

CCI OF ARKANSAS ~ NETBOOK USE GUIDE

Your Netbook is being provided to us as a means to help communicate more efficiently with your project superintendent. You will receive, prior to use, a training demonstration to make sure you understand what is already on your netbook and how to access those features or items.

Items being provided: CCI equipment and information policy, HP Netbook, netbook mouse, mouse pad, power cord for netbook and a durable protective backpack. All these items are expected to be used to help you do your foreman job better, but extra care should be taken to preserve their well being and cleanliness.

All netbooks are monitored by a program allowing us to see usage and content upon demand. Please make sure you use your netbook for business use only and following handbook policy pertaining to use of equipment and information (provided separately). Your netbook is not be used for personal use or gain in any means or situation.

Programs installed on your netbook:

- Microsoft Outlook (email)
- Microsoft Word
- Microsoft Excel
- Adobe Reader
- VZAccess Manager (internet)

Additional programs, if required, will have to be installed by the Administrator.

Files installed on your netbook:

1 – Project Forms:

- 1) Construction Daily Log
- 2) Supervisor Project Timesheet
- 3) Project Change Order Log (to be added later)
- 4) Field Change Order

2 – Materials & Tools:

- 1) Material Order Submission
- 2) Tool Checkout
- 3) Material Ordering Procedures
- 4) Tools Required for Wire Pulls
- 5) Tools Required for Digging Projects

3 – Equipment Service Records

- 1) Bobcat Service Schedule
- 2) Backhoe Service Schedule
- 3) Packer Service Schedule
- 4) Maintenance Concerns Form

4 – Policy Links

- 1) Laptop Policy
- 2) Vehicle Policy

Websites:

A personalized website has been created to not only help us send you documents or update documents, but to allow you access to forms if for some reason others are damaged or lost on your netbook.

Your website address is: www.cciarkansas.net/BillySample

Your website address is: www.cciarkansas.net/CharlesMaddox

Your website address is: www.cciarkansas.net/AaronDavis

These websites use the same password as your laptop login. You should not share this information.

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Internet Access:

Your netbook does have internet access by means of a built in Verizon broadband card. Although you are able to use your netbook wherever wifi access may be available, a lot of jobsites probably will not have any or will have limited strength.

To access the internet:

- Double click on the VZAccess Manager (left hand side of the screen)
- For a second or so, it will “power on device” once all is ready, the “Connect WWAN” button in the lower right hand corner of the box will turn black for access.
- Make sure that you are on the “Verizon Wireless – VZAccess” network in the list (in case others are available), and Click once on “Connect WWAN”
- After a second or so, it will connect. You may now open internet explorer or your webpage.
- Once you are done with the usage, close internet explorer and then click once on the “Disconnect WWAN” button (again in the lower right hand corner of the box)
- You may “x” or close out of the VZAccess Manager at any time now.

Email:

Email has been setup in your netbook using Microsoft Outlook. An icon is located on the right hand of your screen.

We have pre-loaded office contacts in your outlook for ease of use, your email addresses are as follows:

billy@cciarkansas.net
charles@cciarkansas.net
aaron@cciarkansas.net

However, to send and receive email you will first need internet access, refer to the section above.

Note, you can always type emails during an offline period, then connect once you are ready for them to send. . . it’s not always important enough to spend time connecting up for every email. Just fyi.

Email usage should be kept to business only contacts.

Skype:

Skype has been installed on your netbook to allow for video conferencing if needed back to the office.

If requested, activate Skype, double click on the icon in the lower left hand of your screen. Click on “new” on the left hand side of the page, and enter the email of the person you have been instructed to video call with.

Make sure when trying to receive or make a call, that you are “video calling”, and have hit the “turn on video button” on the screen.

In Office Use:

When in the office, you will be able to plug your netbook into a network jack and be able to print and use a larger external monitor. A location is available for use when needed.