Teczo Features Quick Guide

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Online Business Solutions

Linking Component to a Product

Component Field

Add Component

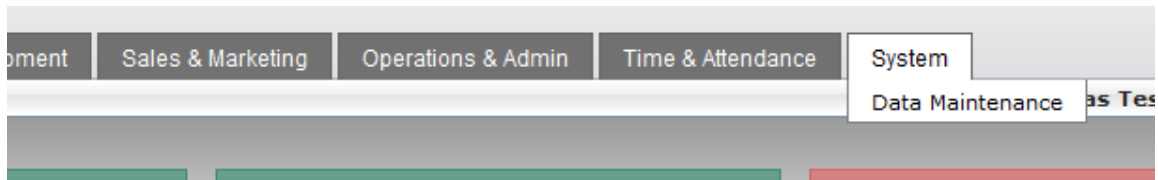Edit Component

Assigning Components to a Product

Selecting a Component in Various Modules (BT, PC, PD, QI and TS)
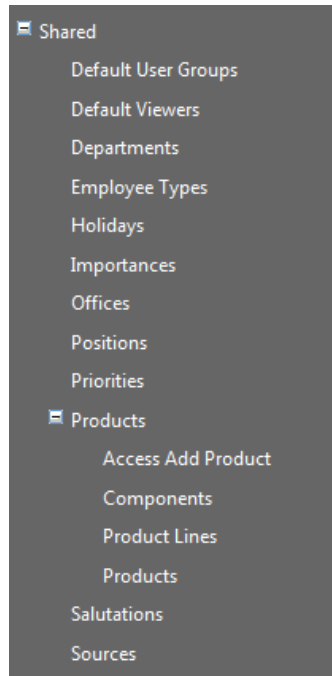
Component Field

To enable components in various modules such as Bug Tracker, Product Development Tracking, Product Change Tracking, Quality Issues and Technical Support Center, a Component should be assigned through Data Maintenance > Products which can be done by the Product Owners and System Administrators.

Add Component

1. Click the Data Maintenance Link under System Category.

2. Locate and click Components from the left side navigation tree under Products group.

3. Click Add Component button located in the upper right side of the summary table.

4. Select values for the following fields:
   a) Abbreviation – maximum of 8 characters.
   b) Description – maximum of 50 characters.
   c) Default Owner – only one owner is allowed to be selected. Can be automatically selected as topic owner and added as moderator in BT, TS, QI, PC and PD modules.
   d) QA Person – one or more can be selected. Can be added automatically as topic moderator in BT, TS, QI, PC and PD modules
   e) Immediate Respondents – one or more can be selected. Can be added automatically as topic immediate respondents in BT, TS, QI, PC and PD modules.

5. Click Save, Save & New or Save & Close to add the component. Back to cancel and go back to the summary list.

Edit Component

1. Follow Steps 1 and 2 from Add Component.

2. Select a component in the summary table by clicking the row to open the details page.

3. Click Edit button located in the upper right side of the details preview.

4. Follow Steps 4 and 5 from Add Component.
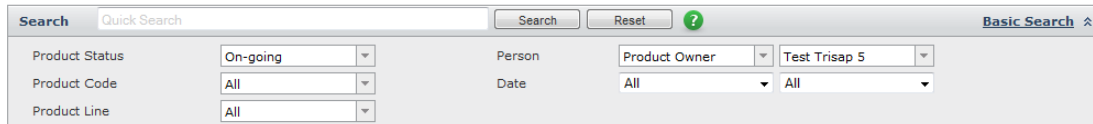
Assigning Components to a Product

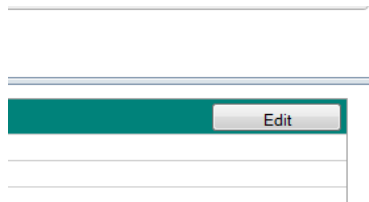1. Click the Data Maintenance Link under System Category.
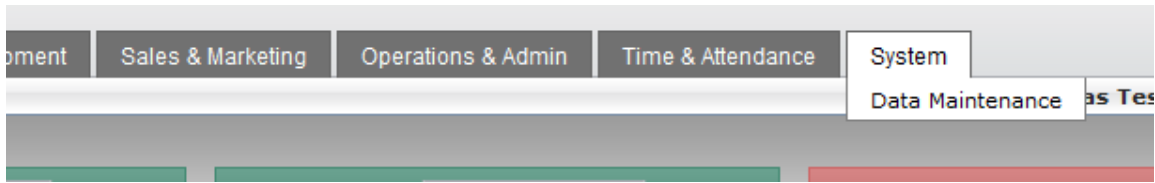
2. Click a product (Product Owner can only edit owned products) from the summary list.
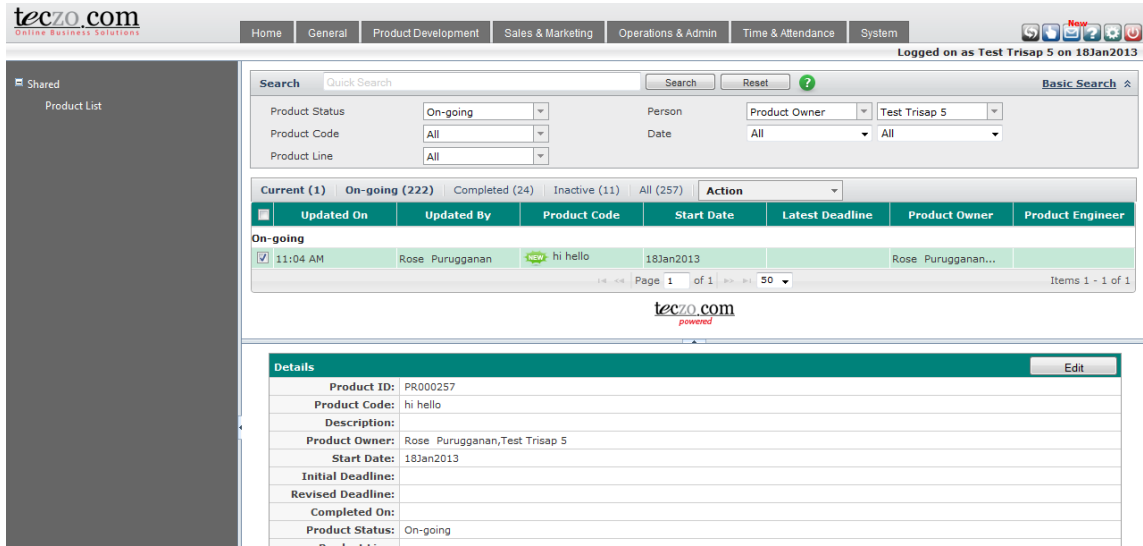
Tip: You may filter the list through Advanced Search to see your owned products for Product Owners

3. Click the Edit button to open the edit page.

4. Locate the Component field and click the Assign Component button.

5. Select one or more Components from the list by clicking the row from the left side selection. You can filter the list by typing characters in the search box. A tooltip showing the Default Owner, QA Person and Immediate Respondents will be visible upon hovering over the component row.

6. Click Save to link the selected components.

Selecting a Component in Various Modules (BT, PC, PD, QI and TS)

1. Go to a module.

2. Select a record you own or moderate from the summary table.

3. Click the Edit button to open the edit page.

4. Locate the Component and select a value.

Note: You must select a Product value first in order to be able to see linked Components

5. You will be prompted to add and update the following:
    a. Default Owner – to be the topic owner and added as a moderator
    b. QA Person – to be added as the moderator
    c. Immediate Respondents – to be added as the immediate respondents
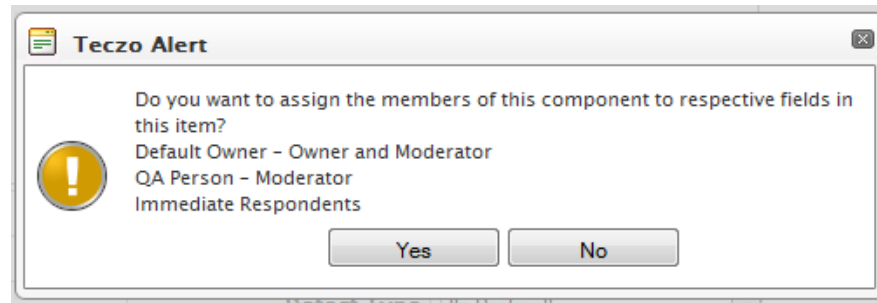
6. Clicking Yes will automatically update the fields, No will retain currently selected values.
   Tip: You can still change or update those values upon clicking Yes.

7. Click Save, Save & New or Save & Close to update the record.