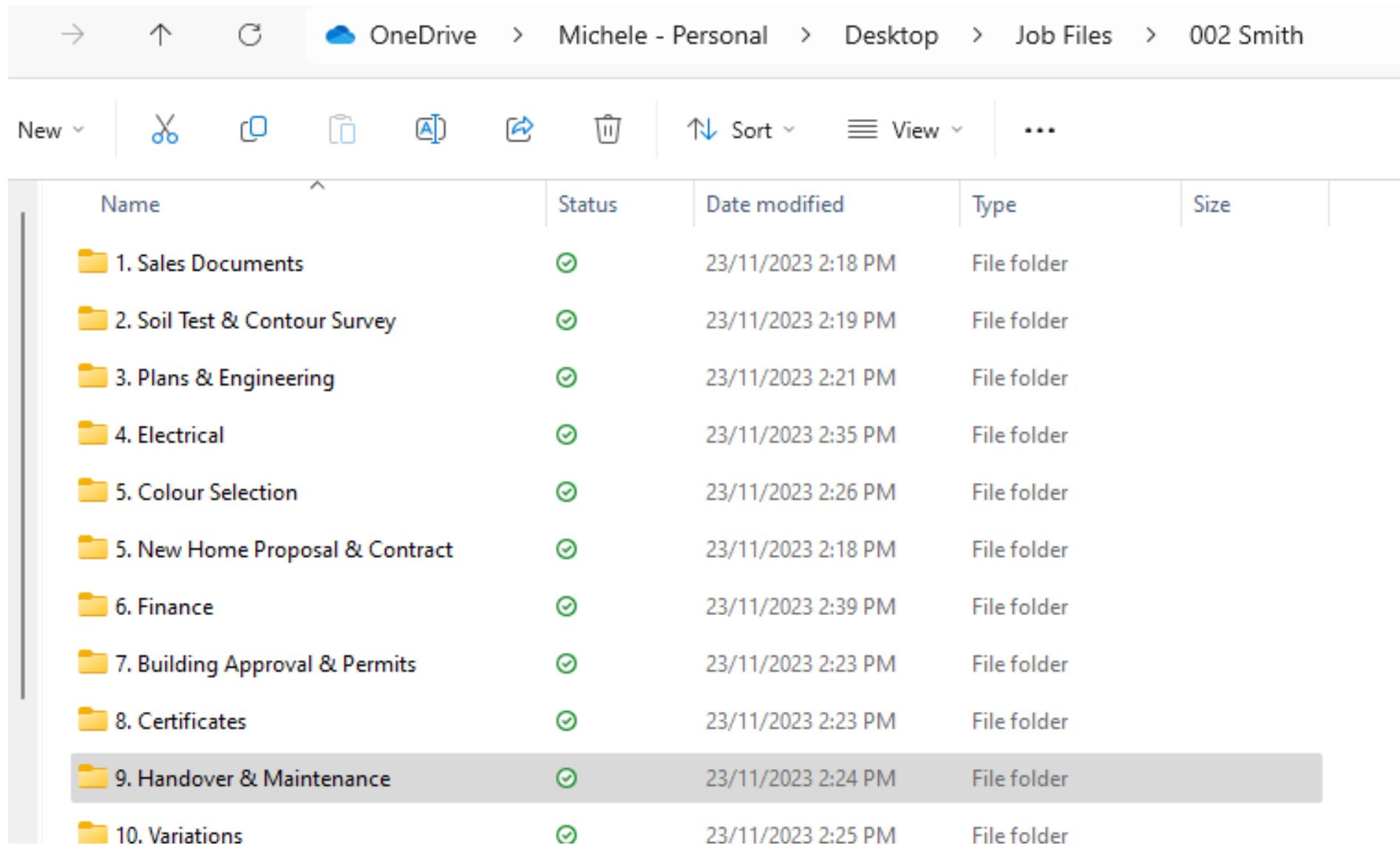


Job Folder Example



The screenshot shows a OneDrive file explorer window. The breadcrumb path is: OneDrive > Michele - Personal > Desktop > Job Files > 002 Smith. The toolbar includes options for New, Cut, Copy, Paste, Text, Share, Delete, Sort, View, and a menu icon. The main area displays a table of folders with columns for Name, Status, Date modified, Type, and Size. The folder '9. Handover & Maintenance' is highlighted.

Name	Status	Date modified	Type	Size
1. Sales Documents	✓	23/11/2023 2:18 PM	File folder	
2. Soil Test & Contour Survey	✓	23/11/2023 2:19 PM	File folder	
3. Plans & Engineering	✓	23/11/2023 2:21 PM	File folder	
4. Electrical	✓	23/11/2023 2:35 PM	File folder	
5. Colour Selection	✓	23/11/2023 2:26 PM	File folder	
5. New Home Proposal & Contract	✓	23/11/2023 2:18 PM	File folder	
6. Finance	✓	23/11/2023 2:39 PM	File folder	
7. Building Approval & Permits	✓	23/11/2023 2:23 PM	File folder	
8. Certificates	✓	23/11/2023 2:23 PM	File folder	
9. Handover & Maintenance	✓	23/11/2023 2:24 PM	File folder	
10. Variations	✓	23/11/2023 2:25 PM	File folder	