Generic Onboarding

- Overview
- Incase of Fire Procedure
- Holiday Requests
- Email System
- Internal Chat System - Rocketchat
- Matic Track - Getting Set Up
- Matic Manual
- Filesystems
- The Vault
- Procedure Overview Template

Overview

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2. Holiday Requests
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    2. Making a Holiday Requests
    3. Viewing your available Holiday Allowance
3. Emails
    1. Logging into the Webmail
    2. Adding to your phone
4. Internal Chat System
5. MaticTrack - General Usage
6. Matic Manual
    1. Accessing
    2. Adding
    3. Editing
    4. QR Code Generation
7. Employee Handbook
8. Accessing Files
    1. Onedrive
    2. Nethdd
    3. Root Folder
        1. Customers
        2. Quotes
        3. Projects
9. The Vault (Password Manager)

Incase of Fire Procedure

1. Proceed to the nearest fire exit
2. Meet at the grass verge across the road



Holiday Requests

Accessing The Holiday Calendar

The holiday calendar is available in your Webmail or via the below links:

View in Browser	https://webemail.maticmedia.co.uk/home/holidays@maticmedia.co.uk/Calendar.html
ICS Format	https://webemail.maticmedia.co.uk/home/holidays@maticmedia.co.uk/Calendar
Caldav	https://webemail.maticmedia.co.uk/caldav/holidays@maticmedia.co.uk/Calendar

Making a Holiday Request

The holiday request procedure can be found here.

Holiday Period

Holidays run from January to December with a grace carry over period of 1 month into January.

You must give advance notice of 3 days for holidays less than 4 days, for anything longer a minimum of 3 weeks is required.

Viewing How Many Holidays you have for the Remaining Year

Your remaining holidays are shown...

On your most recent Payslip

As below

maticmedia

PAID BY
Matic Media Services Limited
Unit 9-11
Hagmill Road
Shawhead Industrial Estate
Coatbridge
North Lanarkshire
ML5 4XD

[redacted]

EMPLOYMENT DETAILS
Tax Code: S1257L
Tax Basis: Cumulative
[redacted]
NI Category: A
Employee ID: 4

Pay Period: **01/06/2022 - 30/06/2022 (Tax Month 3)**

Payment Date: **27/06/2022** [redacted]

EARNINGS	QUANTITY	RATE	[redacted]
Public Holiday (Platinum Jubilee Bank Holiday)	8.0000 hours		
Public Holiday (Spring Bank Holiday)	8.0000 hours		
Regular Hours			
Regular Hours	1.0000 hours		
Public Holiday (Early May Bank Holiday)			
Public Holiday (Good Friday)			
Holiday			
		TOTAL	

DEDUCTIONS	
PAYE	
Employee National Insurance Contribution - A	
TOTAL	

TIME OFF	ACCRUED	USED	BALANCE
Holiday in Hours	0.00	0.00	424.00

PAYMENT DETAILS
Electronic Transfer [redacted]

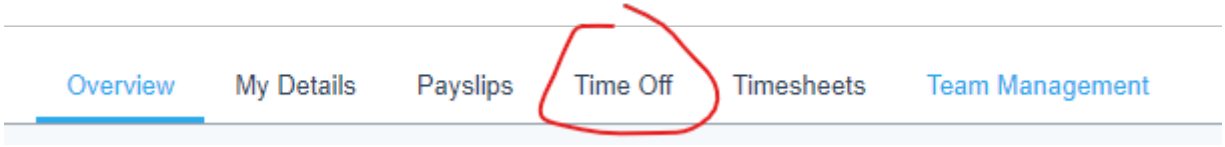
EMPLOYER CONTRIBUTIONS
Employer National Insurance Contribution - A

TOTAL

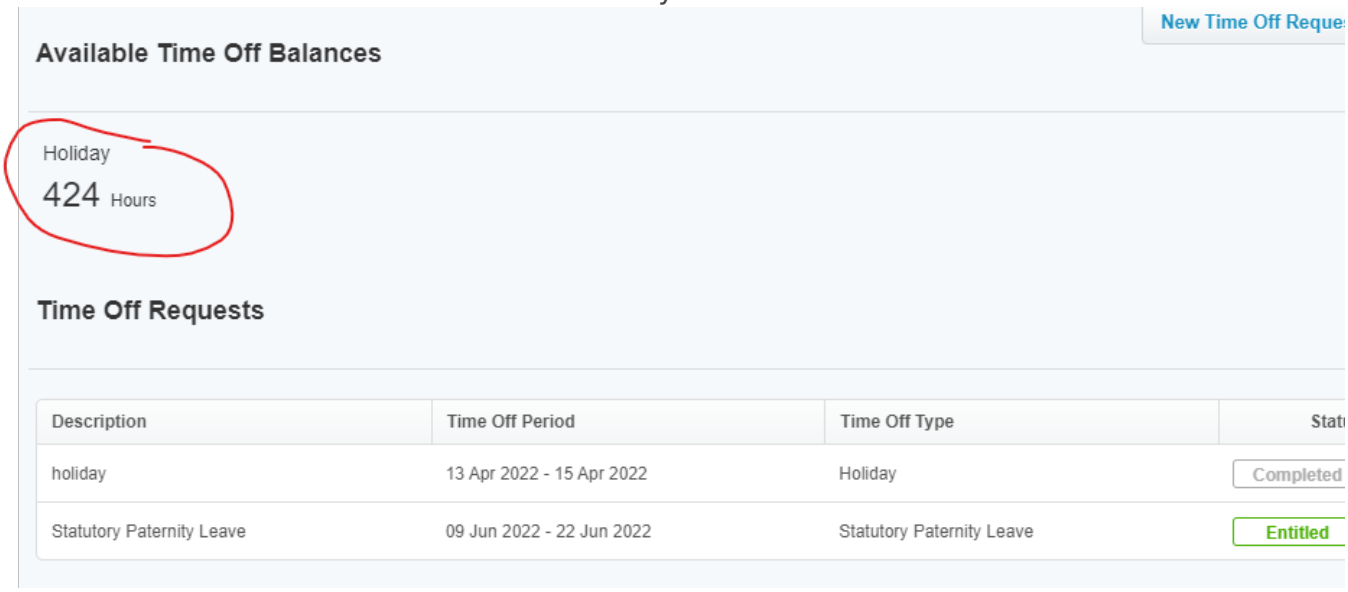
View Xero's Holiday Management Screen

When you are signed up to Payroll you will be given access to MyXero. This allows you to make holiday requests, view payslips and see available holiday allowance.

1. Go to https://xero.com
2. Click Login
3. Login with your MyXero Details
4. Click the "Time Off" tab



5. Your time off in hours is show under the holiday balance



Email System

Webmail

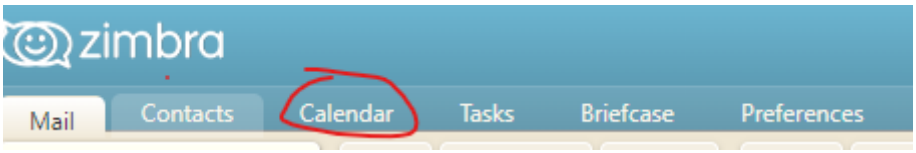
Our email is powered by Zimbra.

Accessing Webmail

You can access your email via this url https://webemail.maticmedia.co.uk/

Accessing Calendars

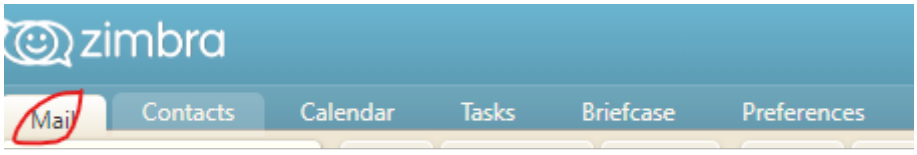
Once logged into email you can access your work calendars and shared calendars via the calendar tab



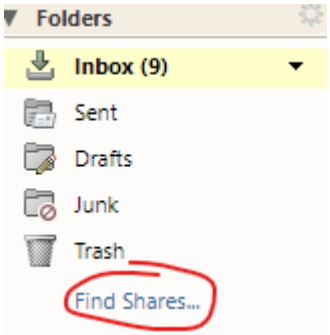
Accessing Shared Resources

Shared Email Mailboxes

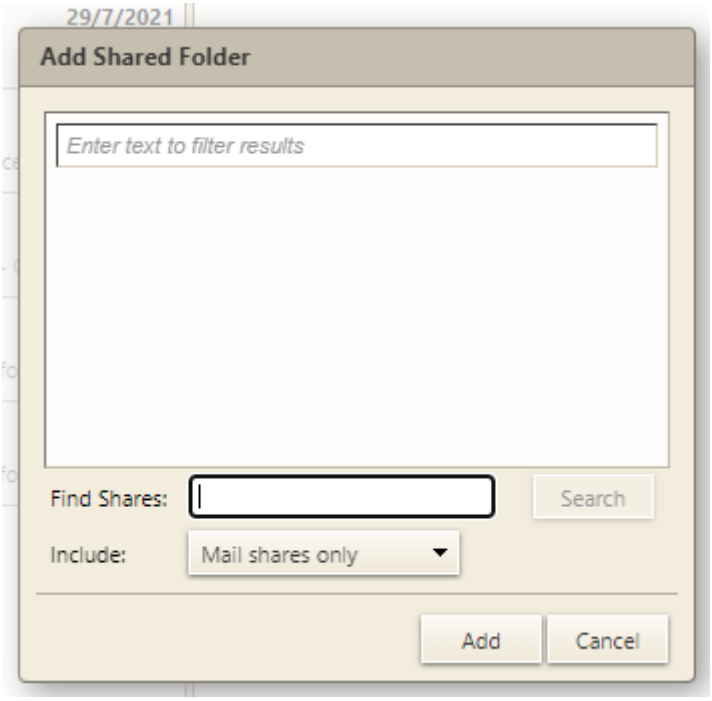
1. From the Mail tab



2. From the folders section click find shares

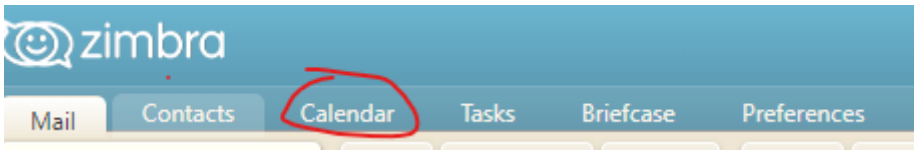


3. You will then be shown all the folders that have been shared with you

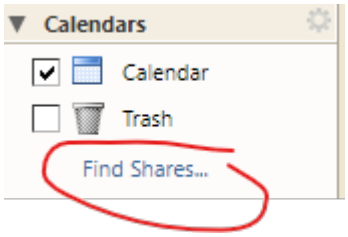


Shared Calendars

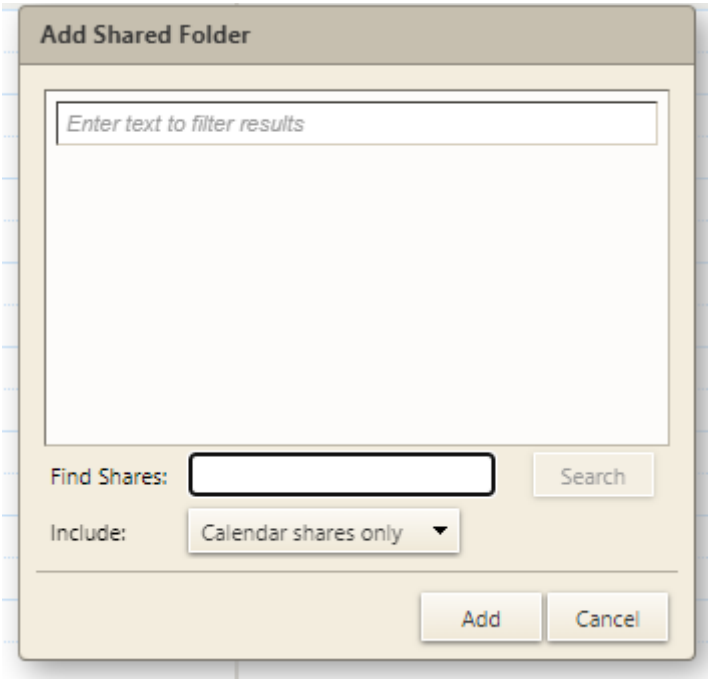
1. From the Calendar Tab



2. From the Calendars section on the left, click "Find Shares"

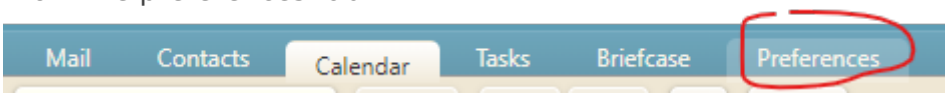


3. Click the share you want to add

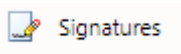


Setting Your Email Signature

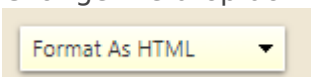
1. From the preferences tab



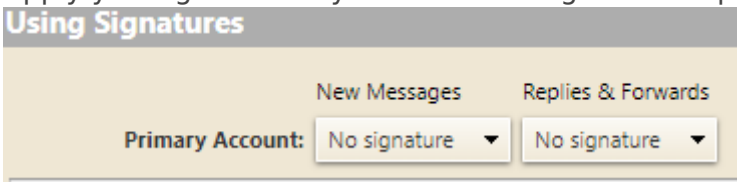
2. Then select "Signatures" from the left hand menu



3. Change the drop down to "Format as HTML"

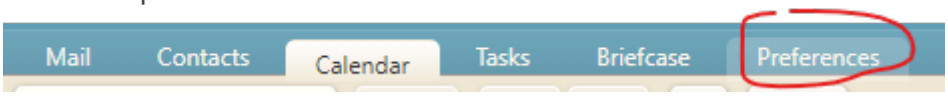


4. Enter your signature and click save
5. Apply you signature to your New Messages and Replies

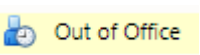


Out of Office

1. From the preferences tab



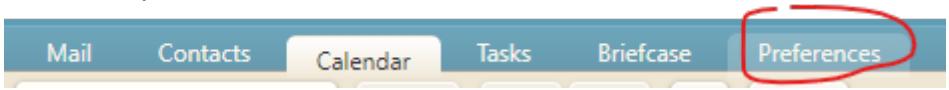
2. Click "Out of Office"



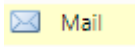
3. Change the form as appropriate for your out of office

Forwarding Your Emails

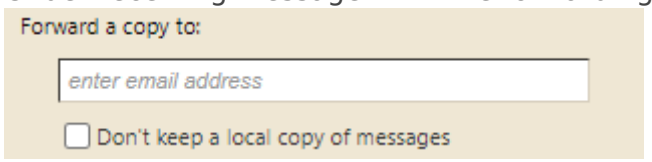
1. From the preferences tab



2. From the left hand menu select "Mail"



3. Under receiving message fill in the forwarding email section

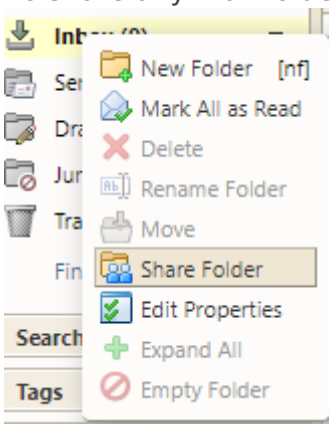


4. Click "Save"

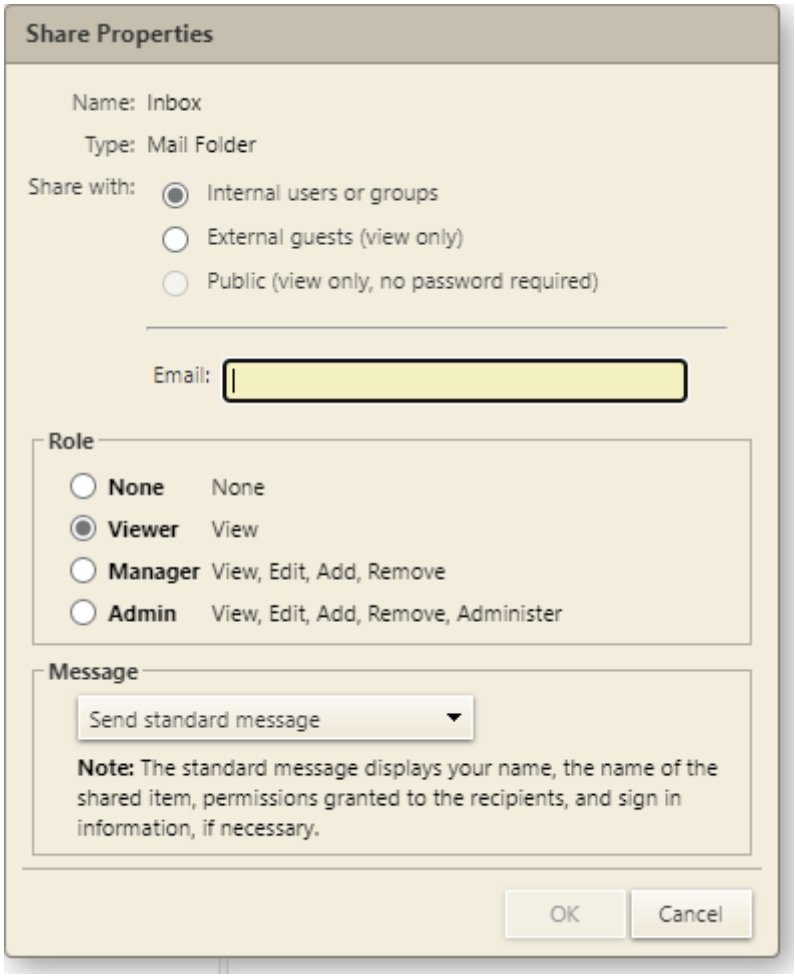
Sharing Folders with Other Users

> You can also share mailboxes with mailing lists like **everyone@**

1. To share any mail folder, right click the folder and click share.



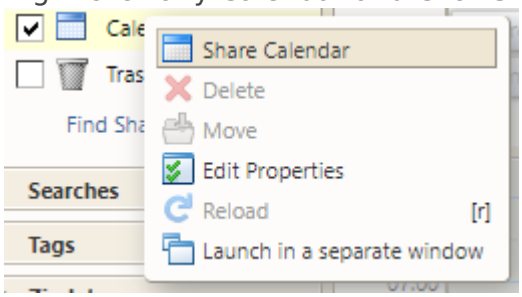
2. Enter the users email and click "Ok"



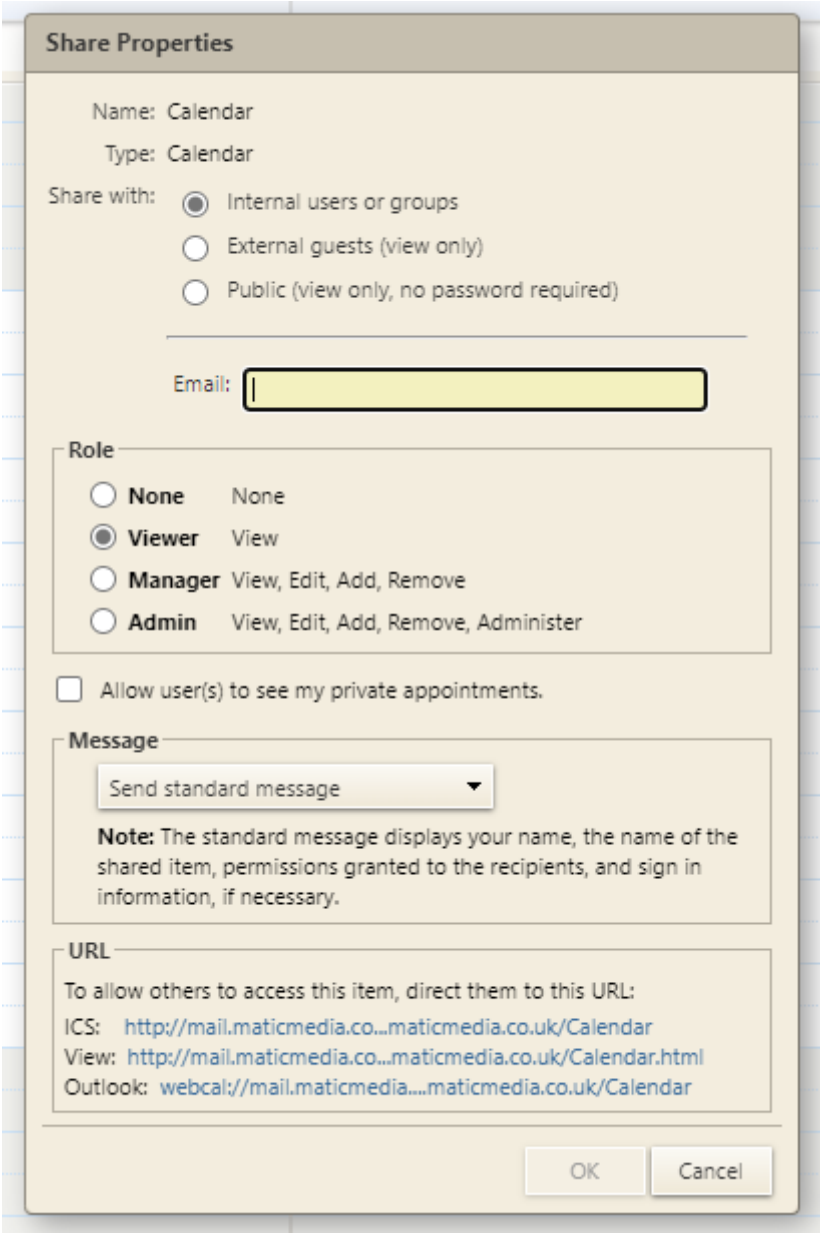
Sharing Calendars with Other Users

> You can also share calendars with mailing lists like **everyone@**

1. Right click any Calendar and Click Share



2. Enter the users email address and click "Ok"



Adding your Emails to your Phone

For both Android and IOS mobile operating systems you use the IMAP and SMTP settings to set up your email.

Android Phone

This guide here explains how to add your IMAP email to GMAIL on android

Setting up email in Gmail on Android – Support | one.com

Apple Phone

This guide below explains how to add IMAP email address to MAIL on ISO

Add an email account to your iPhone, iPad, or iPod touch - Apple Support

> Look for the section called "**How to set up your email account manually**"

Internal Chat System - Rocketchat

Accessing Rocketchat in Browser

You will be given you login details for Rocketchat by IT.

You can access rocketchat by visiting https://chat.maticmedia.co.uk/ in any browser

Adding to your Mobile Phone

You can add rocketchat to you mobile phone by following the guide here.

General Usage

You can see general usage in the rocket chat manual here

Matic Track - Getting Set Up

Accessing the MaticTrack

You can access the matictrack from this url: https://matictrack.maticmedia.co.uk/

What is the MaticTrack?

The MaticTrack is an Enterprise Resource and Planning software.

It manages, reports and tracks the following resources for us...

- Customer Information
  - Company Details
  - Contact Details
- Sales
  - QuickQuotes
  - Quotes
  - Carts
  - Orders
  - Payments
  - Artwork
  - Catalogue
  - Customer Price Lists
- Operations
  - Projects
  - Jobs
  - Endpoints
  - Dispatch
  - Stock
  - Job Planning
- Purchasing
  - Remittances
  - Purchase Orders
  - Suppliers
- Accounts
  - Invoicing
  - Credits
  - Journals

- Marketing
  - Marketing Lists
  - Third Party Systems Integration
- Graphic Warehouse Website
  - CMS
  - Ecommerce
  - Blog

MaticTrack Manual

The MaticTrack manual is available here

Matic Manual

The Matic Manual is this website. It's a centralised manual that contains all the documentation for Matic Media Services Limited.

It is accessible from https://manual.maticmedia.co.uk/

Logging In

You can log in with the same username and password as the MaticTrack.

Structure

The document structure is made of of shelfs which contain books which have chapters and pages.

Books can be in multiple shelfs.

Searching

You can search for content via the search bar at the top



Formatting, Naming & Structure Guidelines

- Only Management can create shelves, you will not have permissions for this
- Search for content before adding your own
- Use Headers, Paragraphs and Lists for page structuring
- For manuals use the manual page template

Filesystems

Onedrive

The shared one drive folder is accessible when you log into your Office 365 subscription. Some folders are auto shared

Marketing	Contains all the marketing documents
Strategy (Directors Only)	Contains all the strategy documentation for the business

Internal File Systems

We have two internal file systems hosted within the business.

Unmanaged

Nethdd - This is an unmanaged directory structure i.e. it's managed by humans not computers.

Do not save files in the root directory. They will be deleted.

The Nethdd is accessible via drive Z or url \\192.168.0.10\nethdd\

> You can setup a network map via the instructions here

Managed

The MaticTrack automatically manages folder structure for Customers, Quotes and Projects i.e. when a customer is created it automatically creates a folder.

> DO NOT DELETE, EDIT OR MOVE ANY AUTO GENERATED FOLDER, IT WILL JUST BE REGENERATED

The ROOT folders are available here:

Folder	Drive Letter	URL
Customers	L	\\192.168.0.10\ROOT\CUSTOMERS

Quotes	Q	\\192.168.0.10\ROOT\QUOTES
Projects	P	\\192.168.0.10\ROOT\PROJECTS
Matic Media Services Ltd	M	\\192.168.0.10\ROOT\CUSTOMERS\M\ Matic Media Services Ltd

You can setup a network map via the instructions here

The Vault

The vault is our shared password manager.

Instructions on how to use it can be found here.

Procedure Overview Template

Overview Description

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nulla malesuada sed quam eu sodales. Cras vel venenatis tortor. Maecenas dolor elit, molestie vel facilisis in, consequat quis lacus. Integer eu purus nisl. Nunc imperdiet orci quis vulputate vehicula. Integer faucibus, quam vel condimentum congue, odio nunc hendrerit sem, eget aliquet neque nibh ut magna. Curabitur pulvinar nec sem sed finibus. Sed nec ipsum et eros ultricies faucibus.

Details

Location	
Occurrence	
Procedure Creator	
Procedure Owner	
Last Reviewed	

Steps

Step 1

Description of step, image demonstrating step shown below.

image-1698666126015.png

Image not found or type unknown

Step 2

Description of step, image demonstrating step shown below.

image-1698666126015.png

Image not found or type unknown

Step 3

Description of step, image demonstrating step shown below.

image-1698666126015.png

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Step 4

Description of step, image demonstrating step shown below.

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Step 5

Description of step, image demonstrating step shown below.

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Step 6

Description of step, image demonstrating step shown below.

image-1698666126015.png

Image not found or type unknown

Step 7

Description of step, image demonstrating step shown below.

image-1698666126015.png

Image not found or type unknown

Recording Measures

Where should this be recorded?

Information on how the procedure is recorded

- When
- Where
- How

How is recording checked and analysed?

- Who checks to make sure it has been completed?
- How is this reported?

Video

https://www.youtube.com/embed/_d72tvSi74g?si=knsPMWBa3oF6qU5m