Getting Started at Company Name

March 10, 2011

Use the Wiki

Refer to the Wiki for helpful links:

NOTE:
See XXXX for Wiki access.

- General Info page
  http:// /General+Info/
- New Hire Info page
  http:// /General+Info/New+Hire+Info
- Configure a Computer
  http:// /General+Info/Configure+a+Computer
- Technical Publications Info
  http:// /General+Info/Technical+Publications+Info
- Forms
  http:// /General+Info/Forms
- Contacts
  http:// /General+Info/WebHome/Telephone Directory.xlsx

New Hire Info

The Wiki is a dynamic tool that can be updated by anyone.

- Who Can Help – A few key contacts
- Desk Area – The minimum configuration
- Remote Access – Webmail, smartphones, VPN
- Benefits & Payroll – Intranet, BCBSTX, Paychex
- Tools We Use – How to get, how to get help
- Travel Info – Airline and road links

Configure a Computer

- Check Basic System – IT supplies basic system

- Email Aliases & Lists

- Map Network Drives – In case you need to manually map a drive

- Configure Outlook Contacts – How to access the employee directory

- Install Product-Related Software – What you need to run the product on your system

- Install Product Software

  - How to install client and server software

  - Tweaking build stuff/folders (there are some simulator/config tweaks)

- Install Optional Software – Other tools you may need

- Technical Publications Software – Required software for the TP group

Technical Publications Info

- Online Document References
- Glossaries & Dictionaries
- HTML References
- Writing References & Style Guides
- Domain References
- Processes
- Technical Communications Suite
- Microsoft Office

Online Document References

- Most of these are just for reference

- Microsoft Manual of Style is our base for our style

- Internal Style Guide

Domain References

- Watch the XXXXXXX Presentation

- Can watch the XXXXX Video if you want

- Press Releases on our Web site

Technical Communications Suite

The following programs are included in TCS 3.0:

- RoboHelp

- FrameMaker

- Captivate

- Photoshop

- Acrobat

Microsoft Office

We use the following programs:

- Word

- Excel

- Windows 7

- Outlook

- PowerPoint

- Visio

Process

- Meetings
  - Daily standup meetings
  - Weekly status meetings with The Boss
  - Monthly status meetings with The Team
  - Periodic/Quarterly All Hands meetings
- Requesting tools
  - Digital Voice Recorder
  - Office supplies
- Traveling
  - Making arrangements
  - Following guidelines
  - Reporting expenses
- Virtual tools
  - Conference Calling Process
  - WebEx Process

Process, continued

- Document Part Numbers
  - INTERNAL-xxx part numbers
  - External part numbers
- Wireless (turn off at computer when docked)
- Planning
  - Dividing the Work
  - Documents Google Calendar (releases & planning)
  - Engineering Google Calendar (vacation schedule)
- HR stuff
  - Requesting time off
  - Paychex login (benefits.paychex.com)
  - There is currently no Annual Review process

Forms

- Expenses

- Time Off

- Purchase Request

- Scan to PDF

- No written status reports at this time