INDUCTION PROGRAM

 (SEE INSTRUCTIONS ATTACHED / VER INSTRUCCIONES ADJUNTAS)

1. COLLABORATOR INFORMATION

|  |  |  |
| --- | --- | --- |
| FULL NAME:  |  | I.D.: |
| DIRECTION, MANAGEMENT OR SUPPORT UNIT: |
| POSITION:  |
| PAYROLL COUNTRY: [ ]  VENEZUELA [ ]  USA | ENTRY DATE:  |
| ADDRESS:  | LOCAL PHONE:  |
| CELL PHONE:  |

2. INDUCTION INFORMATION

**A. COLLABORATOR REGISTRATION** (Human Resources)

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| --- | --- | --- | --- | --- |
| **TRAINING SUBJECT (PRIVATE)** | **SOURCE** | **LINK** | **TRAINEE****SIGNATURE** | **DATE** |
| Entrega de documentación | Registration Checklist | [Link](https://xsales.sharepoint.com/docmanager/Intranet/Organization%20and%20Methods/All%20users/Inducci%C3%B3n%20y%20Capacitaci%C3%B3n/FXSM-FA-011%20Registration%20Checklist%20-%20EN.DOCX?d=w9b11327160484f6a8406d42df2ca9ae7) |  |  |

**B. WORK TOOLS** (Technology)

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| **TRAINING SUBJECT (PUBLIC)** | **SOURCE** | **LINK** | **TRAINEE****SIGNATURE** | **DATE** |
| Entrega de equipos(Cuando aplique) \* | … |  |  |  |
| Cuidado de los equipos | … |  |  |  |
| *Herramientas de intercambio* | Academy | [Link](https://academy.xsalesmobility.com/moodle/course/view.php?id=27) |  |  |
| Conexión a la VPNCliente VPN de Azure | AcademyDescarga: Opción: Obtener en la aplicación de Microsoft Store. | [Link](https://academy.xsalesmobility.com/moodle/course/view.php?id=27)[Link](https://apps.microsoft.com/store/detail/cliente-vpn-de-azure/9NP355QT2SQB?hl=es-ve&gl=ve) |  |  |
| Intranet  | Academy | [Link](https://academy.xsalesmobility.com/moodle/course/view.php?id=27) |  |  |
| Document manager  | Academy | [Link](https://academy.xsalesmobility.com/moodle/course/view.php?id=27) |  |  |
| Release Note | Intranet→Release Note | [Link](https://iviewer.xsm.local/releasenotes/) |  |  |
| One Drive | Academy | [Link](https://academy.xsalesmobility.com/moodle/mod/url/view.php?id=807) |  |  |
| *Herramientas de comunicación* | Academy | [Link](https://academy.xsalesmobility.com/moodle/course/view.php?id=27) |  |  |
| Outlook | Academy | [Link](https://academy.xsalesmobility.com/moodle/course/view.php?id=27) |  |  |
| Teams  | AcademyDescarga: Opción: descargar para escritorio, luego opción Teams para el trabajo o el ámbito educativo. | [Link](https://academy.xsalesmobility.com/moodle/course/view.php?id=27)[Link](https://www.microsoft.com/es-ww/microsoft-teams/download-app) |  |  |
| 3CX | AcademyDescarga | [Link](https://academy.xsalesmobility.com/moodle/course/view.php?id=27)[Link](https://downloads.3cx.com/downloads/3CXPhone6.msi) |  |  |
| AnyDesk | AcademyDescarga | [Link](https://academy.xsalesmobility.com/moodle/course/view.php?id=27)[Link](https://anydesk.com/es) |  |  |
| SQL Server Management Studio | Descarga | [Link](https://aka.ms/ssmsfullsetup)  |  |  |

**C. COMPANY PRESENTATION** (Human Resources)

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| --- | --- | --- | --- | --- |
| **TRAINING SUBJECT (PUBLIC)** | **SOURCE** | **LINK** | **TRAINEE****SIGNATURE** | **DATE** |
| Perfil  | Intranet→La Compañía→Perfil de la Compañía (Contenido) | [Link](https://iviewer.xsm.local/perfil-de-la-compania/) |  |  |
| Misión y visión | Intranet→La Compañía→Perfil de la Compañía (Contenido) | [Link](https://iviewer.xsm.local/perfil-de-la-compania/) |  |  |
| Valores | Intranet→La Compañía→Perfil de la Compañía (Contenido)→Conoce nuestros valores (Click) | [Link](https://iviewer.xsm.local/perfil-de-la-compania/) |  |  |
| Nuestra historia | Intranet→La Compañía→ Perfil de la Compañía (Contenido)→Conoce nuestra historia (Click) | [Link](https://xsalesmobility.com/es/nosotros/historia/) |  |  |
| Nuestra suite XSales® (Visión General) | Intranet→La Compañía)→ Perfil de la Compañía (Contenido)→Conoce nuestra Suite (Click) | [Link](https://xsalesmobility.com/es/) |  |  |
| Nuestros aliados y clientes | Intranet→La Compañía→ Perfil de la Compañía (Contenido)→Conoce nuestra suite (Click) →Ellos confían en nosotros (Contenido) | [Link](https://xsalesmobility.com/home-es/industrias/) |  |  |
| Ejecutivos | Intranet→La Compañía→Perfil de la Compañía (Contenido)→Ejecutivos | [Link](https://iviewer.xsm.local/perfil-de-la-compania/ejecutivos/) |  |  |
| Organigrama | Intranet→La Compañía→Perfil de la Compañía (Contenido)→Estructura | [Link](https://iviewer.xsm.local/perfil-de-la-compania/estructura/) |  |  |
| Retos y estrategias | Intranet→La Compañía→Perfil de la Compañía (Contenido)→Retos y Estrategias | [Link](https://iviewer.xsm.local/perfil-de-la-compania/) |  |  |

**D. MAIN REGULATIONS** (Human Resources)

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| **TRAINING SUBJECT (PUBLIC)** | **SOURCE** | **LINK** | **TRAINEE****SIGNATURE** | **DATE** |
| Normativa general | Normativa general | [Link](https://iviewer.xsm.local/perfil-de-la-compania/brand-center/descargas/normativas/) |  |  |
| Normativa de comportamiento | Normativa de comportamiento | [Link](https://iviewer.xsm.local/perfil-de-la-compania/brand-center/descargas/normativas/) |  |  |
| Normativa oficina remota | Normativa oficina remota | [Link](https://iviewer.xsm.local/perfil-de-la-compania/brand-center/descargas/normativas/) |  |  |
| Normativa de Comunicación | Normativa comunicación | [Link](https://iviewer.xsm.local/perfil-de-la-compania/brand-center/descargas/normativas/) |  |  |
| Normativa de Vacaciones | Normativa vacaciones | [Link](https://iviewer.xsm.local/perfil-de-la-compania/brand-center/descargas/normativas/) |  |  |
| Normativa de Viajes y Visitas a clientes | Normativa Viajes y Visitas a clientes | [Link](https://iviewer.xsm.local/perfil-de-la-compania/brand-center/descargas/normativas/) |  |  |
| Normativa de Incentivo para Viajes y Visitas a clientes | Normativa Incentivo para Viajes y Visitas a clientes vacaciones | [Link](https://iviewer.xsm.local/perfil-de-la-compania/brand-center/descargas/normativas/) |  |  |
| Normativa de Teams | Normativa Teams | [Link](https://iviewer.xsm.local/perfil-de-la-compania/brand-center/descargas/normativas/)  |  |  |
| Normativa OneDrive | Normativa OneDrive | [Link](https://iviewer.xsm.local/perfil-de-la-compania/brand-center/descargas/normativas/) |  |  |

**E. OTHER RESOURCES** (Organization & Methods)

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| **TRAINING SUBJECT (PRIVATE)** | **SOURCE** | **LINK** | **TRAINEE****SIGNATURE** | **DATE** |
| Plataforma | Intranet→Organización y Métodos | [Link](https://iviewer.xsm.local/organization-and-methods/) |  |  |
| Codificación de archivos | Intranet→Organización y Métodos→Codificación de archivos | [Link](https://xsales.sharepoint.com/docmanager/Intranet/Organization%20and%20Methods/All%20users/Codificaci%C3%B3n/NXSM-OM-001%20Codification%20Regulations.ppsx?d=w9cf1c4e83b6c46eb8c6af8c36a0d2cb0) |  |  |
| Levantamiento procesos | Intranet→Organización y Métodos→Levantamiento de información | [Link](https://xsales.sharepoint.com/docmanager/Intranet/Organization%20and%20Methods/All%20users/Information%20Gathering/PXSM-OM-001%20O%26M%20Information%20Gathering.pdf) |  |  |
| **RECURSOS ADICIONALES** |  |  |  |  |
| Calendario | Intranet→Calendario | [Link](https://iviewer.xsm.local/calendario/) |  |  |
| Noticias | Intranet→Noticias | [Link](https://iviewer.xsm.local/noticias/) |  |  |
| Academy | Intranet→Academy | [Link](https://academy.xsalesmobility.com/moodle/login/index.php) |  |  |

**F. OTHER RESOURCES** (Marketing)

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| **TRAINING SUBJECT** | **SOURCE** | **LINK** | **TRAINEE****SIGNATURE** | **DATE** |
| Evolución de nuestra marca  | Intranet→La Compañía→Perfil de la compañía→Nuestra historia→Nueva casa matriz y nuevo nombre | [Link](https://iviewer.xsm.local/perfil-de-la-compania/brand-center/nuestra-marca/) |  |  |
| Brand center | Intranet→La Compañía (menú)→Brand center | [Link](https://iviewer.xsm.local/perfil-de-la-compania/brand-center/) |  |  |
| Uso de plantillas | Intranet→La Compañía (menú)→Brand center→Descargas | [Link](https://iviewer.xsm.local/perfil-de-la-compania/brand-center/descargas/) |  |  |
| Do you agree to publish your welcome to the company and your anniversary on the company's social networks? | [ ]  Yes | [ ]  No |

**G. OTHER RESOURCES** (Academy)

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| **TRAINING SUBJECT** | **SOURCE** | **LINK** | **TRAINEE****SIGNATURE** | **DATE** |
| Plataforma  | Intranet→Academy | [Link](https://academy.xsalesmobility.com/moodle/login/index.php) |  |  |

**H. WORK TOOLS** (Project Management Officer)

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| **TRAINING SUBJECT (PUBLIC)** | **SOURCE** | **LINK** | **TRAINEE****SIGNATURE** | **DATE** |
| Jira | Academy | [Link](https://academy.xsalesmobility.com/moodle/course/view.php?id=19) |  |  |
| NRC | Academy | [Link](https://academy.xsalesmobility.com/moodle/course/view.php?id=19) |  |  |
| SCR | Academy | [Link](https://academy.xsalesmobility.com/moodle/course/view.php?id=19) |  |  |
| Estadísticas generadas | Academy | [Link](https://academy.xsalesmobility.com/moodle/course/view.php?id=19) |  |  |
| PSR | Academy | [Link](https://academy.xsalesmobility.com/moodle/course/view.php?id=19) |  |  |
| Marco de trabajo Scrum | Scrum Guide | [Link](http://scrumguides.org) |  |  |
| Agile Manifesto, 4 values and 12 principles | [Link](https://agilemanifesto.org/iso/es/manifesto.html) |  |  |
| Agile Glossary | [Link](https://www.agilealliance.org/agile101/agile-glossary/) |  |  |
| Test de conocimientos  | [Link](https://academy.xsalesmobility.com/moodle/course/view.php?id=41) |  |  |
| Jira Fundamentals**Note:** This course must be taken 30 days after the employee joins the company. | Curso | [Link](https://university.atlassian.com/student/path/815443-jira-fundamentals) |  |  |
| XSales® Pyramid of Priorities for Development and Support | Examen de Certificación: Prioridades de Bugs, Clientes Afectados y Tiempos de Respuesta de XSales® Mobility | [Link](https://academy.xsalesmobility.com/moodle/course/view.php?id=19&section=3) |  |  |

**I. BUSINESS DEVELOPMENT PRESENTATION** (Human Resources)

**Note:** This course must be taken 30 days after the employee joins the company.

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| **TRAINING SUBJECT (PUBLIC)** | **SOURCE** | **LINK** | **TRAINEE****SIGNATURE** | **DATE** |
| Business Development Pressentation | Academy | [Link](https://academy.xsalesmobility.com/moodle/course/view.php?id=38) |  |  |