



ZGlobal T: Drive Information

The T: drive serves as the company's "shared" drive and should be accessible and used by all employees within both Folsom and Imperial offices. If you do not currently have access to the T: drive, please let your supervisor know immediately. All work should be stored within the T: drive to ensure convenient and immediate accessibility of important documents by all appropriate parties.

Listed below are the folders that can be found on the T: drive as well as a brief description of the contents within each folder.

Accounting – Access to the Accounting folder is limited to administrative and management staff only. This folder houses documents with regards to expenditures, budget, entity documentation, travel and expenses, etc.

Administration – This folder is primarily used by the administrative staff and houses forms, certifications and training documents, new hire information, policies and procedures, etc.

Charitable Contributions – Information regarding recent charitable contributions made by ZGlobal is housed here.

Christine – This folder is to be used by Christine Vangelatos only, unless otherwise directed.

Client Work Folder – All client based work should be housed in this folder. Edits and changes should only be made to documents in this folder with the approval of management or the document creator.

Contracts – All contracts should be housed in this folder. Edits and changes should only be made to the documents in this folder with the approval of management or the document creator.

Convergence Bidding

CRR

eGrid & Gridselect

El Centro



Employee Folders – All employees should have their own folder here to house working documents that may need to be accessed by others but do not fit within any of the available categories such as contracts, engineering or client work, etc. Please do not store anything that may need to be accessed by someone else on your individual computer.

Engineering – This folder is primarily used by the Engineering Team.

Interconnection Site Assessments

LLC's & Corporations – Each entity, including but not limited to, Green Light Energy, Coachella Energy Storage, Imperial Water Ventures, etc. has a folder within this category, and all documents specific to that entity should be housed within the appropriate folder.

Marketing – This folder is primarily used by management for marketing purposes.

Power Settlements

Project Submissions

PROPOSALS – All outgoing Proposals and Requests for Proposals (RFP's) are housed in this folder and should not be edited unless approved by the Project Manager.

Settlements

Software Files

Zack – This folder is to be used by Zack Alaywan only, unless otherwise directed.

ZEUS Settlements

Ziad – This folder is to be used by Ziad Alaywan only, unless otherwise directed.