



Gramercy Surgery Center Orientation Checklist

Administrative Information System Orientation

Topic	Date Completed	Initials
Computer		
<ul style="list-style-type: none"> • Network Folder <ul style="list-style-type: none"> G: GSC Company Folder S: Common Scanned Folder Q: QuickBooks (Accounting Staff Only) R: Accounting Scanned folder (Accounting Staff Only) T: Accounting Folder (Accounting Staff Only) 	_____	_____
<ul style="list-style-type: none"> • Personal Folder and Function <ul style="list-style-type: none"> User Folder Shortcut Creating Document Scanning Printing Recycle Bin 	_____	_____
<ul style="list-style-type: none"> • Outlook <ul style="list-style-type: none"> Location and Shortcut Inbox Sent Items/ Read Receipt Deleted Items Junk Mails Address Book CodeTwo Public Calendar (Not for everyone) 	_____	_____
<ul style="list-style-type: none"> • QuickBooks (Accounting Staff Only) <ul style="list-style-type: none"> Program Location and Shortcut Network Drive Location 	_____	_____
 VOIP Phone		
Extension Number	_____	_____
General Features Introduction	_____	_____
Voice Portal/ Voice Mail Box	_____	_____
Greeting Message Recording	_____	_____
User Manual	_____	_____

Employee Name

Employee Signature

Supervisor Name

Supervisor Signature