

# **MY303.NET – 303 Computers Corporation**

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## **015 – OPENING SHOP**

General Outline for Preparing Store at Beginning of Day:

1. Disarm Alarm – Ask manager for code. For example, if the code is 3456, dial 3-4-5-6 then hit the “OFF” button. The alarm should tell you it is disarmed and the orange “armed” light should turn off.
2. Turn on the lights and the Open Sign and unlock the front door.
3. Check Whiteboard for status of projects.
4. If you need to schedule onsites or setup any in person customer meetings opening is the time to do so.
5. Print and post new Workorder sheet.
6. Print and post new Receivables sheet.
7. Make sure Filemaker and Calendar are running on all machines.
8. Smoke a cig.