

Where's Everything?

If you need to do X, this is where to go.

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Scan to open

<i>If you need to...</i>	<i>Open this</i>	<i>Direct link</i>
OPERATING THE WEEK		
Check today's events	Team Portal — Today strip	https://www.macrovationteam.com/
See what's due this week	Team Portal — Programs section	https://www.macrovationteam.com/#programs
See the team calendar (next 30 days)	Team Portal — Master Calendar	https://www.macrovationteam.com/#calendar
See what we committed to ship this week	Team Portal — Shipping This Week	https://www.macrovationteam.com/#shipping
FILES & FOLDERS		
Find an SOP	SharePoint > MacroVation Lab > SOPs	https://netorgft13435608.sharepoint.com/sites/MacroVationAllCompany
Find an operator card	SharePoint > MacroVation Lab > Operator Cards	https://netorgft13435608.sharepoint.com/sites/MacroVationAllCompany
Find TacFOAM files	SharePoint > Programs > TacFOAM	https://netorgft13435608.sharepoint.com/sites/MacroVationAllCompany
Find NAVSEA files	SharePoint > Programs > NAVSEA	https://netorgft13435608.sharepoint.com/sites/MacroVationAllCompany
Find Drone files	SharePoint > Programs > Drone	https://netorgft13435608.sharepoint.com/sites/MacroVationAllCompany
Find ONR Sleep files	SharePoint > Programs > ONR Sleep	https://netorgft13435608.sharepoint.com/sites/MacroVationAllCompany
Find the master folder structure	SharePoint > _DOCS > Folder Structure	https://netorgft13435608.sharepoint.com/sites/MacroVationAllCompany
Lab photos / build pics	OneDrive > MacroVation > Lab Photos	https://onedrive.live.com
APPS		
Open Microsoft Teams	Teams web	https://teams.microsoft.com
Check my email	Outlook web	https://outlook.office.com
See my Planner tasks	Planner web	https://tasks.office.com
Open OneDrive	OneDrive web	https://onedrive.live.com
Reset my Microsoft password	Password reset	https://passwordreset.microsoftonline.com
DAILY OPERATIONS		
Submit an invoice / expense	QuickBooks (ask Patricia)	patricia@macrovation.com
Log time on a program	Planner task → Comments	https://tasks.office.com
Report a lab safety issue	Teams chat David directly	https://teams.microsoft.com/l/chat/0/0?users=david@macrovation.com
See COO weekly briefing	OneDrive > MacroVation > COO Briefings	https://onedrive.live.com
Read contract drift alerts	Outlook — search "contract drift"	https://outlook.office.com
Get help with the intranet	Teams — #help-intranet channel (or ask David)	https://teams.microsoft.com

Don't see what you need? Ask in the #help-intranet Teams channel — or chat David directly.

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