

Linking Component to a Product

Component Field

Add Component

Edit Component

Assigning Components to a Product

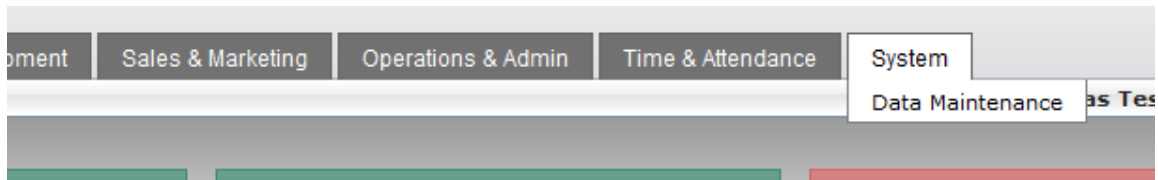
Selecting a Component in Various Modules (BT, PC, PD, QI and TS)

Component Field

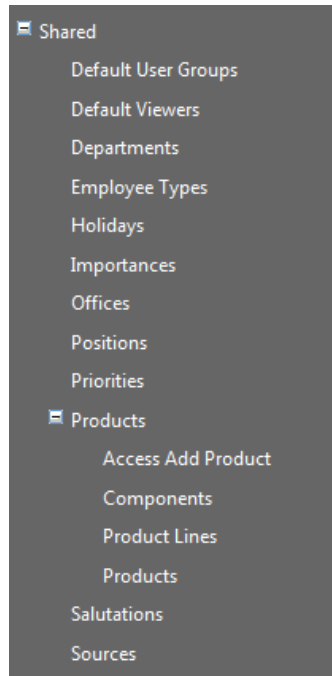
To enable components in various modules such as Bug Tracker, Product Development Tracking, Product Change Tracking, Quality Issues and Technical Support Center, a Component should be assigned through Data Maintenance > Products which can be done by the Product Owners and System Administrators.

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.

| Add Component | | | | | |
|---------------|--|-------------------|-------------------|-----------------------|--|
| Abbreviation | Description | Default Owner | QA Person | Immediate Respondents | |
| CTL | Testing Testing Testing Testing Testing Don't Mind | Bryan Oab | Martin Chan | Rachell Viesca... | |
| DM-PROD | Data Maintenance Products | Mark QA Francisco | Mark QA Francisco | | |

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.

Add Component

| | |
|----------------|--------------------|
| Component Code | CO000022 |
| Abbreviation | PCmpt |
| Description | Product Component |
| Default Owner | Charlotte Bataller |
| QA Person | chi kit wong |

Select Immediate Respondents

Type a name.. x

- ACS Africa
 - Engineering
 - Mark82ph 3
- ACS Holland
 - Accounting
 - jim boy
 - Engineering
 - acsrich1
- ACS Hong Kong
- ACS Philippines

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

Edit Component

- Follow [Steps 1 and 2 from Add Component](#).
- Select a component in the summary table by clicking the row to open the details page.

| Abbreviation | Description | Default Owner | QA Person | Immediate Respondents | |
|--------------|--|--------------------|-----------------------|-----------------------|--|
| CTL | Testing Testing Testing Testing Testing Don't Mind | Bryan Oab | Martin Chan | Rachell Viesca... | |
| DM-PROD | Data Maintenance Products | Mark QA Francisco | Mark QA Francisco | | |
| GN-ADD | Add Page | Rich Delavin | Rich Delavin | Mark QA Francisco... | |
| GN-ADVS | Advanced Search | Charlotte Bataller | chi kit wong | Mark QA Francisco... | |
| GN-BASS | Basic Search | Martin Chan | Richard Delavin (acs) | Mark QA Francisco... | |
| GN-EDIT | Edit Page | Bryan Oab | Charlotte Bataller | Mark QA Francisco... | |
| GN-EX-EX | Export to Excel | Martin Chan | Rich Delavin | Mark QA Francisco... | |
| GN-M.ACT | More Actions | | | | |
| GN-SUMM | Summary Page | | Rachell Viesca | Mark QA Francisco... | |
| HR-MR | My Record | | Rich Delavin | Mark QA Francisco... | |

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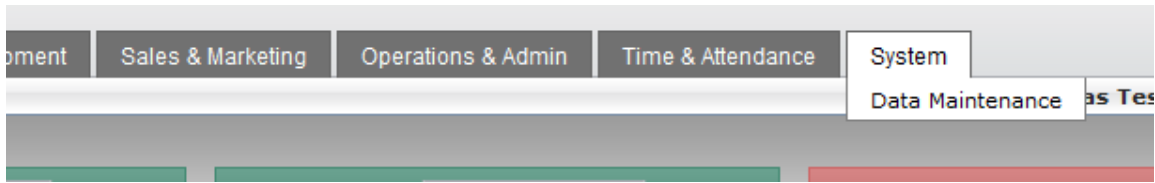


| Details | | Edit |
|------------------------|---------------------------|------|
| Abbreviation: | DM-PROD | |
| Description: | Data Maintenance Products | |
| Default Owner: | Mark QA Francisco | |
| QA Person: | Mark QA Francisco | |
| Immediate Respondents: | | |

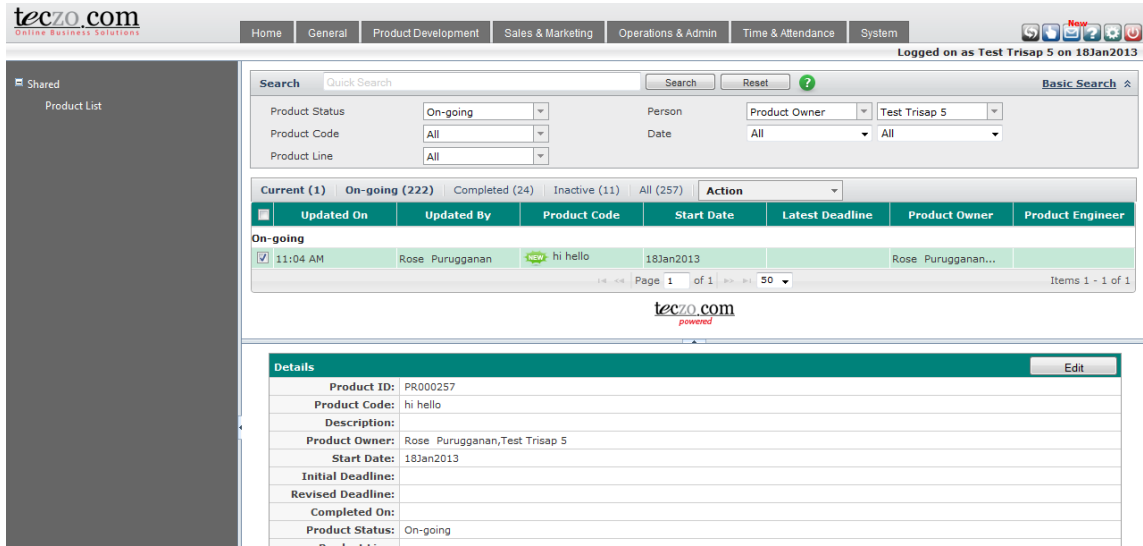
- Click Edit button located in the upper right side of the details preview.
- Follow [Steps 4 and 5 from Add Component](#).

Assigning Components to a Product

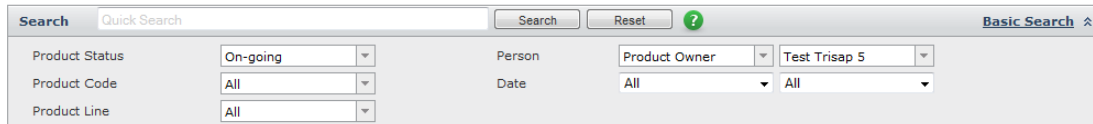
- Click the Data Maintenance Link under System Category.



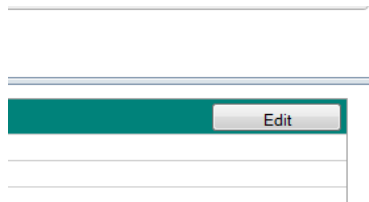
2. Click a product (Product Owner can only edit owned products) from the summary list.



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.



| Edit Product - PR000467 | | | |
|---|--|------------------|-----------|
| Product Code | UAT - Product Development Tracking | | |
| Description | <div style="border: 1px solid #ccc; padding: 5px;"> <p>UAT - Product Development Tracking</p> </div> | | |
| Product Owner | René (QA) Wierenga | Start Date | 01Jan2013 |
| Initial Deadline | | Revised Deadline | |
| Product Status | On-going | Completed On | |
| Product Line | Teczo - UAT | | |
| Component | <input type="button" value="Assign Component"/> No components selected. | | |
| Product Engineer | Please select users | | |
| Initiated By | René (QA) Wierenga | | |
| <input type="button" value="Save"/> <input type="button" value="Save & New"/> <input type="button" value="Save & Close"/> <input type="button" value="Back"/> | | | |

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

| | |
|-------------------------|--|
| Product Status | On-going |
| Product Line | Teczo - UAT |
| Component | <input type="button" value="Assign Component"/> No components selected. |
| Product Engineer | Please select users |
| Initiated By | René (QA) Wierenga |

- 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.

Select Component

| Abbreviation | Description |
|--------------|---|
| CTL | Testing Testing Testing Testing Testing Don't Mind |
| DM-PROD | Data Maintenance Products |
| GN-ADD | Add Page |
| GN-ADVS | Advanced Search |
| GN-SUMM | Summary Page |
| HR-MR | My Record |
| HR-OR | Other Records |
| HR-PRD | Product |
| SA-INFO | View Company Info |
| SA-MODOP | Module Options |
| SA-USAGE | Company Usage Analysis |
| TI-ATM | Assign Terminal |
| TI-LEAVE | Timesheet Leave Request/Approval |

| Abbreviation | Description |
|--------------|-----------------|
| GN-BASS | Basic Search |
| GN-EDIT | Edit Page |
| GN-EX-EX | Export to Excel |
| GN-M.ACT | More Actions |
| SA-USERS | Users |

6. Click Save to link the selected components.

| | <input type="button" value="Assign Component"/> | | | | | | | | |
|------------------|---|--------------|-------------|----------|--------------|---------|--------------|-------|-----------|
| Component | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="width: 50%;">Abbreviation</th> <th style="width: 50%;">Description</th> </tr> </thead> <tbody> <tr> <td>GN-M.ACT</td> <td>More Actions </td> </tr> <tr> <td>GN-SUMM</td> <td>Summary Page </td> </tr> <tr> <td>HR-MR</td> <td>My Record </td> </tr> </tbody> </table> | Abbreviation | Description | GN-M.ACT | More Actions | GN-SUMM | Summary Page | HR-MR | My Record |
| Abbreviation | Description | | | | | | | | |
| GN-M.ACT | More Actions | | | | | | | | |
| GN-SUMM | Summary Page | | | | | | | | |
| HR-MR | My Record | | | | | | | | |

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

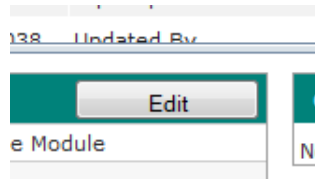
1. Go to a module.

| | | | | |
|------|---------|---|-------------------|--------------------|
| Home | General | Product Development | Sales & Marketing | Operations & Admin |
| | | Bug Tracker | | |
| | | Certificate Tracking Product Change Tracking Product Development Tracking Technical Support Center | | |

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

The screenshot shows the Teczo bug tracking interface. At the top, there is a search bar with 'BT ID' and a 'Go' button. Below this is a table of bugs with columns: Updated On, Updated By, BT ID, Bug Title, Prod, Bug Status, P, Owner, Moderated By, and Latest Deadline. The table lists several bugs, with the second one selected. Below the table, there are two panels: 'Details' and 'Comments'. The 'Details' panel shows information for bug BT000027, including its priority (3 - Medium), revised deadline (31Jan2013), initial deadline (16Nov2012), and description. The 'Comments' panel shows 'No comments posted.' and an 'Add Comment' button.

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

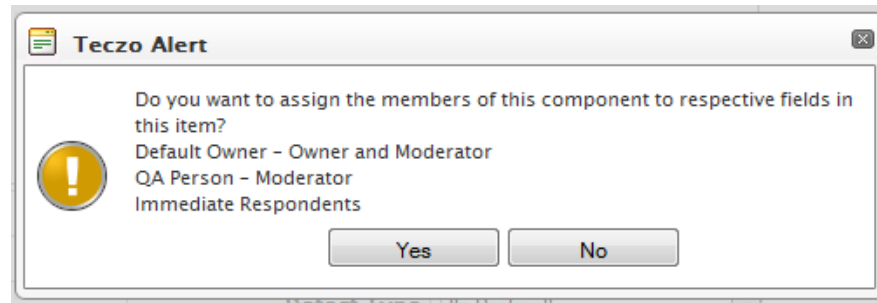


4. Locate the Component and select a value.

The screenshot shows the bug tracking interface with the 'Components' dropdown menu open. The menu lists several options: Add Page, Filter: Enter keywords, <Select>, Add Page, Advanced Search, Basic Search, Edit Page, and Summary Page. The 'Bug Status' is set to 'Filter: Enter keywords', 'Initial Deadline' is '<Select>', 'Revised Deadline' is 'Add Page', 'Resolution' is 'Advanced Search', 'Immediate Respondents' is 'Basic Search', 'Keywords' is 'Edit Page', and 'Reported By' is 'Summary Page'. The 'Introduced In' dropdown is set to 'Marketing Requirement', 'Bug Frequency' is 'Always', 'Moderated By' is 'Charlotte Bataller, Mark QA', and 'Owner' is 'Charlotte Bataller'.

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.