Intercountry Wiki

What is it?

- It’s a resource bank for everyone in the company which includes best practices for each department. Some information will be available to everyone and some restricted according to department.
- You’ll need login information for access.

What is it for?

- It will enable us to formalise, store, share and implement the best practices of each department in order to improve quality all round.
- It’s also a means of making useful documents and information available to everyone.

What is expected of everyone?

- All employees of Intercountry need to keep up to date with procedures and information relevant to their role within the company. When new information is communicated, they should take note and use where applicable.
- Everyone is encouraged to communicate with their manager regarding the form and content of the information in order to deal with anything that’s unclear and to improve communication generally.

Connexion & use:

- To access Wiki, follow the ‘Best-practices’ or ‘QMS’ links or go to: https://resources.e-exercises.com/ (remember to add this to your favourites)
- Your login and password have already been emailed to you. Your login is your first name in lower case; your password is unique to you. If you can’t find your password, click on ‘Définir un nouveau mot de passe’ or ‘Reset password’ on the home page. If you still can’t connect, contact your manager. Once connected, you’ll be able to change your password by selecting the ‘avatar’ icon, then ‘update profile’ in the top right corner of the page.
- When new information is added to your department’s section, you will usuallybe notified automatically but it’s also possible to subscribe to another page using the ‘envelope’ button on the far right of the screen.



Caution: Wiki is multilingual but not all the pages have been translated! Use the flags (top right) to access the content in other languages.

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https://resources.intercountry.com/ - **Intercountry Wiki**

Permanent link:
https://resources.intercountry.com/doku.php?id=en:mode-emploi&rev=1475238716

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