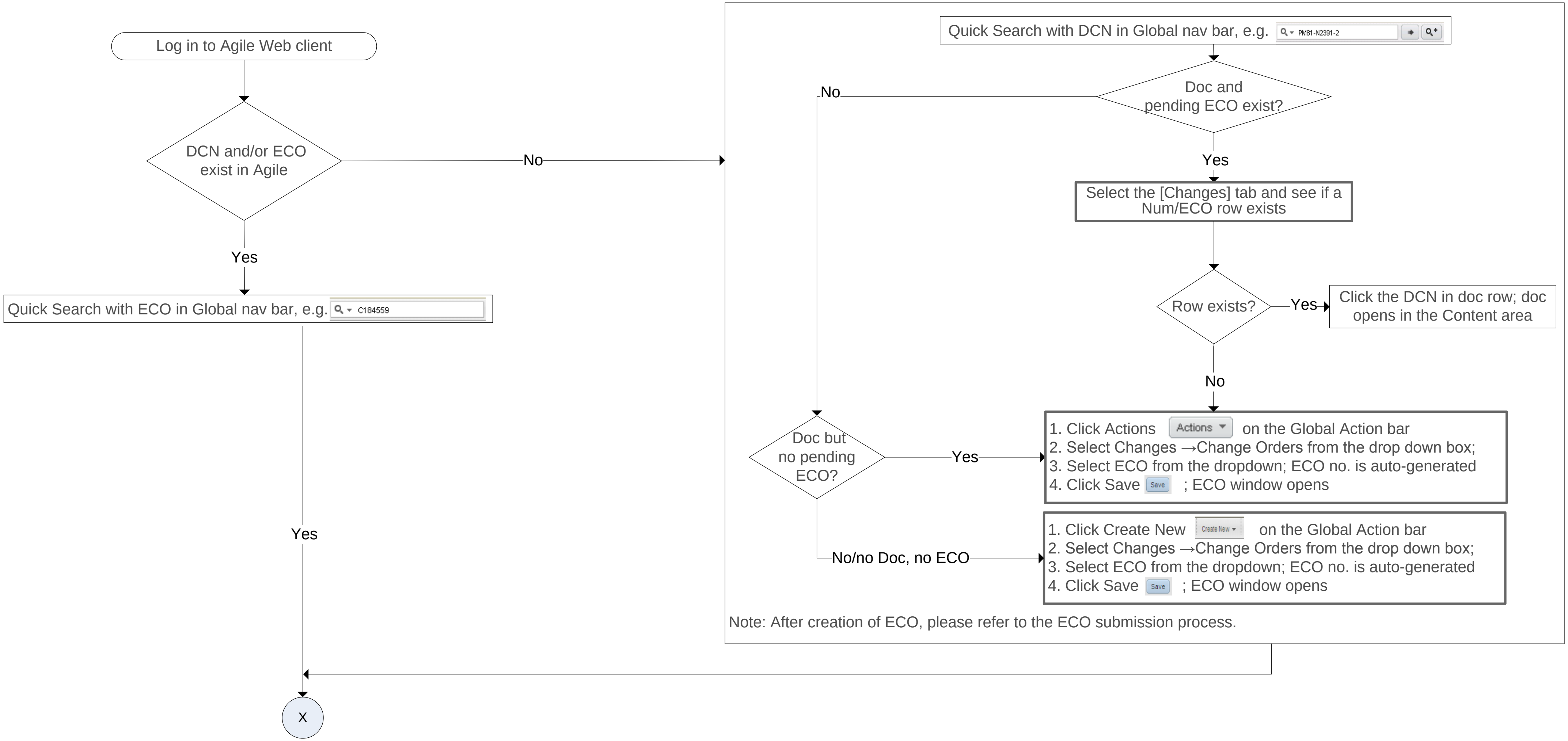
TPI Job Aid – Submitting a PM81 item to Agile/CM using Agile Web Client

Note: This job aid can be used for (a) an initial release, (b) an initial release with a specific DCN, and (c) rolling a revision
Updated on January 2, 2013 by gsinha

Note: Keep the zipped word file ready for Agile upload. For a sample of PM81- item see PM81-N2391-2.



X

Yes

Comment | Next Status | Actions

1. Click Edit [Edit] to enter information fields as per the table:

Cover Page | Affected Items | Workflow | Attachments | History

Edit | Save

		Comments
Product line(s):	QCT	Click [↓] to select QCT
Change Analyst:	Luck, Pauline Supriya (pauline)	If submitting to CMI — Click to select *Change Analyst*
	*Software Control (DCSW) - QCT	For ASW, aDSP/QDSP docs — Click to select *Change Analyst*
Originator:	<Put your username>	e.g. divya
Priority :	Routine or Urgent	As the case may be
Description of Change:	(<PM81-Vxxxx-x>)initial release of: Release information <Doc title as in word file>	For an initial release
	(<PM81-Vxxxx-x>) update to: Release information <Doc title as in word file>	For an update/revision
Reason for Change:	Initial release	For an initial release
	ASW doc	Add this note for ASW docs only
	To update file set with latest revision of <DCN(s)>	Add relevant note for an update/revision
	To add doc(s) <DCN(s)> to the file set	
	To remove doc(s) <DCN(s)> from the file set	
Change type:	ECO	
Workflow:	Engineering Change Order	
Reason Code:	New Part/Doc	For an initial release
	Change	For an update/revision
Note: All other fields to be left as is		

2. Click Save [Save]
3. Select [Attachments] tab; screen displays

Attachments

Add | Remove | Get | View | CheckOut | Cancel CheckOut | CheckIn | More

Edit | Save

X

1. Click Add [Add]; Add files dialog box opens
   a. Using Browse select the zipped word file; (*File Description* = Release Information)
   b. Click Save [Save]
2. Select the [Affected items] tab; screen displays

X

Title Block | Changes • | BOM | Where Used | Attachments • | History

Edit Save

BOM

Add Remove | Go To Expanded Display | More

1.Ensure all the items listed in the Release information doc are present

- To add/create a new BOM item, click Add [Add] and in the dialogue box that appears enter the DCNs listed in the Release information doc separated by comma
- To edit a BOM item, select the item row and double-click the relevant field to edit
- To delete the DCNs that are not listed in the Release information doc, select the item row and click Remove

2. Check the information for every BOM item and update fields as required; refer the Release information doc
3. Click Save [Save]

4. Select the [Changes] tab, screen displays, Click on the ECO no.; ECO window opens to [Cover Page] screen

Comment Next Status Actions

1. Click Actions tab → Audit Status; dialog box opens with a `No errors or warning` message (fix if errors show up); Click Close
2. Click Actions tab → Audit Release; dialog box opens with a `No errors or warning` message – (fix if errors show up); Click Close
3. Click Next Status tab [Next Status]; dialog box opens;

a. Fill in the following fields:

Field	Value	Comments
Notify	<Change analyst>	`*Software Control (DCSW) - QCT`
	<Tech Pubs contact>	TPI member username
	`In case of ECO being returned/rejected please notify Itpi (Agile user group)`	Add other comments if any

b. If the ECO is urgent, enable the Send Notification as Urgent check box; click Save and wait until status on the ECO changes from Pending to Submitted.

Exit Agile