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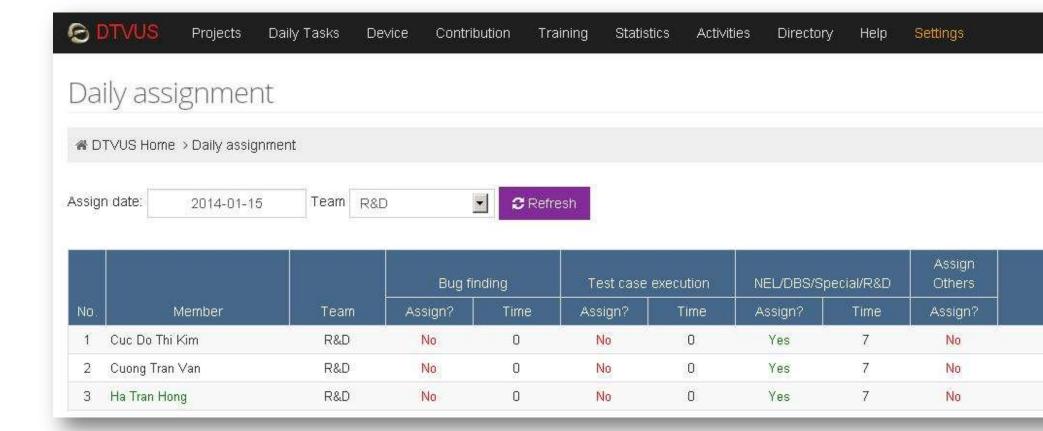
REVISION HISTORY								
Date	Version	Ву	Description of Change					
14 Jan 2014	0.01	Ha Tran	Initial version					

1. Daily Tasks

1.1. Daily Assignment

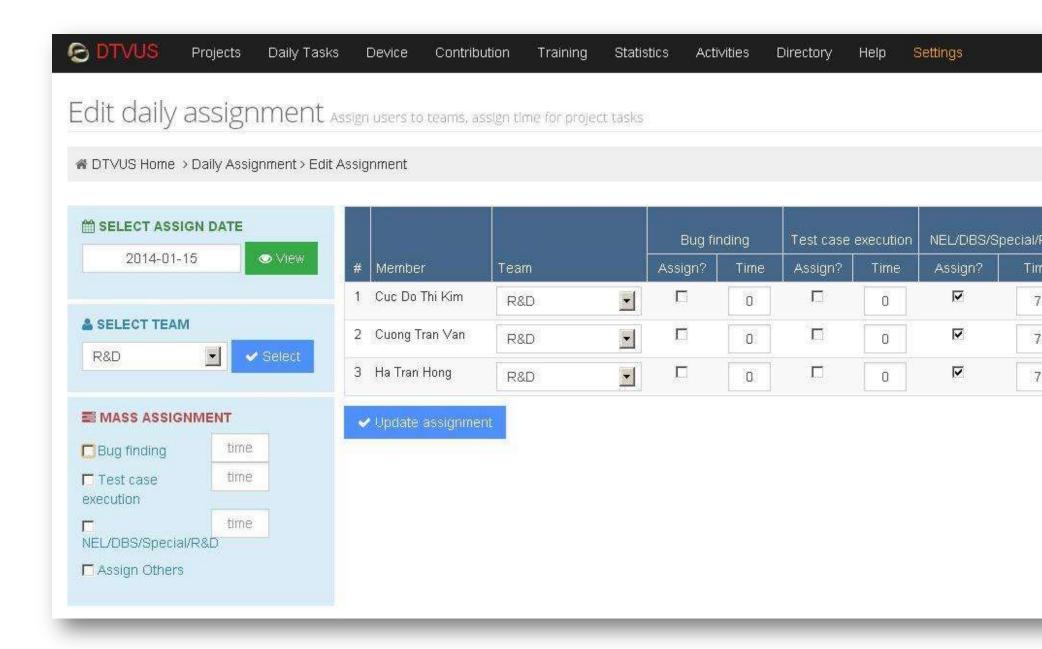
- It shows detail assignment in a specific date for users.
- User needs to have the permission "view_daily_assignment" or "manage_daily_assignment" to access this feature.
 - o "view_daily_assignment" permission: allows user to view daily assignment only.
 - o "manage_daily_assignment" permission: allows user to view daily assignment and edit daily assignment for his team(s).
- Viewing daily assignment:
 - User will select filters (Assign date & Team) and click on Refresh button to view assignmen. By default, the filters are current date and current team of the user.
 - o An assignment will include information below:
 - Member: members in the selected team.
 - Team: team name.
 - Task(s) contains:
 - Task name.
 - Assign? → Yes/No (while Yes means you are assigned to this task).
 - Time (depends on specific task): duration of time you are assigned to do this task.
 - Quantity (depends on specific task): quatity of work you are asigned in the task.

The assignment template is defined by PM.



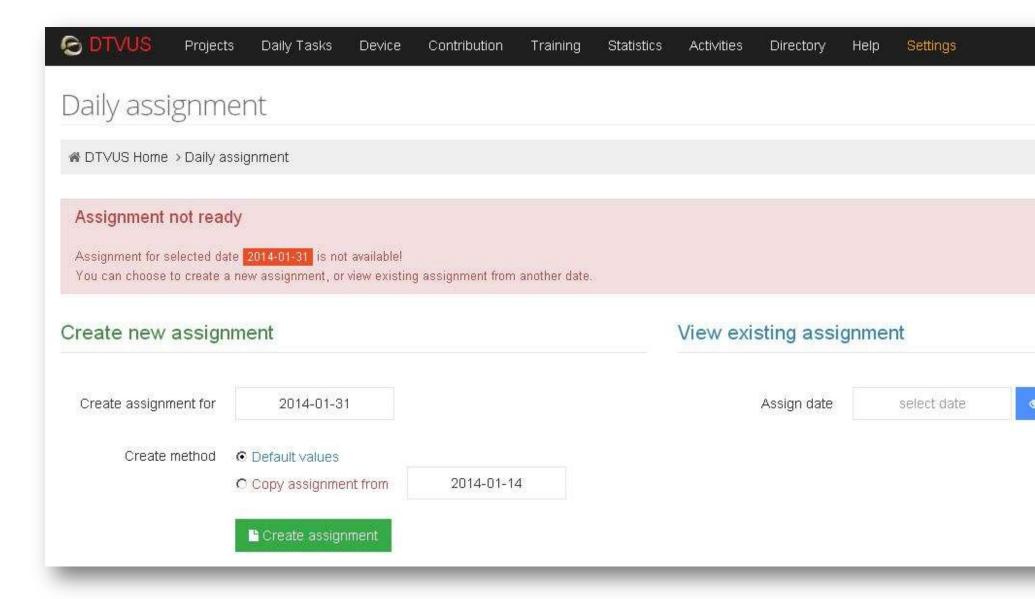
- Editing daily assignment:
 - o User will select a date and team to view detail assignment of members in the team.
 - o "Mass assignment": help user to update assignment for all members quickly by checking/unchecking on each task with an appropriate value.
 - User can also edit assignment on each task for specific members in the left panel, with some notes:
 - Total assigned time <= 8.
 - In case a member is changed to support another team, user can update team info for this member in "Team" column.

 But after user confirms his update, this member will belong to new team and he can not get this member back to his team by himself, only the leader of the new team can do it.
 - A member will noted as a resource of only one team per day.
 - After updating, click on "Update assignment" button to save the edition.



Note: if daily assignment is not available for the selected date, it will be created by **PM** with two options:

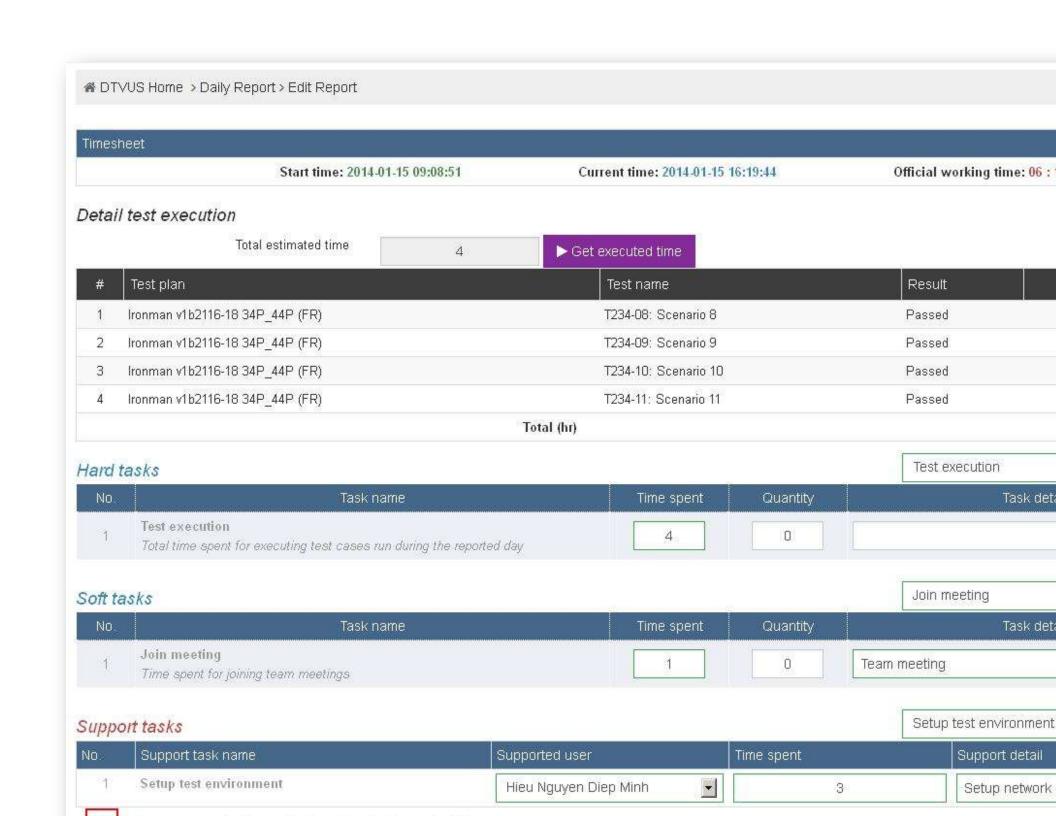
- + Coppy from the previous daily assignment, or.
- + Create new daily assignment.



- Daily assignment data will be an input for daily performance. For example, daily effort will be calculated based on daily assignment and daily report, if a task is assigned → effort of this task in daily report will be counted.

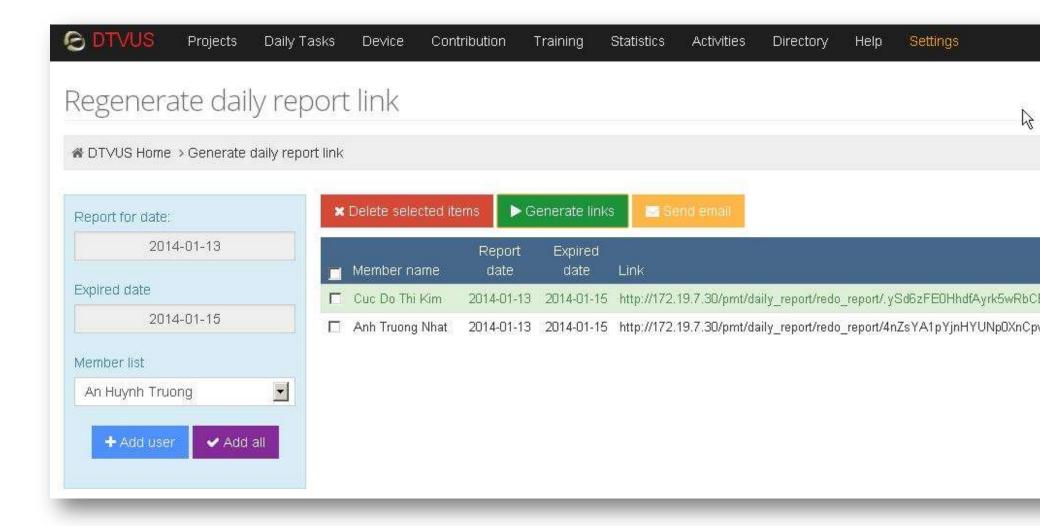
1.2. Daily Report

- In daily report, user will report what he has done during the working day.
- User needs to have "do_daily_report" permission to access this feature.
- To update daily report:
 - Select "Edit Daily Report" button.
 - o Select correct tasks and input corresponding values for the tasks.
 - If user is assigned to do "Test execution" task (with keyword "TEST" defined by **PM**), system will automatically query and calculate test execution time of user during the day and display in "Detail test execution" area. This result is based on the test cases' estimation in the project.
 - → However, user still need to add a session for "Test execution" in his report to input the real time he has spent for this task.
 - By comparing the automatically calculated time and reported time, manager can make an appropriate action: e.g. adjust the TC estimation or give more training for user, etc.
 - Check the checkbox "Confirm your report data and device status before submitting".
 - o Click on "Update report" button to save daily report.
- Daily report data will be an input for daily performance.



1.3. Generate Report Link

- In case a member did not do daily report or needs to update a daily report for a passed by day, this feature is used to generate a link for this member to update his daily report for that day.
- User needs "generate_report_link" permission to access this feature.
- To generate a report link, user will:
 - o Select "Report for date": it is the date a member needs to do daily report again.
 - o Select "Expired date": the link will be expired after this date.
 - Select "Member" → click on "Add user" button.
 - Select item(s) in generated list and click on "Delete selected items" → selected item(s) will be removed from the list.
 - o Click on "Generate links" button → report link(s) will be generated for selected member(s).
 - Click on "Send email" → report link(s) will be sent to selected member(s).



1.4. Test Execution

- Currently, Test Execution is applied for the projects which have Testlink as test execution tracking tool (e.g. DTVUS and DTVLA). For the others, system will support new feature/module to manage test execution manually/from files/etc???
- In this feature, we have some tabs on the main view: Plan Status, Detail Assignment, View by Category, Sync Status, Manage Test Plans, Manage Assignment,
 - Manage Test Case, Report, Manage Test Estimation.
- Number of displayed tabs will be based on user permission:
 - o "view_test_assignment" permission: allows user to access the tabs below:
 - Plan Status

- Detail Assignment
- View by Category
- Sync Status: view sync status of the test plans only.
- o "manage_test_assignment" permission: allows user to access all the tabs.
- <u>Plan Status</u>: show the summary status of a specific test plan in a team with the following info:

(User will select a team, then select a test plan of that team to view status)

- o Member. all members who are assigned to execute the test plan.
- Total TC: total number of test cases (TCs) assigned to the member.
- o Total time: total estimation time of the assigned TCs.
- Today required: time duration assigned for user to do test execution in daily assignment.
- o TC run today: number of TCs which are executed today.
- o Today effort: total estimation time of TCs which are executed today.
- o TC remain: number of remain assigned TCs.
- o Remain time: total estimation time of remained TCs.
- o % effort today: percentage of "Today effort"/"Today required" in this test plan.
- o % done total: percentage of TCs done compared to total of assigned TCs.
- o Note.



- <u>Detail Assignment</u>: show the detail information of all TCs in a specific test plan with following info:

(User will select a team, then select a test plan of that team from Plan Status tab.

User can change the view by applying different filters, i.e TC type, Executable, Assignee, Test result, Run by)

- Test name: name of TC.
- Executable:
 - need_help: TC can not be executed at GCS site.
 - yes: TC is executable.
 - no: TC can not be executed at any sites.
- Estimated: estimation time (based on platform count of the test plan, this value will be the corresponding estimation time of the TC).
- o Result.
- TC type: type of TCs. It's useful for filtering TCs when assigning and executing. (TC types list will be defined by PM)

- $\circ\quad$ Bug ID: attached bug ID when a TC is failed.
- o Assignee: local assignee.
- o Ext. Assignee: assignee on Testlink.
- o Run by: executor.
- o Run date: execute date.
- o Note.

Plar	Status	Detail Assignment	View by Category	Sync Stat	tus Mana	age Test Pl	ans	Manag	e Assignmer	nt Manage Test	Case Report	Manage
	t: HD Grap an: v1b201	phics 19-2020 FR (HR22T_H	R24T)	TC type	-	Execu	itable Ny		Assigr		Test result	Ru
No	Test nar	me		Executable	Estimated	Result	TC Type	Bug ID	Assignee	Ext. Assignee	Run by	Run o
Hx2x	/A3 DVR/	T167.2 - Digital SWM	: Repeat Guided Se	tup / Live								
1		1: DSWM - IV:Repeat 3/Single Tuner (Hx2X t	·	need_help	0	Not Run				unassigned		0000-0
2		2: DSWM - IV:Repeat of defected	Satellite Setup	need_help	0	Not Run				unassigned		0000-0
3	T167.2-03 Signal St	3: DSWM - IV:Repeat trength	Satellite Setup /	need_help	0	Not Run				unassigned		0000-0
4	T167.2-0 /DSWM1	4: DSWM - IV:Repeat 3	Satellite Setup	need_help	0	Not Run				unassigned		0000-0
T01 -	Live TV -	Tuning										
5	T01-05: (Continuous ATSC tunin	g	yes	25	Not Run			duyxd	gcs_than		0000-0
T02 -	Live TV -	Parental Controls										
6	attempt t	While in the Temporary to unlock the STB com y unlock.	·	yes	5	Not Run			duyxd	gcs_than		0000-0

View by Category: show the categories assignment of a specific test plan in a team with the following info:

(User will select a team, then select a test plan of that team from Plan Status tab. User can filter Assignee to see which categories assigned to himself.)

- o *Test category*: test category name.
- o No. of TC: number of TCs in the category.

- Total time: total estimation time of the category.
- NR time: total estimation time of Not-Run TCs in the category.
- Assigned to: assignee of the category.
- o *Type*: test case type of the category.
- o Note.

Pla	n Status	Detail Assignment	View by Category	Sync Status	Manage Test Plans	Manage Ass	ignment	Manage Test	Case I	Report Manag
Testp	Project: HD Graphics Testplan: v1b2019-2020 FR (HR22T_HR24T) Last update: 2014-01-17 09:10:32									
No	Test cate	egory					No.of TC	Total time	NR time	Assigned to
1	T111.2- A	Adult / MA					15	630	630	thuantp
2	T111.4- A	Adult / MA					12	379	379	thuantp
3	T111.1- A	Adult / MA					5	160	160	thuantp
4	T111.5- A	Adult / MA					9	305	305	thuantp
5	T111.3- A	Adult / MA					12	360	360	
6	T111.7 -	Adult / MA: Hiding Po	sters and Metadata				3	120	120	
7	T96.18 -	[MRV] Adult / MA					5	220	220	
8	T14 - PP	V - PIP Acquisition					12	380	380	

- Sync Status: show the sync status of active test plans in the project with the following info:
 - Test project: test project in Testlink.
 - Test plan name.
 - Last status message: sync status.
 - Last sync: time of the last sync.
 - Action: click on Download icon to sync a test plan (this column is displayed if user who has "manage_test_assignment" permission).

|--|

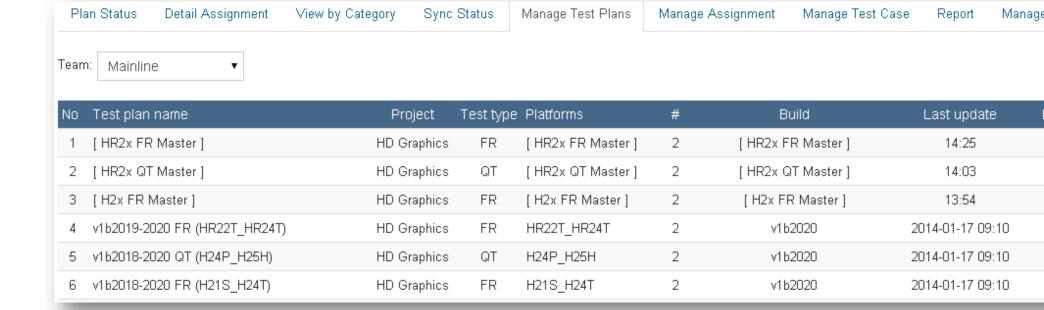
Test plans sync status

ID.	Test project	Test plan name	Last status message
2516	Hospitality	v1b1403_h259-260 FR (HR24T_HR24S)	
2689	HD Graphics	[H2x FR Master]	success
2691	HD Graphics	[HR2x FR Master]	success
2690	HD Graphics	[HR2x QT Master]	success
2648	HMC HD Graphics	34P_44P up-ipt4a 011514 (PI)	success
1452	HMC HD Graphics	Goliath v1b1943 34P_44H (QT)	
2556	HMC HD Graphics	Hulk v1b2018-21 34P_44S (FR)	

- Manage Test Plans: show the test plans list in a team of the project with the following info:

(User needs "manage_test_assignment" permission to access this page)

- o Test plan name: test plan name need to be exactly the same as test plan name on Testlink (otherwise, it's unable to sync test plan later).
- o Project: test project in Testlink.
- o Test type: test type of the test plan (defined by PM).
- o Platforms: platforms executed in the test plan.
- #. number of platforms (this number will determine which estimation column of belonging TCs will be displayed in Detail Assignment/Manage Test Cases tabs).
- o Build: execution build.
- o Last update: time of last update.
- o Last sync: time of sync.
- Active: status of the test plan, user can activate/deactivate a test plan.
- o Note.
- Action (edit/delete): edit/delete test plan.
 Note: Once a test plan is deleted, no way to restore it.



- Manage Assignment: show the summary assignment on a test plan in a team with the following info:

(User needs "manage_test_assignment" permission to access this page)

- Main actions: user can:
 - switch team and test plan by clicking on "Switch" button
 - collapse/expand the panels in this page to have a nicer view by clicking on "<", "<<" or ">>" button
 - Test plan actions:
 - Reset status: reset test status (result, executor, exec time) or reset local assignee (for packs, categories and test cases). Usually, we use after creating a new test plan by cloning from an old one.
 - Sync test result: sync test result of the test plan from Testlink. Usually, we use this action after Reset Status of a test plan.

(With this action, all TCs which have new result compare to the local TCs will have the execute date as current date

- → Execute date will be incorrect in case a test plan has been executed for some days, and today it's just been created and synchronized in the system)
- Sync execution time: sync test status (result, executor, exec time) of a test plan. We use this action when updating
 execute date is necessary.

(With this action, all updated TCs will have new test status [result, executor, exec time]

- → It means that execution effort for the old executor will updated too if old executor needs to do his daily report again for that day.
 - In case, he does not touch to his old daily report, nothing change in his old effort)
- Sync estimation time: sync estimation time for TCs from master TC estimation.
- Summary status with TC type of categories, with info:
 - Test type
 - Total (TC, time): number of TCs and total estimation time of all TCs in test plan.
 - Not run (TC, time): number of TCs and total estimation time for Not-Run TCs.
- Summary status with assignees, with info:
 - Assignee: all assigneed in test plan.
 - NR TC: number of NR TCs.
 - NR time: total time for NR TCs.
 - Local: number of TCs with the same assignee on Testlink.
 - Other: number of TCs with different assignee on Testlink.
- Pack distribution: manage assignment with packs, user can:
 - Add a new pack → click on "+" (Plus) icon, then define pack info.
 - Edit a pack → click on a pack name.
 - Assign a pack to an assignee → select corresponding "Assignee" cell and select a user.
 - Assign single/multiple packs to an assignee → check on selected packs, then select "Assign to" [assignee] → click Assign button (at the end of the panel).
- o Test category distribution: manage assignment with packs, user can:
 - Edit a category → click on a category name.
 - Update pack info of a category → click corresponding "Pack" cell and select a pack.
 - Assign a category to an assignee → select corresponding "Shared to" cell and select a user.
 - Assign single/multiple categories to an assignee → check on selected categories, then select "Assign selected categories to" [assignee] → click Assign button (at the end of the panel).

Package distribution 🚼								
	Pack	Content	NR	Assignee				
	Block		0.00	unassigned				
	Need help		2.67	unassigned				
	Pack01	Adult	19.50	thuantp				
	Pack02	Adult	5.08	thuantp				
	Pack03	Adult; MRV	11.67	unassigned				
	Pack04	PPV	12.17	unassigned				
	Pack05	PPV	12.17	phungtkn				
	Pack06	PPV	1.00	dungttm				
	Pack07	PPV	0.00	unassigned				
	Pack08	VOD	24.00	unassigned				
	Pack09	VOD - TMS	13.00	unassigned				
	Pack09-01		0.00	unassigned				
	Pack09-02		0.00	unassigned				
	Pack09-03		0.00	unassigned				
	Pack09-04		0.00	unassigned				
	Pack10	VOD	12.33	unassigned				
	Pack11	VOD 1-Click	18.67	hongttt				
	Pack12	VOD - Adult Only	11.83	unassigned				
	Pack13	VOD	0.00	unassigned				
	Pack14	Full disk	5 17	dunattm				

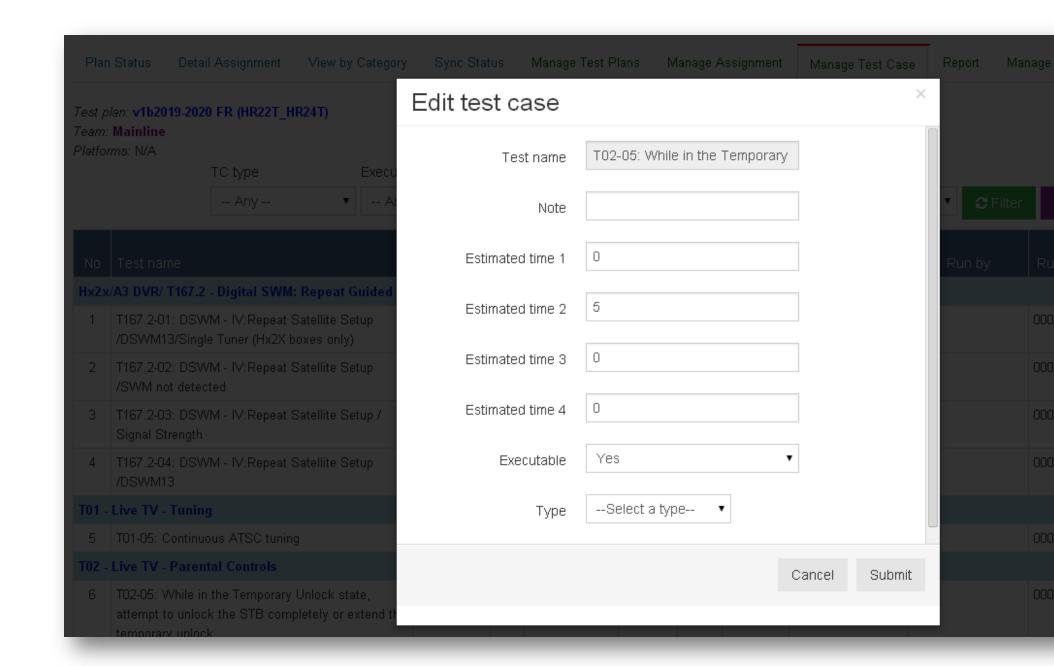
-	Total	No	ot run
TC	Time	тс	Time
54	33.58	54	33.58
37	30.43	31	27.77
74	53.00	63	43.67
47	39.67	34	25.33
999	411.27	766	309.35
83	62.33	82	61.33
	TC 54 37 74 47 999	54 33.58 37 30.43 74 53.00 47 39.67 999 411.27	TC Time TC 54 33.58 54 37 30.43 31 74 53.00 63 47 39.67 34 999 411.27 766

No	Assignee	NR TC	NR time	Local	Other
1	unassigned	603	248.23	304	299
2	dunghh	22	4.80	22	0
3	dungttm	27	24.33	3	24
4	duyentmh	24	13.17	10	14
5	hieptd	28	9.63	28	0
6	hieudmn	19	9.17	18	1
7	hoahtk	16	20.00	15	1
8	hoatnh	47	23.50	23	24
9	hongttt	19	18.67	0	19
10	lamnt	42	12.15	41	1
11	thoatu	53	22.63	32	21
12	thuantp	41	24.58	40	1
13	thuyttle	54	18.78	48	6

Plan	Status Detail Assignment View by Category Sync Status	Manage Test Plan	s N	∕lanage Assigr	nment	Manage Test Case	Report 1	Manage
>>	Test plan: ∨1b2019-2020 FR (HR22T_HR24T) . Team: Mainline 🕒 S	Switch & Refre	esh					
#	Test category	Pack	#TC	Total time	NR time	: Assignee	Shared to	1
1	Hx2x/A3 DVR/ T167.2 - Digital SWM: Repeat Guided Setup	Need help	4	0		unassigned	unassigned	
2	T01 - Live TV - Tuning	Pack27	1	25	25	Duy	Duy	
3	T02 - Live TV - Parental Controls	Pack27	4	25	25	Duy	Duy	
4	T03 - Live TV - Guide	Pack27	5	35	35	Duy	Duy	
5	T04 - Live TV - Mini Guide	Pack27	4	20	20	Duy	Duy	
6	T05 - Live TV - Favorites	Pack27	8	77	67	Duy	Duy	
7	T06 - Live TV - Guide Info Screens	Pack26	4	375		HùngMT	HùngMT	
8	T07.1 - Smart Search	Pack15	6	139	139	unassigned	unassigned	
9	T07.2 - Unique Schedule Smart Search	Pack15	11	410	370	unassigned	unassigned	
10	T07.4 - YouTube	Pack24	11	330	300	thoatu	thoatu	
11	T07.7 - Pandora	Pack19	18	795	310	ytnn	ytnn	
12	T08 - Live TV - Alternate Audio	Pack26	1	10		HùngMT	HùngMT	

- <u>Manage Test Case</u>: same view as Detail Assignment tab, but user has more actions:
 - o Edit TC by clicking on TC name.
 - o Export: export the TCs list to excel file.
 - o Import from file: update TCs list with specifice columns from an excel file with standard format.

Edit TC:



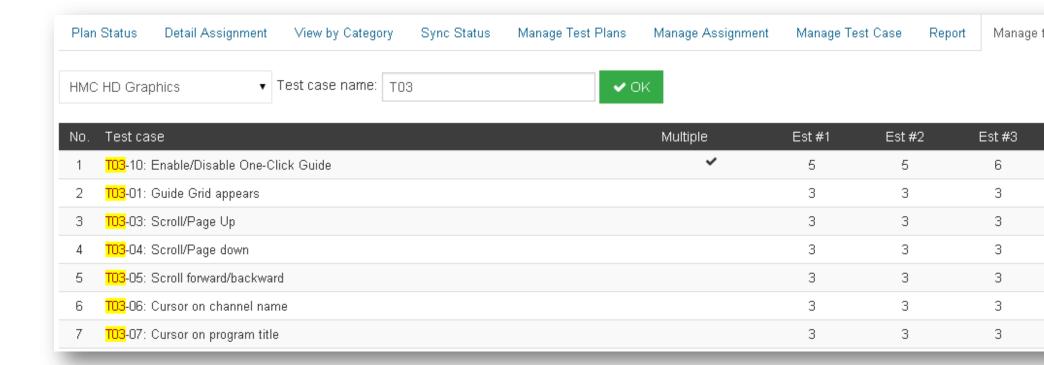
Import from file:

Sync test case from excel ♠ DTVUS Home Data Columns and Rows (index starts from 1) Source data ∨1b1403_h259-260 FR (HR2 ▼ Test plan to sync Data start row Choose File No file chosen 2 Data file (.xls, .xlsx, .cvs) Test case column Estimation column Warning: . This function will override test plan data with info from excel to · Incorrect data source file may corrupt your test plan data, us 5 Note column · Data columms will be updated: executable, estimation, testo 8 Test type column Concurrent column 13

- Report: manage report of all active test plans in the project. User can report for single or multiple test plans at the same time with steps:
 - o Check the reported test plans.
 - Sync selected plans → click on "Sync selected plans".
 - o Select a Report Template (defined by PM).
 - o Click on "View Report" button.

Plan Status Detail Assignment View by Category	Sync Status Manage Test Plans	Manage As	ssignment Manage Test	Case Report Manage
Test plan name	Project	Team	Platform	Tested build
□ v1b1403_h259-260 FR (HR24T_HR24S)	Hospitality	Hospitality	HR24T_HR24S	v1b1403_h259-260
	HMC HD Graphics	НМС30	HR34P_HR44P	up-ipt4a
Goliath v1b1943 34P_44H (QT)	HMC HD Graphics	HR2x	HR34P_HR44H	v1b1943
✓ Hulk v1b2018-21 34P_44S (FR)	HMC HD Graphics	НМС30	34P_44S	v1b2021
☐ Hulk v1b2021 34P_44S (QT)	HMC HD Graphics	НМС30	HR34P_HR44S	v1b2021
☐ Hulk v1b2021 44P_44H (QT)	HMC HD Graphics	НМС30	HR44P_HR44H	v1b2021
✓ Ironman v1b2116-20 34P_44P (FR)	HMC HD Graphics	НМС30	HR34P_HR44P	v1b2120
v1b2103_hdmi_cec (HR21P_HR21S)	HD Graphics	Mainline	HR21P_HR21S	v1b2103_hdmi_cec
□ v1b2103_hdmi_cec (HR24S_HR24H)	HD Graphics	Mainline	HR24S_HR24H	v1b2103_hdmi_cec
Report template				
DTVUS HMC30 Test Report ▼				
	≣ View Report	⊙ Sync sel	ected plans	

- Manage Test Estimation: manage master test estimation of a test case with steps:
 - o Select Testlink project.
 - Input keyword for search TC name.
 - Click OK
 - Edit necessary TC.



1.5. Bug Adjustment

- Sometimes user needs to change some information of a bug manually & locally, such as reporter/ resolution/priority. This feature will help user to do that.
- User needs to have "request_bug_adjustment" permission to add a request for bug adjustment.
- A bug adjustment can be: reporter adjustment or resolution adjustment
 - o Reporter adjustment: requires info:
 - Bug ID
 - Current reporter: the reporter on bug tracking system.
 - Note

This request means to update bug reporter from "Current reporter" to "Requester".

Bug adjustment list

☆ DTVLA Home → Issue adjustment list

Reporter adjustments

Resolution adjustments

No	Bug ID	Current reporter	Status	Request date	Requester	Approved by	Note
0	DTVLA-10028	Nguyen Nguyen Bao	Approved	2014-01-09	Nguyen Nguyen Bao	Hue Mach Dieu	Changed the reporter to Nguyen Bao Nguyer
1	DTVLA-10027	Trung To Hieu	Approved	2014-01-09	Trung To Hieu	Hue Mach Dieu	change reporter to TrungT
2	DTVLA-10016	Nguyen Nguyen Bao	Approved	2014-01-08	Nguyen Nguyen Bao	Hue Mach Dieu	Changed the reporter to Nguyen Bao Nguye
3	SKYBH-3085	Trung To Hieu	Approved	2013-12-31	Trung To Hieu	Hue Mach Dieu	change reporter to TrungT

- Resolution adjustment (including priority update if needed): requires info:
 - Bug ID
 - Current resolution: the resolution on bug tracking system.
 - Against bug ID: a proof for the request.
 - Adjusted resolution
 - Adjustted priority (optional)
 - Note
- This request means to ask for updating bug resolution from "Current resolution" to "Adjusted resolution" (adjusted priority will be input if needed).

Bug adjustment list

♠ DTVLA Home → Issue adjustment list

Reporter adjustments

Resolution adjustments

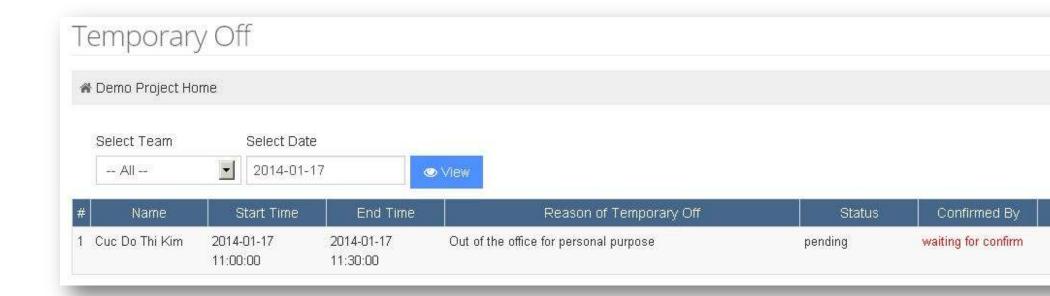
1000									
No	Bug ID	Current resolution	Against bug ID	Adjusted resolution	Status	Request date	Requester	Approved by	h
0	SKYMHMC-915	Invalid	It should be won't Fixed instead of Invalid	Won't Fix	Approved	2013-12-09	Son Bui Truong	Hue Mach Dieu	This is test case issue there is no notice abou Software Download cor Testlink.
1	DTVLA-5918	Invalid	It should be won't fixed instead of invalid	Cannot Reproduce	Approved	2013-12-02	Hai Nguyen Cong	Hue Mach Dieu	As Andy Chang common pa411 was installed head-end issue.
2	SKYMHMC-935	Invalid	SKYMHI-118	Won't Fix	Approved	2013-11-26	Nhi Nguyen Thi Yen	Hue Mach Dieu	Please help me resolve

- To update status for an adjustment, user needs "manage_bug_adjustment" permission.
- Data in this feature will be an input when calculating finding bug performance for members.

1.6. Temporary Off

- Where user can submit his plan for being off temporarily in working time.
- User does not need any permission to add a new temporary off.

 If user has "*leader*" or "*manager*" role, he can approve/disapprove a temporary off by clicking on the Status cell to invoke the approval form.



1.7. Off Planning

- Where user can submit his plan for being off officially in working days.
- User needs "manage_off_planning" permission to access this feature.
- In this feature, user can:
 - View the summary of off planning in project with calendar view.
 - Calendar has monthly view.
 - Calendar will shows the total number of each off type (AM, PM, Full) in corresponding cells.
 - When clicking on a cell, the off list of that date will be displayed on the left panel.
 - o View his own detail off plan list in a selected year.
 - o Add new plan.
 - View off plan statistics in specific duration of time.
- Daily report data will be an input for monthly performance.

Off planning view off plans list

⊕ DTVUS Home > Off plans



■ Statistics

Off list on 2014-01-15

Thong ∨u Minh	A	Approved
Chi Nguyen Thi Cam	F	Approved
Trang Thuy Le	F	Approved
Tuan Truong Quoc	F	Approved
Thao Nguyen Thi Hoang	F	Approved
Sim Pham Thi	F	Approved
Yen Su Thi Bach	F	Approved
Ngoc Vo Thi Minh	F	Approved
Cac Duong Ngoc Xuan	F	Approved

January 2014

-20	10	V/		(3.6)
Mon	Tue	Wed	Thu	
[30]	31	18.1	2	3
			Off in PM: 1	
			Off full day : 11	
6	7	8	9	10
Off full day: 3	Off in PM: 1	Off in AM; 1	Off in AM: 2	0
724	Off full day: 4	Off full day: 3	Off in PM : 1	0
			Off full day: 3	
13	14	15	16	1
Off in AM: 1	Off full day : 6	Off in AM: 1	Off full day : 5	0
Off full day : 4		Off full day: 8		0
20	21	22	23	24
Off full day : 4	Off full day: 3	Off full day: 3	Off full day: 3	0
				0
27	28	29	30	3
Off full day : 19	Off in PM 11			
	Off full day : 28			
	6 Off full day: 3 Off in AM: 1 Off full day: 4	6 7 Off full day: 3 Off in PM: 1 Off full day: 4 13 14 Off in AM: 1 Off full day: 6 Off full day: 4 20 21 Off full day: 4 Off full day: 3	50	31 2 Off in PM:1 Off full day: 11 6 7 8 9 Off full day: 3 Off in PM:1 Off in AM:1 Off in AM:2 Off full day: 4 Off full day: 3 Off in PM:1 Off full day: 3 13 14 15 16 Off full day: 5 Off full day: 6 Off full day: 8 20 21 22 23 Off full day: 8 Off full day: 8 Off full day: 3 Off full day: 3

1.8. To-Do List

- As its name, this is a personal To-Do list.
- It show all the To-Do items which are assigned to user or created/watched by user.
 - o User can view detail and update progress for these To-Do items.
- User can create a new To-Do item and assign to himself or other member(s).
- User can edit To-Do items created by himself.
- Do not need to have any permission to access this feature.

2. Device

2.1. Manage my device

- Pending List: Display all pending devices/accessories that are moving to or from user. User can:
 - o Accept transfer.
 - Decline transfer.
 - o View quick info of pending device by click on its row (Accessory pending don't have this function).

Device pending Device Name From Date moving To 1 Tablet lpad 4 Apple 2014-01-09 10:53:50 cuongtv dainq 2 STB HR44 Humax dainq 2014-01-17 15:59:23 cuongtv 3 STB HR44 Pace dainq cuongtv 2014-01-17 16:05:52 4 Network TL-R860 TP-Link cuongtv 2014-01-17 16:06:01 GCS ID: 1211-016 Accessory pending TS ID: 08031002404 Serial: 11269800175 network_type: Ethernet Router Accessory Name Quantity From To Date mo 1 HDMI cable 2014-01-17 16:06:13 dainq cuongtv 2 Serial Cable 2014-01-17 16:02:51 cuongtv daing

- My Device List: Display all user owner devices, group by device type. On each device, user can:
 - o Transfer Device: From Action menu, click link "Transfer" to transfer this device.
 - View Device Info & Device transfer history: From Action menu, click link "Show Device History" to view device info & device transfer history.
 - o On the left navigation (Index), click on each type name to quick focus to its table.

1 Tablet device(s):

#	Brand	Model	GCS ID	TS ID
1	Apple	lpad 4	0213-649	05017002041

Index:

PC
Tablet
Monitor
Network
Remote Control
DTV equipment
DTV NEL
STB
TV
Phone

1 Monitor device(s):

#	Brand	Model	GCS ID	TS ID	Serial
1	Dell	E2310Hc	0310-213	07015002337	CN-0D606R-

1 Network device(s):

#	Brand	Model	network_type	GCS ID	TS ID
1	TP-Link	TL-R860	Ethernet Router	0413-480	0803100

2 Remote Control device(s):

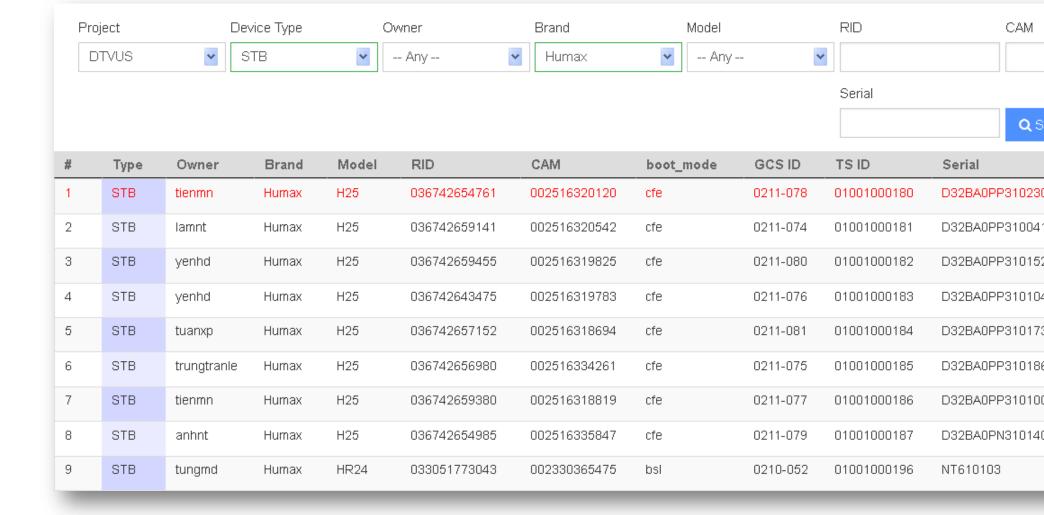
#	Brand	Model	GCS ID	TS ID
1	Others	STB RC64R		09025002691
2	Others	STB RC65X		09025002752

- My Accessory List: Display all accessories with the number of accessory that are owned by user. User can:

o Transfer Accessory: click on Transfer icon then input the quantities of accessory that user want to move.

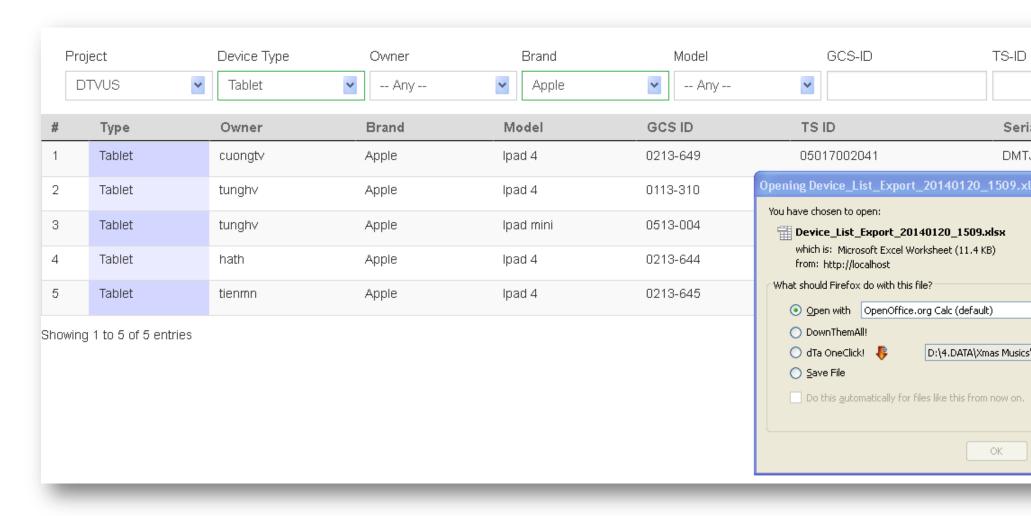
2.2. Search for devices

- Search rules:
 - Device Type field must be selected first.
 - User must enter at least 1 more search field for performance reason. (This rule does not affect to IS_SUPPORT users).
 - o Only search devices on current user's project. (With IS_SUPPORT user, have 1 option to filter device by project).
 - o Item list of Device Model appears based on each of device type selected.
 - o "Custom Fields" (the designed field that use only for each device type) appears for more search criteria options.
 - GCS-ID, TS-ID, Serial field: search exactly the keywords input.
 - Custom fields: search approximately the keywords input.
 - Search result is paginated with 25 items per page.
 - o The failed items are red highlight.
 - o Current owner device will be light-green marked in action button.



- User Action on Search page:
 - o Result Sort: click on each table header column to toggle sort data.
 - o View full info of device: From Action button, click "Show device full info".
 - View Transfer history of device: From Action button, click "Show transfer history".
 - o With current owned device, user can transfer this item directly from search page by click on "Transfer" link.
 - With IS_SUPPORT users, have more 2 options:
 - Get back: get device back to my-own (if device is not current owned). Will have an email informs to related users and will be logged to transfer log with note: "Device was got back!".
 - Edit / Remove: to edit or remove device data.

- Export Data from search result: (only for IS_SUPPORT)



o Take your search criterion, then click Export button to export the search result to excel file (.xlsx).

2.3. Transfer log

All transfers pending:

#	Device Name	From	Date moving	Т
1	STB HR44 Humax	dainq	2014-01-17 15:59:23	С
2	STB HR44 Pace	dainq	2014-01-17 16:05:52	С
3	Network TL-R860 TP-Link	dainq	2014-01-17 16:06:01	С

Transfer Logs:

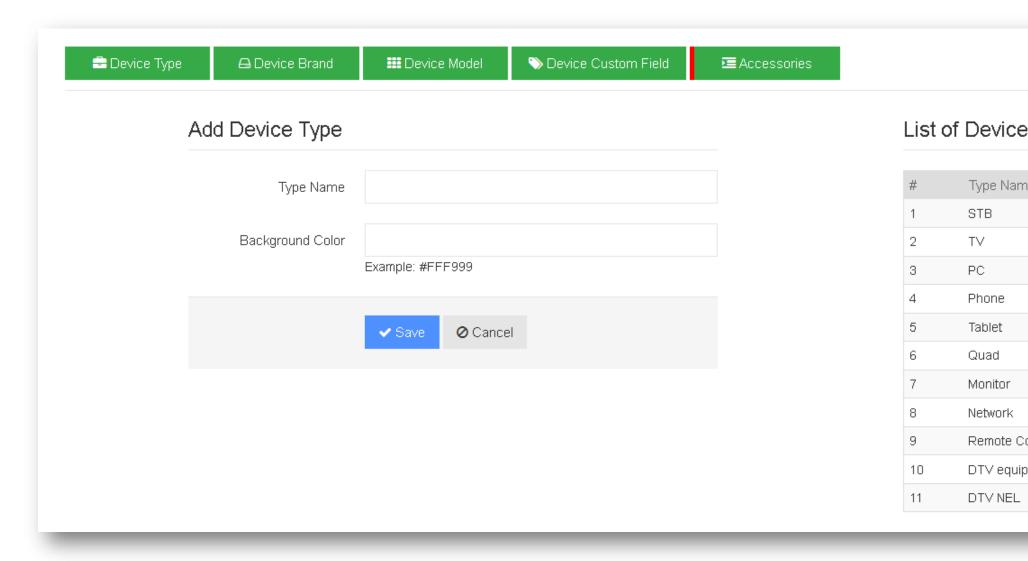
From date: 2014-01-01 To date: 2014-01-20

#	Device Name	From User	Moving	g Date	To User
1	Tablet Ipad 4 Apple	cuongtv	2014-01	1-09 10:53:50	dainq
2	Tablet Ipad 4 Apple	tunghv	2014-01	1 <mark>-</mark> 02 14:39:52	cuongtv
			GCS ID: 0213-649		
Showing 1 to 2 of 2 entries			TS ID: 05017002041 Serial: DMTJF339F182		

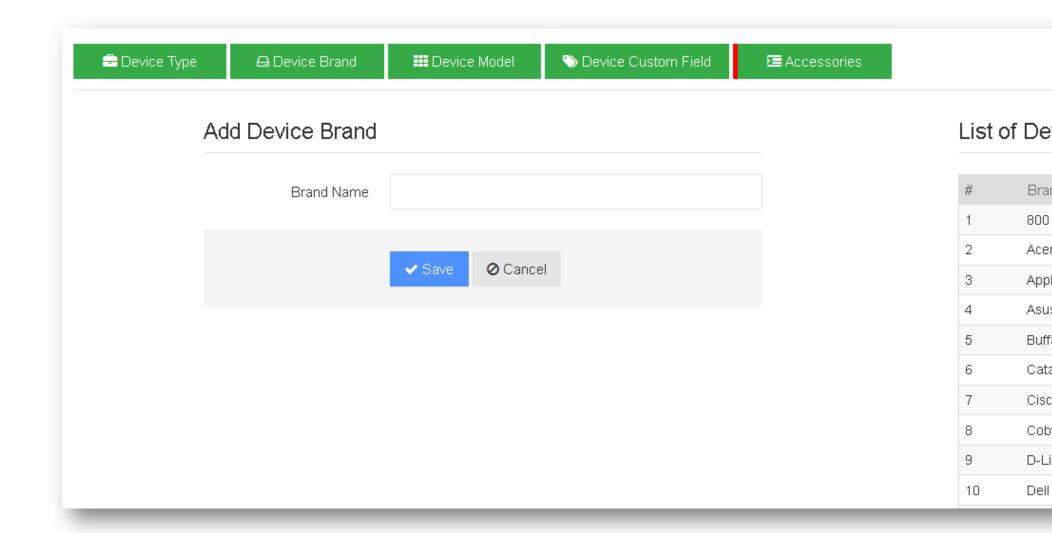
- All Transfer Pending:
 - o Show all current transfer pending of devices. Click on each rows to show quick info of device.
- Transfer Log:
 - Default: show all transfer logs of current date.
 - o Change From Date / To Date to optional log data filter.
 - o Click on row to show quick info of each devices.
 - o Transfer log was pagination with 20 items per page.

2.4. Device options (only for IS_SUPPORT)

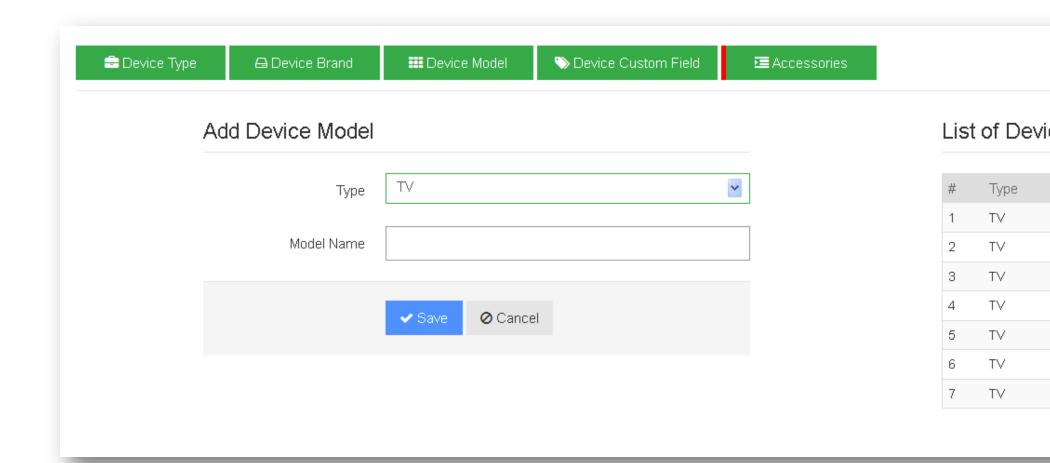
- Device Type: to add/ edit/ remove a device type.



- o Type Name is unique.
- Background Color is defined here will impact to the bg-color display at My Device page.
- When Delete an item, will have an alert to inform. The related items of this type should be empty before removing type.
- Device Brand:

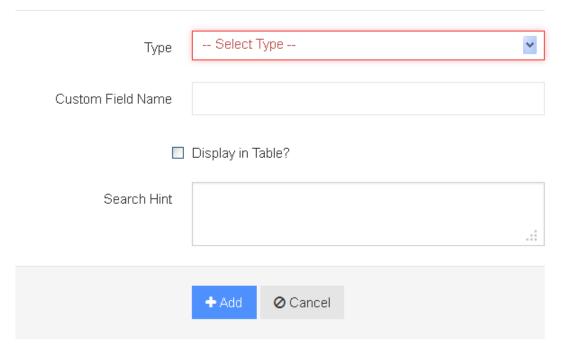


- o Brand Name is unique.
- A brand name can be used for more types. (ex: STB HR24 Samsung, TV 32 inches Samsung, Phone Galaxy Note 2 Samsung, ..).
- o When Delete an item, will have an alert to inform. The related items of this brand should be empty before removing brand.
- Device Model:



- o Device Model is separately designed for each of device types.
- o When Delete an item, will have an alert to inform. The related items of this model should be empty before removing model.
- Device Custom Field:

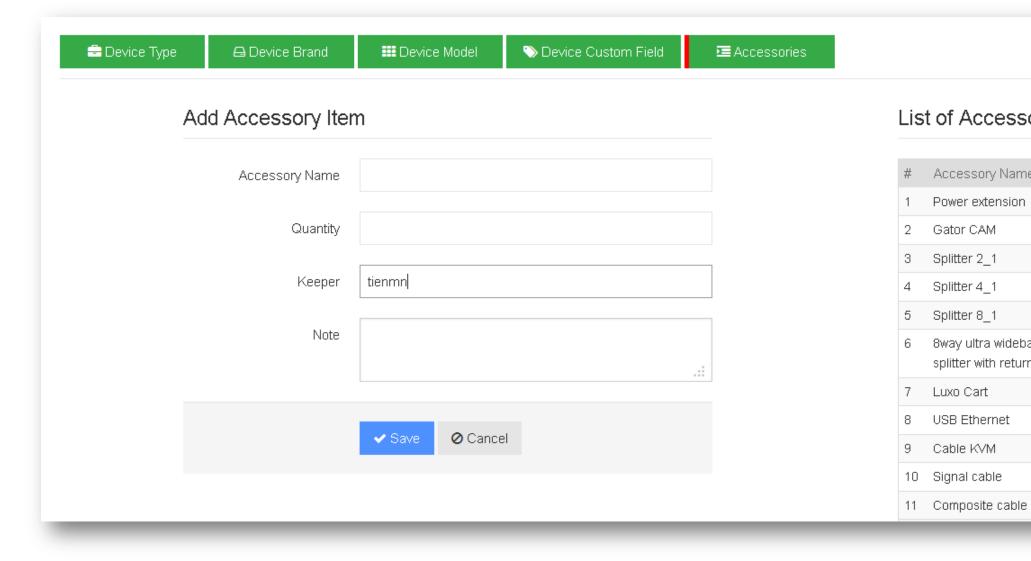
Define Device Custom Fields



List of Device Ty

#	Туре
1	STB
2	STB
3	STB
4	STB
5	Network
6	DTV equipment
7	DTV NEL

- o Device Custom is separately designed for each of device types.
- o Custom field name *must have not* special characters. It's used for db column query. This name is unique.
- Display in Table: Check to enable this custom field is available in current project. Uncheck to disable.
- o Search hint: Suggest the custom field values to use in search page.
- Accessories:



- Add new accessory name: the accessory quantity will count to current user as default.
- Edit Accessory: only edit the accessory name, note.
- o Add More Quantities: only input the quantity of selected accessory. The quantity number will be count for current user.
- o Delete Accessory: will have a alert to inform. Besure before action.

2.5. Add devices (only for IS_SUPPORT)

- Add Device: Field all required fields to add single devices.
- Import Devices: Click on Import button from Add Device page.

- o Use correct template (download template file from link) for STB or Others remain devices.
- o Fill enough info of device list to file then, browse the file then click Upload button to import data.
- With "Others device", note to correct the "custom data" (if have) after importing the file.

Data file (Excel)

Browse...

No file selected.

Upload

Note:

- Upload data file in Microsoft Excel format (*.xls), with data as below format:

STB format (example):

#	Model	Brand	RID	CAM	Boot Mode	NEL (for LA)
1	HR23	Pace	001122334455	000011112222	cfe	
2	SHR23	Pace	001122334455	000011112222	cfe	Mexico

Others device format (example):

# Type M		Model	Brand	GCS-ID	Customer-ID	
1	TV	32 inches	Samsung	01140001	CID01234	
2	Phone	lphone 5S	Apple	01140001	CID01234	

Download Tempalate File

Download STB Template

2.6. Devices management

- Show all devices that owned by filtered user (on selected project).
- Have 3 list of STB device, Other devices (show for all device types, excluded STB), and Accessory list.
- Print page (only for IS_SUPPORT): print the result page with printing format.



Devices was owned by: Cuong Tran Var

STB List:

#	STB Name	TS-ID	GCS-ID	Serial	RID
1	HR21-Pace	01003004455	gcs-001	seri-0001	0123456789
2	HR24-Thompson	01005004456	gcs-002	seri-02020	111111111
3	H25-Humax	01001004457	gcs-003	seri-003	123aaa5666sss

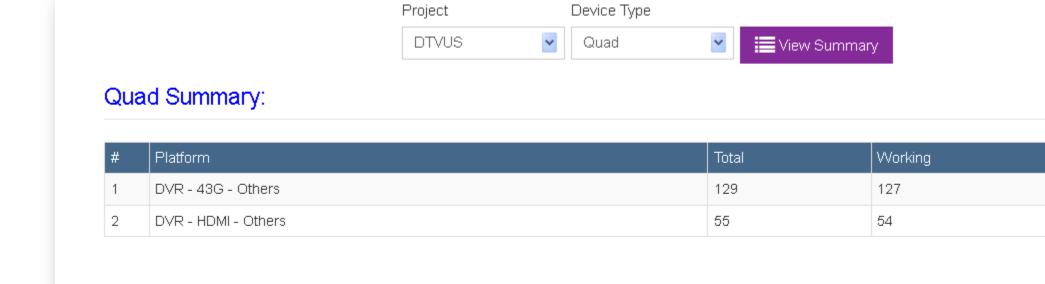
Other Devices List:

#	Туре	Device Name	TS-ID	GCS-ID	
1	PC	T3500-Dell	03015001930	1240	E
2	PC	MAC mini-Apple	03017004458	gcs-apple-001	5
3	Tablet	lpad 4-Apple	05017002041	0213-649	DM ⁻

2.7. Devices summary

- Summary the selected device type by platform (model name + brand name). Show total number, the number of working & the number of failed devices.

- User can filter on each project or filter from all project.



2.8. Team summary

- Summary the selected device type by team.
- The filter is apply on whole project only.
- Filter display rules:
 - o Team name: Show the team is current "active" in project.
 - o Team member: ignore the team is "active" but the members of team is zero.
 - o Filter the selected device type by platform (model name + brand name) on each team. Show total quantity of platform.



Quad Summary by Team:

#	Team	Platform
1	HMC30	DVR - 43G - Others
1	HIVICOU	DVR - HDMI - Others
2	Management	DVR - 43G - Others
3	IS Support	DVR - 43G - Others
4	Training	DVR - 43G - Others
5	R&D	DVR - HDMI - Others
6	Mainline	DVR - 43G - Others
0	Walline	DVR - HDMI - Others
7	FCT	DVR - 43G - Others
(DVR - HDMI - Others
8	Cloud	DVR - HDMI - Others
9	Inactive ones	DVR - 43G - Others

3. Contribution

3.1. Share knowledge

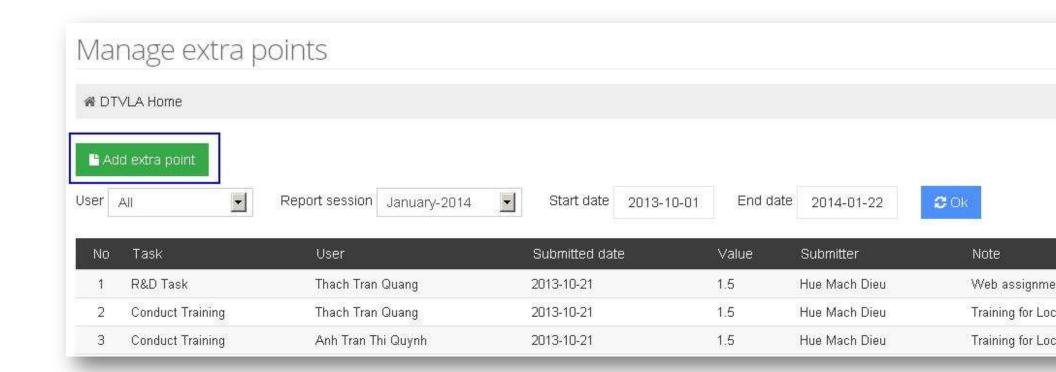
- When accessing this page, it will list all the contributions in current project. User can:
 - o View contributions by searching a category or keyword.
 - View detail of a contribution and add comment(s).
 - Create a new contribution.
 - Manage his own contribution???? (currently, no update/delete)
- User needs "view_contribution" permission to access this feature.

3.2. Suggestions

- When accessing this page, it will list all the suggestions in current project. User can:
 - View detail of a contribution and add comment(s).
 - o Create a new suggestion.
 - Manage his own suggestion, e.g update info/change status???? (currently, no update/delete)
- User needs "view_suggestion" permission to access this feature.

3.3. Extra points

- Sometimes members do extra works or work more than expected, they are deserved to have extra points for their tasks. This feature will help to manage the extra points.
- When accessing this page, it will list all the extra points of project in a specific duration of time (by default, time duration is current report session.
- User needs "view_extra_point" or "manage_extra_point" permission to access this feature.
 - o "view_extra_point" permission: allows user to view the extra points list.
 - o "manage_extra_point" permission: allows user to view the extra points list and add/edit/delete an extra point.
- Extra points will be an input for monthly performance.



4. Training

4.1. Skill Metrics

4.2. Domain Knowledge

- Domain Knowledge will show how many domain knowledge items in the project that members are qualified.
 There are 2 lists:
 - o List by users: show list of members with number of qualified/unqualified items of each one.
 - List by items: show list of domain knowledge items with number of qualified/unqualified members of each one.
- List of domain knowledge items is defined by PM.
- User needs "view_domain_knowledge" permission to access this feature.
- User can update his qualification by clicking on "Update my qualification" button on the main view.
- Domain Knowledge output will be an input for monthly performance.

Domain knowledge list

☑ Update my qualification

List by users

List by items

No	Member name	Qualified	Not qualified
1	An Huynh Truong	53	11
2	Anh Truong Nhat	52	12
3	Cac Duong Ngoc Xuan	49	15

Update qualification A DTVUS Home > Domain knowledge > Qualify NOTE . Each member in the project is required to acquire certain amount of domain knowledge for daily work (test execution, bug finding, support others). . The qualified/not qualified is self-rated by each member when he is confident that he has understood the feature well enough. If you have acquired the project knowledge items, select them and click rim qualified to move them to the "Qualified" list. . List of qualified items may be reviewed by PM, and will be used for yearly performance rating Not qualified items (64) Qualified items (0) Domain knowledge item Domain knowledge item No No 3D Addressable Ads Г Adult Content ATSC П Audio

5. Statistics

П

5.1. Personal report

BIST

- It shows all timesheets and brief daily reports of user's working days in a specific report session.
- Statistics template is defined by PM.
- User needs "view_statistics" permission to access this page.

User statistics

♠ DTVUS Home → User statistics

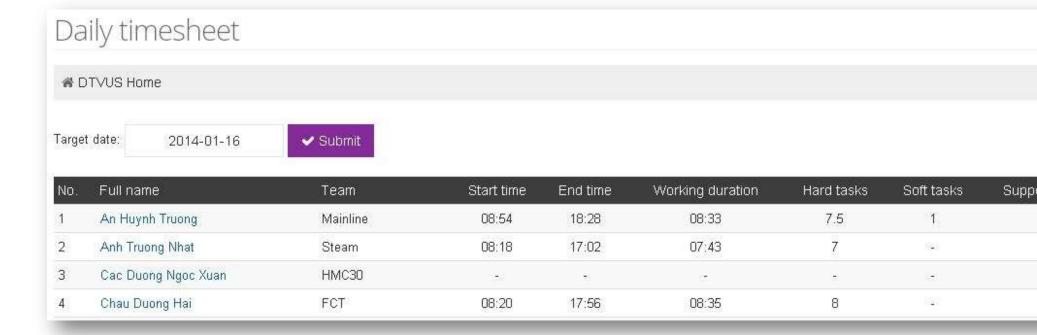
User:	Cuc Do Thi Kim	~	Report session:	2014-Jan	•	✓ View report
1		2	1	11.	150	

#	Date	Assigned team	Start time	End time	Working time	Hard tasks	Soft tasks	Support t
1	2013-12-19	R&D	09:40	18:35	07:55	7	1	32
2	2013-12-20	Steam	10:08	19:23	08:15	7	1	×
3	2013-12-23	R&D	09:36	18:50	08:13	5	3	22
4	2013-12-24	R&D	10:00	16:52	05:52	5	1	88
5	2013-12-26	R&D	50	<i>(</i> /f	8	19	2	16
6	2013-12-27	R&D	왕	32	22	82	22	92
7	2013-12-30	R&D	09:35	18:10	07:34	7	î	*
8	2013-12-31	R&D	09:19	16:35	06:16	6	1	25
9	2014-01-02	R&D	09:03	17:43	07:39	7	1	52
10	2014-01-06	R&D	09:04	18:11	08:06	7	1	×
11	2014-01-07	R&D	26	1/2	20	2	*	22
12	2014-01-08	R&D	09:43	18:12	07:29	7	0.5	(2)
13	2014-01-09	R&D	09:32	18:33	08:01	7	1	35
14	2014-01-10	R&D	09:42	17:34	06:51	7	22	92
15	2014-01-13	R&D	09:22	18:51	08:28	7	ì	*
16	2014-01-14	R&D	09:31	18:10	07:38	7	1	2
17	2014-01-15	R&D	09:27	17:49	07:22	7	1	12
18	2014-01-16	R&D	09:18	17:59	07:41	7	ï	×
19	2014-01-17	R&D	09:31	09:41	00:10	4	2	52

Bug list

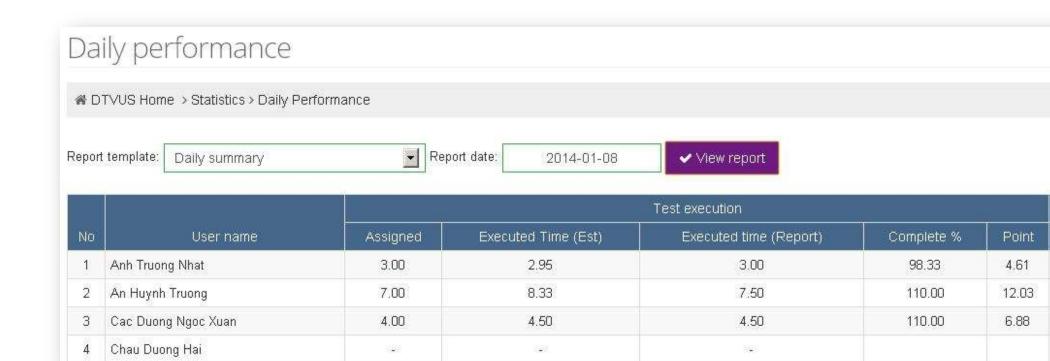
5.2. Daily timesheet

- It shows the timesheet and brief daily report of all project members in a specific day.
- The table is sortable.
- Statistics template is defined by PM.
- User needs "view_statistics" permission to access this page.



5.3. Daily Performance

- It shows performance of all project members in a specific day.
- The table is sortable.
- Statistics template is defined by PM.
- User needs "view_statistics" permission to access this page.



5.4. Monthly Performance

- It shows performance of all project members in a specific report session.
- The tables are sortable.
- Statistics templates are defined by PM.
- User needs "view_statistics" permission to access this page.

Monthly statistics

♠ DTVUS Home → Statistics → Monthly statistics

Report template: Hard point statistics

Report session: 2014-Jan (12-19 to 01-20)



✓ View report

Hard point statistics

			Test case	execution	j	Special Tasks		Bug finding			
No	User name	Assigned time	Executed time	Test completion	Test points	Special points	Assigned special time	Assigned adhoc time	Create point	Close point	Bug point
1.	Anh Truong Nhat	43.00	34.25	79,55	53.16	65,31	38.00	41.50	51.62		51.62
2	An Huynh Truong	70.00	66.11	92.59	100.30	32.66	19.00	22.00	80.16		80.16
3	Cac Duong Ngoc Xuan	45.00	46.80	103.03	72.77	6.88	4.00	23.00	14.00		14.00



Monthly individual performance report for DTV-US

No	User name	Staff Level	Off days	Baseline	Working days	Max Adhoc time/bug	Assigned adhoc time	Carried adhoc time	Performance points	Ne
1	Anh Truong Nhat	Engineer	2.50	129.00	16.50	28.33	41.50		204.11	
2	An Huynh Truong	Engineer	1.00	129.00	18.00	26.92	22.00		219.19	
3	Cac Duong Ngoc Xuan	Engineer	8.50	129.00	10.50	30.76	23.00		112.37	

5.5. Yearly Performance

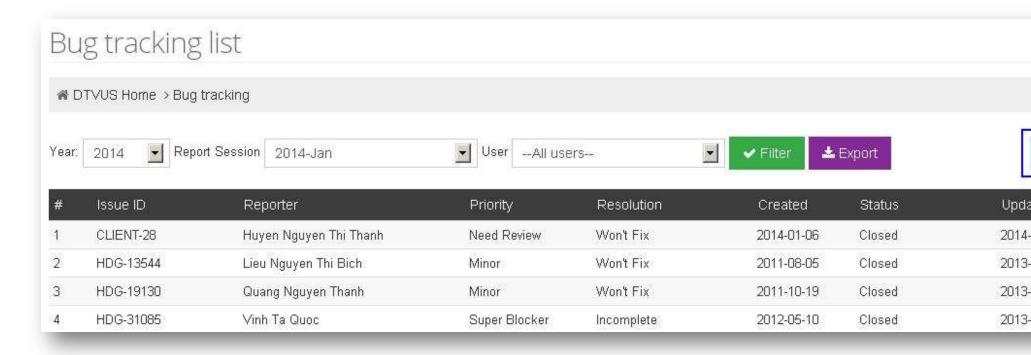
- It shows performance of all project members in a specific year.
- The table is sortable.
- Statistics template is defined by PM.
- User needs "view_statistics" permission to access this page.

5.6. Bug data

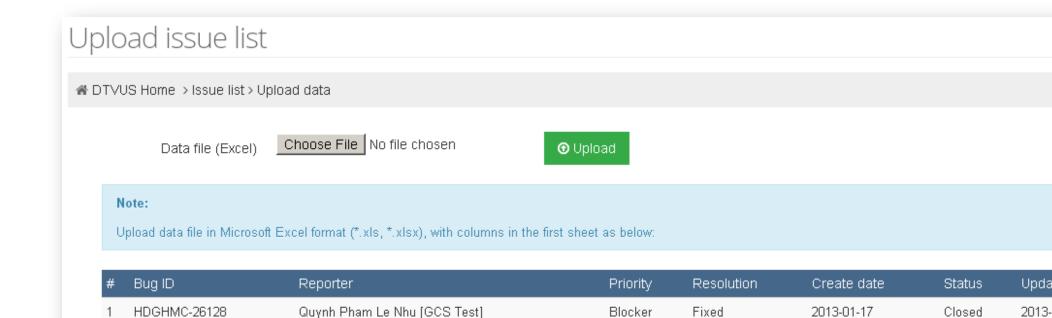
- It shows performance of all project members in a specific report session.
- User needs "view_bug" or "manage_bug" permission to access this page.
 - o "view_bug": with this permission, user can:
 - View the bug list with filters.
 - Export the bug list.
 - o "manage_bug": allows user to do some actions below:

- View the bug list with filters.
- Export the bug list.
- Edit/delete a bug.
- Add a new bug manually.
- Import bugs from file with standard fields defined in the picture.
- Statistics template is defined by PM.

<u>View bug list</u>: (icons and buttons in blue rectangles are displayed when user has "manage_bug" permission)



Import bug list:



5.7. Jira filters

- Curently, this feature support JIRA bug tracking system only.
- User needs "manage_bug" permission to access this feature.
- In this feature, user can:
 - o Add a new filter. In which, filter ID is the filter ID on the bug tracking tool.
 - o Edit/delete a filter.
 - o Sync bug list from a specific filter or all filters at one time → bug list will be updated to bug data.

JIRA filter list

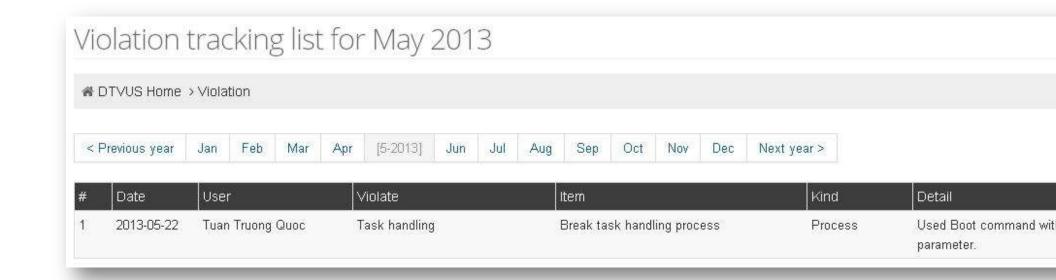
♠ DTVUS Home → Manage JIRA filters



700				
#	Filter ID	Team	Description	Last
1	16974	BIT	Bugs Created BIT from ?? to ??	2014
2	16975	BIT	Bugs Closed BIT from ?? to ??	2014
3	16969	H2x	Bugs Created H2x from ?? to ??	2014
4	16973	H2x	Bugs Closed H2x from ?? to ??	2014

5.8. Violation log

- In an organization, we usually have regulation/rules/principles/process/etc. to help everyone easy in working and cooperating together. In case a member violates an aggreement above, a violation will be logged.
- User needs "view_violation" or "manage_violation" permission to access this feature.
 - o "view_violation": allows user to:
 - View the violation list in a specific month.
 - View information of violation items in the project.
 - o "manage_violation": allows user to:
 - View the violation list in a specific month.
 - View information of violation items in the project.
 - Add a new violation
 - Edit/delete a violation if user is the submitter.
- Violation items will be defined by PM.



6. Activities

6.1. Surveys

- When accessing this page, it will list all the surveys in current project. User can:
 - o View detail of a survey and add comment(s).
 - o Make a vote if the survey still open.
 - o Go to "Manage surveys" to add a new survey or edit his own surveys.
- User needs "join_surveys" permission to access this feature.

Survey list

#	Survey Title	Creator	Open date
1	DTV Fund	Thao Nguyen Thi Hoang	2013-05-30
2	Party voi bun	Thao Nguyen Thi Hoang	2012-09-04
3	Small party on Thursday	Thao Nguyen Thi Hoang	2012-08-21
4	Ban chon mon nao [™]	Thao Nguyen Thi Hoang	2012-08-07
5	Correctness and carefulness in bug review template.	Dung Doan Tran	2012-07-18
6	How to send notification of violation logging to.	Dung Doan Tran	2012-07-09
7	When to log violation of going to work late	Dung Doan Tran	2012-06-20
8	Rotating team	Dung Doan Tran	2012-04-03

7. Directory

7.1. User list

- List all active users in the current project.

7.2. Team list

- List all teams in the current project with: team name, number of members, note of team.

7.3. Project list

- List all projects in the system with: Project name, Description, number of active members, and list of Project manager(s).

8. Help

8.1. User guide

- Brief guidline for users to work with available features in the system.

8.2. Project Settings guide

- Brief guidline for PMs to setup all necessary settings for his project.

8.3. Feedback

- When user wants to give feedback to development team, he can submit a feedback here.
- Every user in the system can access this feature.