

NewComer

Users' Guide





Deutsche Telekom IT Solutions Ltd.

Users' Guide

NewComer 2020.9.14



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1. Introduction

1.1. Release information

 Table 1: **Release information**

Product Name	NewComer
Release Number	2020.09.14
Release Date	

1.2. System requirements

Minimum system requirements to run NewComer are

 Table 2: Minimum system requirements for **NewComer**

Operating System	Windows 2000/XP/Vista/7, Mac OS 10.4 (PPC+Intel)/Win10
Browser	IE10+ (Win7+) Google Chrome, Microsoft Edge
Software prerequisites	JavaScript has to be enabled

1.3. About this Users' Guide

Special notation and typographical conventions of this guide

Software components (parts of applications) appear in bold italic tele-grotesk as ***NewComer***.

Names of User Interface elements, for example keys, buttons, windows, or other controls, and names of database fields and configuration parameters appear in bold tele-grotesk as **Enter**, or **User_ID**.

Names of menus and menu commands appear in normal monospace (Courier New) as `File | Exit`. Elements in the access sequence are separated by a vertical line (|).

Names of files, folders, or verbatim values in configuration settings appear in monospace (Courier New) font as `map.jpg` or `C:\TEMP`.

2. Start using NewComer

To reach NewComer you have to open the link from the welcome mail

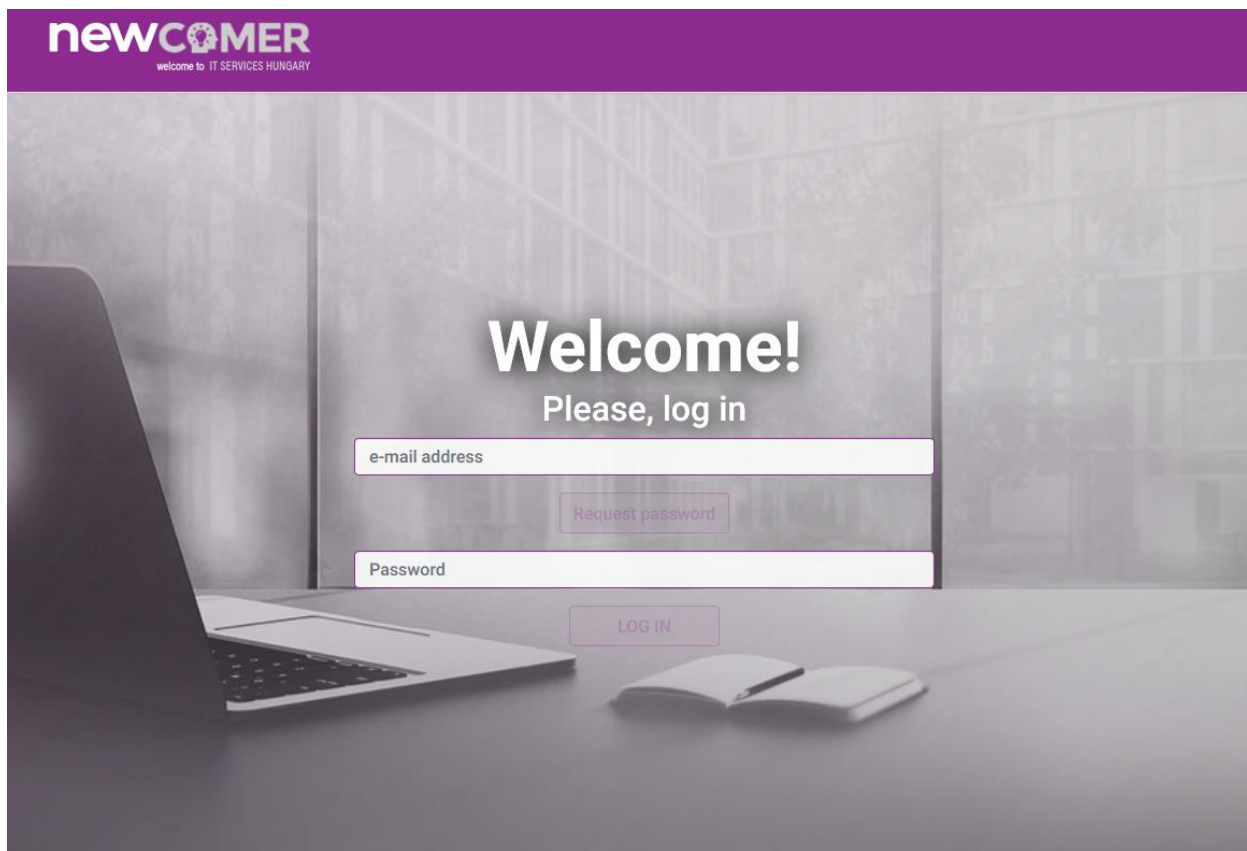
To reach NewComer in English you have to set the language in Browser Settings:

<https://support.google.com/chrome/answer/173424?hl=en>

<https://support.microsoft.com/en-us/help/4532129/microsoft-edge-use-in-another-language>

3. Login

After accepting the **privacy statement** the User will be welcomed with the following page:



1. figure – Welcome page

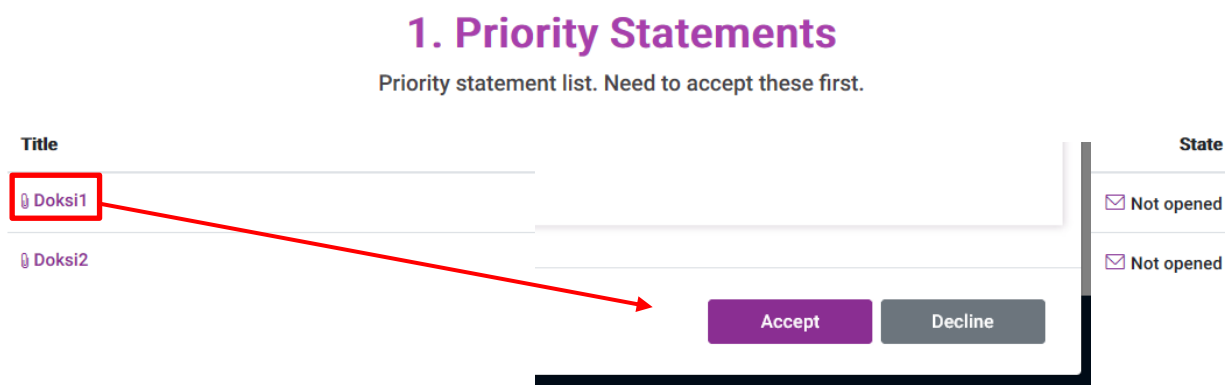
The User has to use his or her given e-mail address and **Request a password**. A **one-use-only password** will be sent out via SMS. Password request is possible multiple times, but has a daily limit.

4. Priority statements

To start scroll down to the **Priority statements**.

The Priority statements have to be **read and accepted/declined**.

To read the document click on its name:



2. figure - Open document and accept/decline

After reading the document you can accept or decline it.

If every **Priority document** was accepted then you can move on to read the **Regular statements** and **Process documents**.

The **State** column will help you to see which documents are opened (and accepted/declined) or not opened:

- **Not opened:** You have not opened the document yet
- **Opened:** You have opened the document but not accepted or declined
- **Accepted:** You have accepted the document
- **Declined:** You have declined the document

You can reread the documents anytime and accept the already declined document. In this case the **State** will be **Accepted after decline**.

5. Regular statements

Scroll down to see the **Regular statements**.

These also has to be **read and accepted/declined**.

2. Statements

Regular statements. Need to accept these to start to work.

Title	State
<input type="checkbox"/> Adatkezelési tájékoztató_régi	<input checked="" type="checkbox"/> Not opened
<input type="checkbox"/> Adatkezelési tájékoztató Telefon-, internet, email	<input checked="" type="checkbox"/> Not opened
<input type="checkbox"/> Doksi3	<input checked="" type="checkbox"/> Not opened

3. figure - Open Regular statements, accept or decline

Below the **Regular statements** you can read the **Process documents**

The state column will help you to see which documents are opened (and accepted/declined) or not opened:

- **Not opened:** You have not opened the document yet
- **Opened:** You have opened the document but not accepted or declined
- **Accepted:** You have accepted the document
- **Declined:** You have declined the document

You can reread the documents anytime and accept the already declined document. In this case the State will be **Accepted after decline**.

6. Process documents

The **Process documents** are documents that have to be read.

3. Process Documents

Process documents. No accept needed, only for notification.

Title	State
 Adatvédelmi szabályzat V2.00	<input checked="" type="checkbox"/> Not opened
 Code of Conduct V1.00	<input checked="" type="checkbox"/> Not opened

4. figure - Process documents