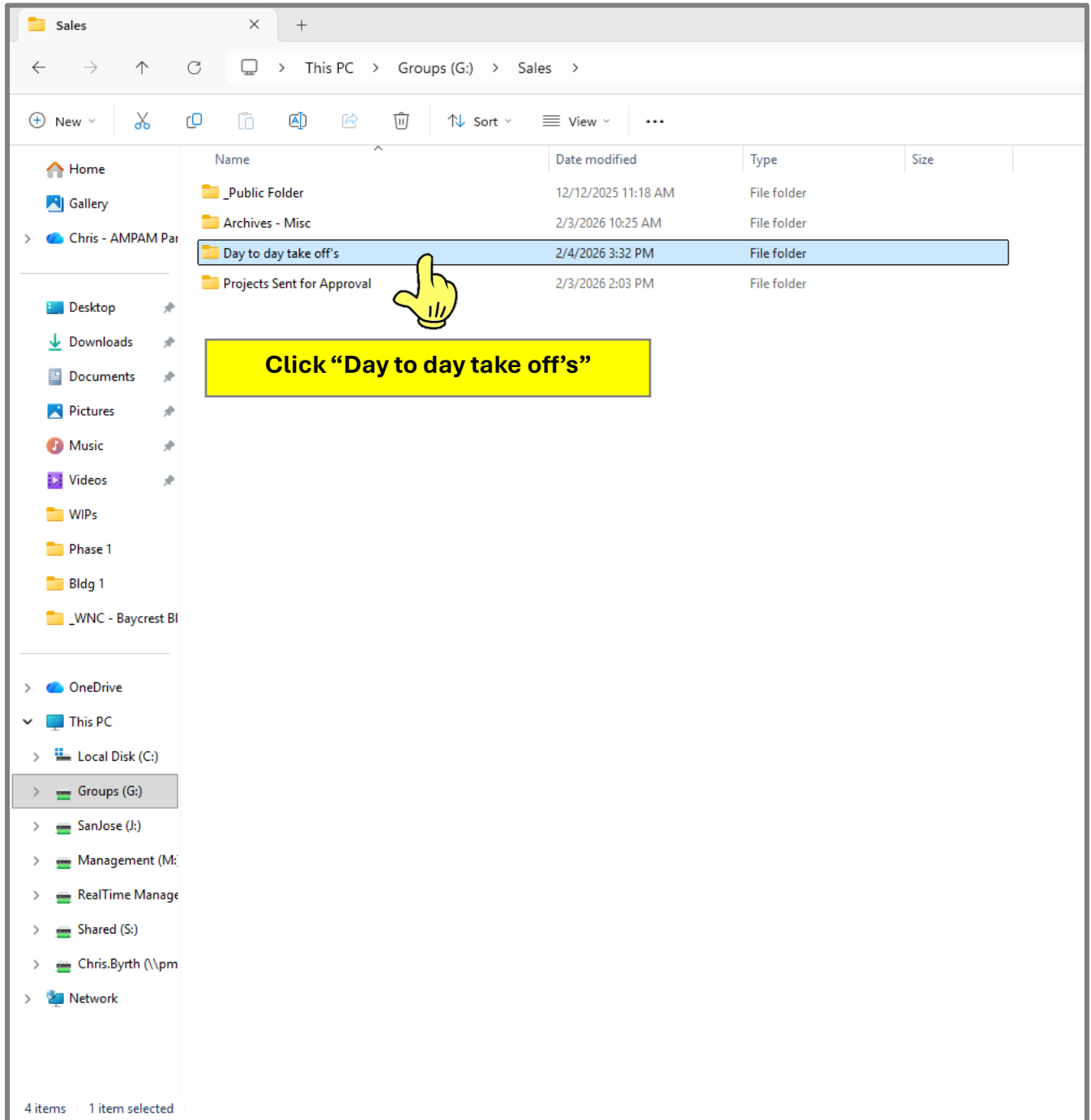


2. Select “Sales” Folder

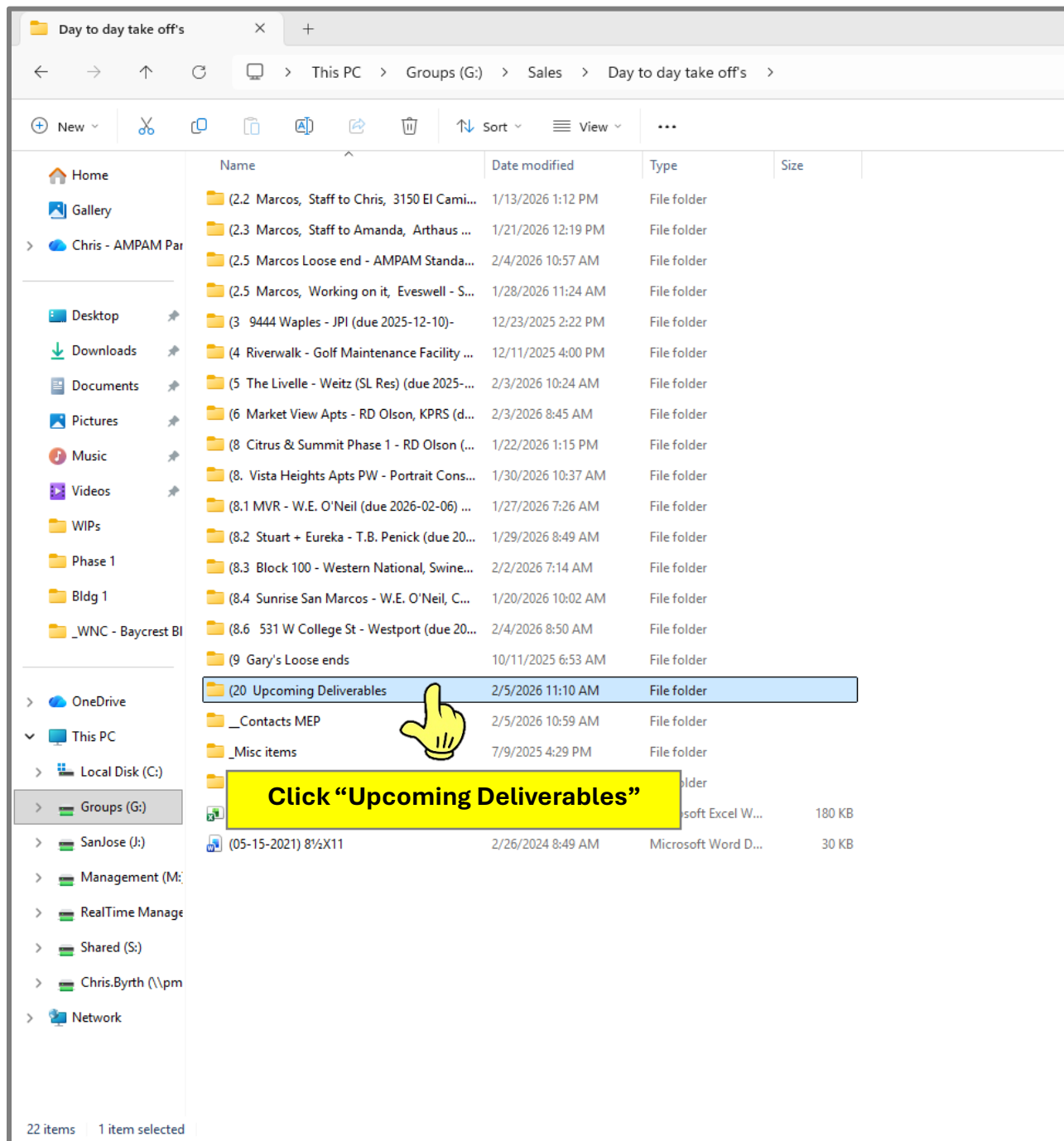
The screenshot shows a Windows File Explorer window with the address bar set to 'This PC > Groups (G:)'. The left sidebar shows the navigation pane with 'Groups (G:)' selected. The main pane displays a list of folders with columns for Name, Date modified, Type, and Size. The 'Sales' folder is highlighted in blue, and a yellow callout box with a hand icon points to it, containing the text 'Click “Sales”'. The status bar at the bottom indicates '14 items' and '1 item selected'.

Name	Date modified	Type	Size
CAD	1/2/2025 6:24 AM	File folder	
Engineering	12/6/2024 8:58 AM	File folder	
Fabrication	2/4/2026 3:57 PM	File folder	
Finance	11/25/2025 12:46 PM	File folder	
Finance Confidential	1/13/2026 3:47 PM	File folder	
Human Resources	11/10/2025 4:06 PM	File folder	
Management	10/24/2025 11:04 AM	File folder	
Payroll	1/30/2026 10:41 AM	File folder	
Project_Management	2/3/2026 9:18 AM	File folder	
Purchasing	2/3/2026 7:50 AM	File folder	
Quality	7/11/2019 11:37 AM	File folder	
Safety	2/2/2026 10:34 AM	File folder	
Sales	7/30/2025 6:02 AM	File folder	
Training	4/30/2018 8:40 AM	File folder	

3. Select “Day to day take off’s” folder



4. Select “Upcoming Deliverables” folder

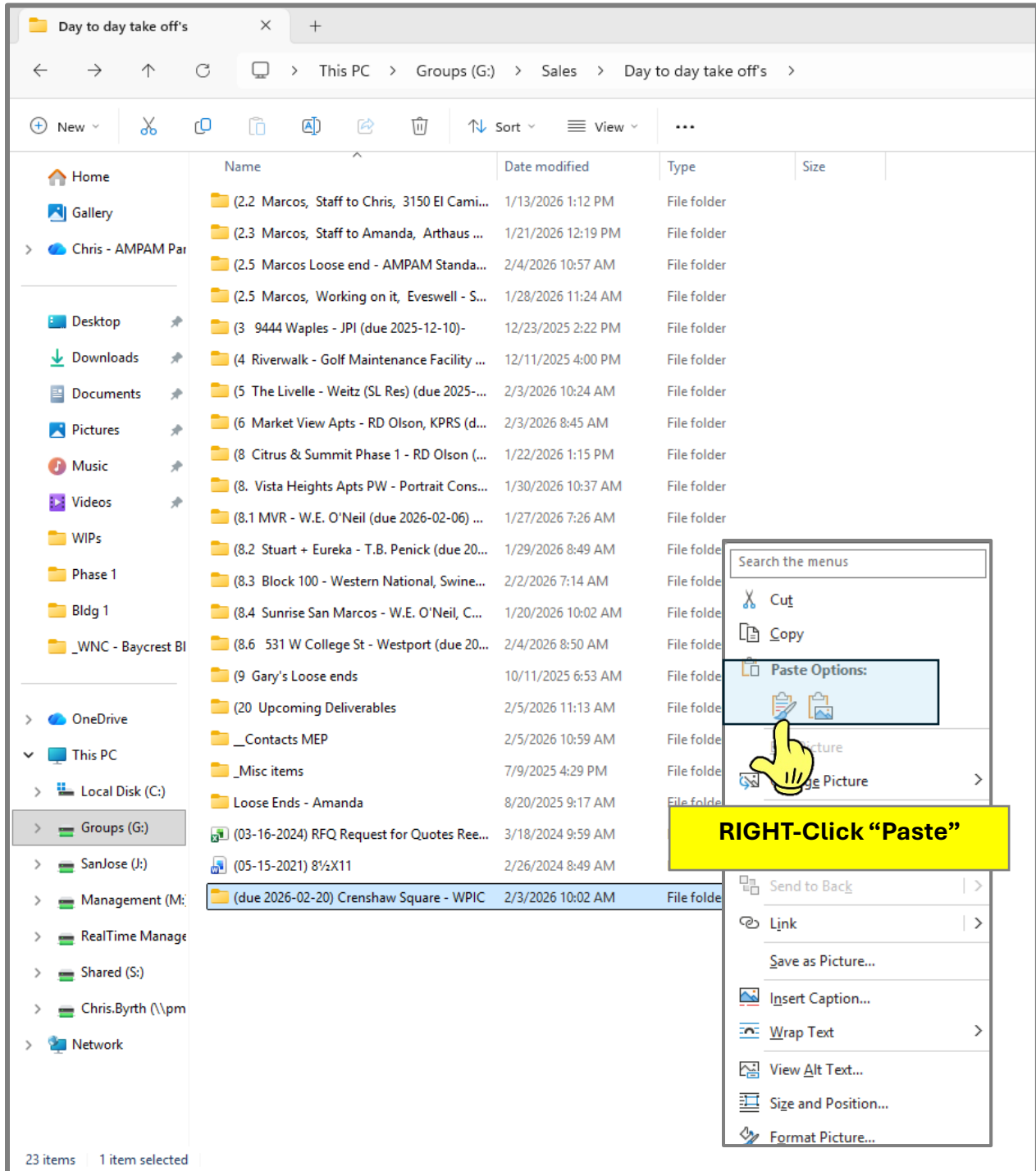


5. Cut “Job” folder (example: (due 2026-02-20) Crenshaw Square – WPIC)

The screenshot shows a Windows File Explorer window with the following elements:

- Address Bar:** (20 Upcoming Deliverables > This PC > Groups (G:) > Sales > Day to day take off's > (20 Upcoming Deliverables >
- Navigation Pane:** Home, Gallery, Chris - AMPAM Par, Desktop, Downloads, Documents, Pictures, Music, Videos, WIPs, Phase 1, Bldg 1, _WNC - Baycrest BI, OneDrive, This PC, Local Disk (C:), Groups (G:), SanJose (J:), Management (M:), RealTime Manage, Shared (S:), Chris.Byrth (\\\pm, Network.
- Main Pane:** A list of folders with columns for Name, Date modified, Type, and Size. The folder '(due 2026-02-20) Crenshaw Square - WPIC' is selected.
- Context Menu:** Open over the selected folder, showing options like Cut, Copy, Paste Options, etc. The 'Cut' option is highlighted.
- Annotations:**
 - 1** RIGHT-Click “(due 2026-02-20) Crenshaw Square - WPIC”
 - 2** LEFT-Click “Cut”
 - 3** LEFT-Click “Day to day take off's” folder in top menu

6. Paste Job folder in “Day to day take off’s” folder



The screenshot shows a Windows File Explorer window titled "Day to day take off's". The address bar shows the path: This PC > Groups (G:) > Sales > Day to day take off's. The left sidebar shows the navigation pane with "Groups (G:)" selected. The main pane displays a list of folders with columns for Name, Date modified, Type, and Size. A folder named "(due 2026-02-20) Crenshaw Square - WPIC" is selected. A right-click context menu is open over this folder, and a yellow callout box with the text "RIGHT-Click 'Paste'" points to the "Paste" option in the menu.

Name	Date modified	Type	Size
(2.2 Marcos, Staff to Chris, 3150 El Cami...	1/13/2026 1:12 PM	File folder	
(2.3 Marcos, Staff to Amanda, Arthaus ...	1/21/2026 12:19 PM	File folder	
(2.5 Marcos Loose end - AMPAM Standa...	2/4/2026 10:57 AM	File folder	
(2.5 Marcos, Working on it, Eveswell - S...	1/28/2026 11:24 AM	File folder	
(3 9444 Waples - JPI (due 2025-12-10)-	12/23/2025 2:22 PM	File folder	
(4 Riverwalk - Golf Maintenance Facility ...	12/11/2025 4:00 PM	File folder	
(5 The Livelle - Weitz (SL Res) (due 2025-...	2/3/2026 10:24 AM	File folder	
(6 Market View Apts - RD Olson, KPRS (d...	2/3/2026 8:45 AM	File folder	
(8 Citrus & Summit Phase 1 - RD Olson (...	1/22/2026 1:15 PM	File folder	
(8. Vista Heights Apts PW - Portrait Cons...	1/30/2026 10:37 AM	File folder	
(8.1 MVR - W.E. O'Neil (due 2026-02-06) ...	1/27/2026 7:26 AM	File folder	
(8.2 Stuart + Eureka - T.B. Penick (due 20...	1/29/2026 8:49 AM	File folder	
(8.3 Block 100 - Western National, Swine...	2/2/2026 7:14 AM	File folder	
(8.4 Sunrise San Marcos - W.E. O'Neil, C...	1/20/2026 10:02 AM	File folder	
(8.6 531 W College St - Westport (due 20...	2/4/2026 8:50 AM	File folder	
(9 Gary's Loose ends	10/11/2025 6:53 AM	File folder	
(20 Upcoming Deliverables	2/5/2026 11:13 AM	File folder	
_Contacts MEP	2/5/2026 10:59 AM	File folder	
_Misc items	7/9/2025 4:29 PM	File folder	
Loose Ends - Amanda	8/20/2025 9:17 AM	File folder	
(03-16-2024) RFQ Request for Quotes Ree...	3/18/2024 9:59 AM	File folder	
(05-15-2021) 8½X11	2/26/2024 8:49 AM	File folder	
(due 2026-02-20) Crenshaw Square - WPIC	2/3/2026 10:02 AM	File folder	

7. Open & select “Shortcut” folder (example: *Crenshaw Square – WPIC – Shortcut*)

