

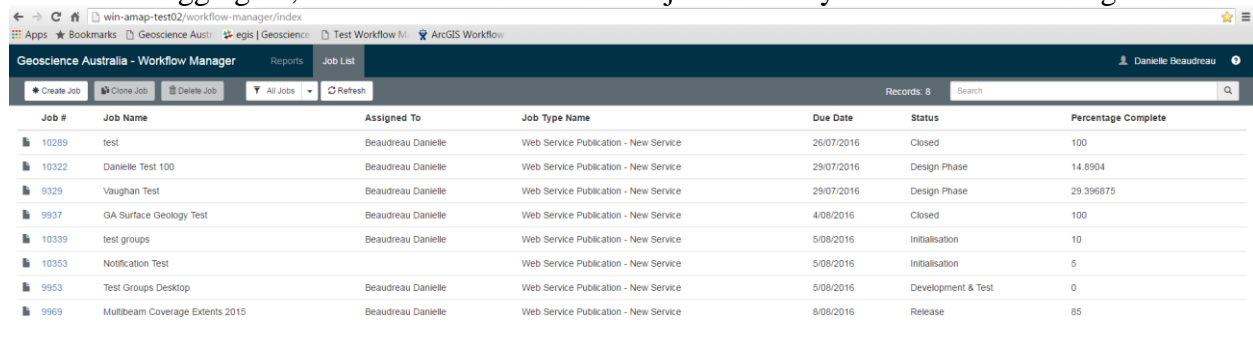
Web Service Publication Workflow Help

The web service publication workflow web application is designed to work through the process of publishing a spatial web service at Geoscience Australia.

Note: The application works best in Chrome.

The application will automatically log a person in based on the user that is logged into the computer.

When first logging on, the user will see a list of all jobs in the system sorted according to due date.



The screenshot shows the 'Geoscience Australia - Workflow Manager' interface. At the top, there are tabs for 'Create Job', 'Clone Job', 'Delete Job', 'All Jobs', and 'Refresh'. Below these is a table with columns: Job #, Job Name, Assigned To, Job Type Name, Due Date, Status, and Percentage Complete. The table contains 8 records.

Job #	Job Name	Assigned To	Job Type Name	Due Date	Status	Percentage Complete
10289	test	Beaudreau Danielle	Web Service Publication - New Service	26/07/2016	Closed	100
10322	Danielle Test 100	Beaudreau Danielle	Web Service Publication - New Service	29/07/2016	Design Phase	14.8504
9329	Vaughan Test	Beaudreau Danielle	Web Service Publication - New Service	29/07/2016	Design Phase	29.396875
9937	GA Surface Geology Test	Beaudreau Danielle	Web Service Publication - New Service	4/08/2016	Closed	100
10339	test groups	Beaudreau Danielle	Web Service Publication - New Service	5/08/2016	Initialisation	10
10353	Notification Test	Beaudreau Danielle	Web Service Publication - New Service	5/08/2016	Initialisation	5
9953	Test Groups Desktop	Beaudreau Danielle	Web Service Publication - New Service	5/08/2016	Development & Test	0
9969	Multibeam Coverage Extents 2015	Beaudreau Danielle	Web Service Publication - New Service	8/08/2016	Release	85

Figure 1. Screen upon first logging in

Changing Job Lists

The user can change the job list by clicking on the arrow next to all jobs and choosing the job list they wish to see.

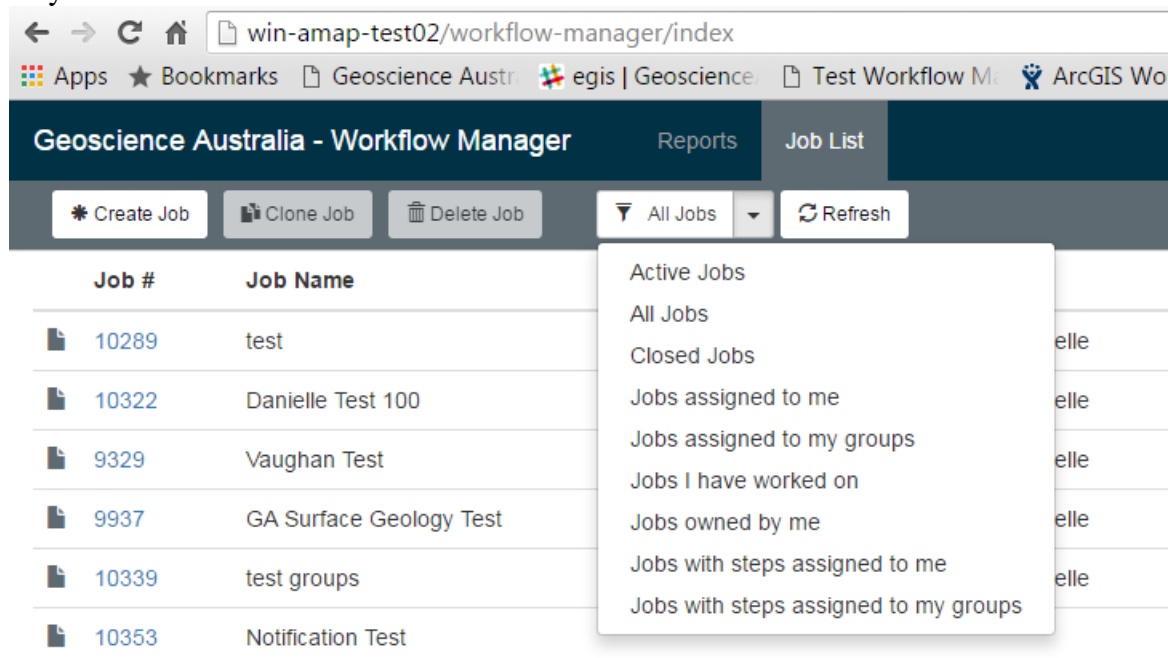


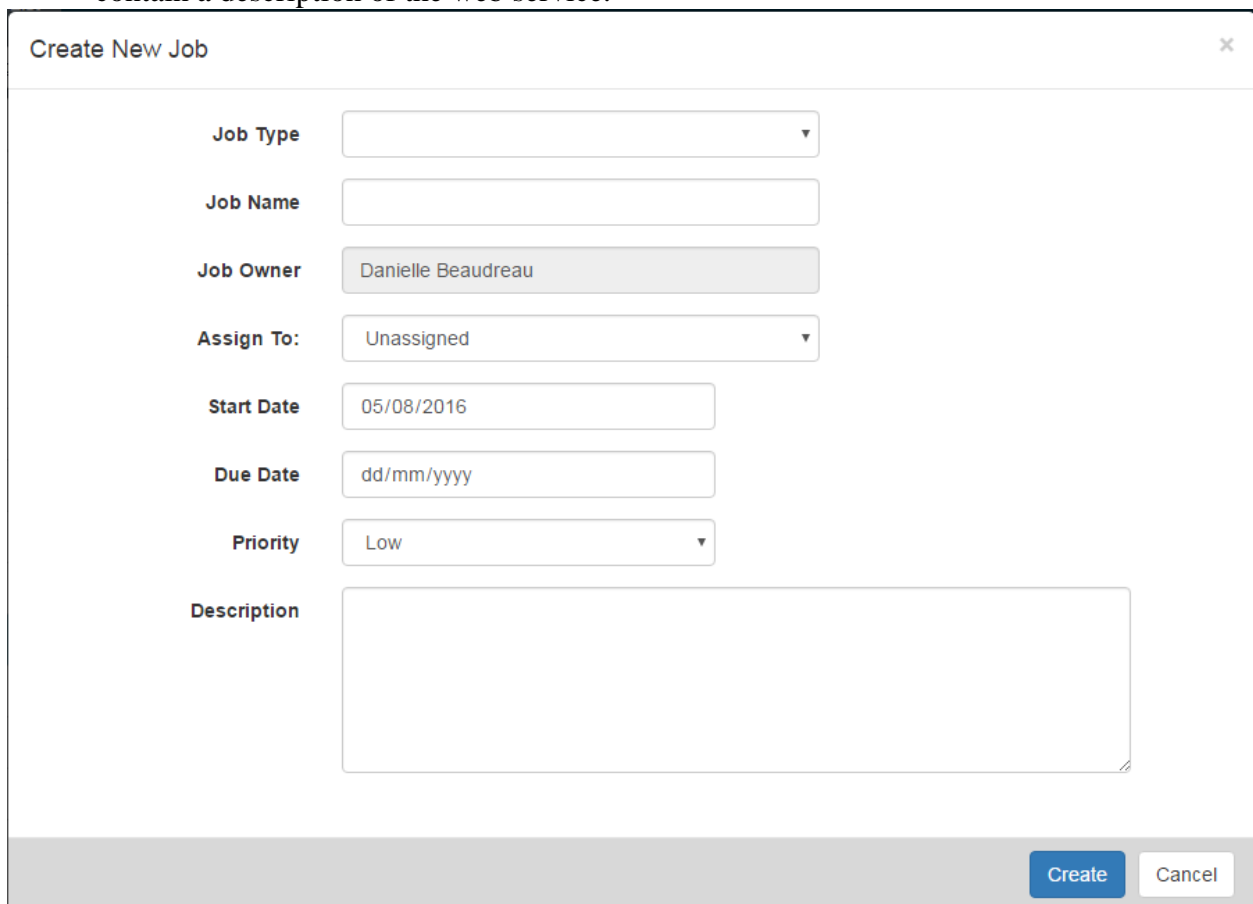
Figure 2. Changing the job list.

Creating Jobs

To create a job, click the Create Job icon. **Note:** Only those who are a part of the Business Area group can create jobs.

Fill in the details:

- Job Type: Select the job type from the drop down menu
- Job Name: Enter the job name, best practice would be to name it according to what the web service name will be.
- Job Owner: is not able to be changed, this defaulted to the person creating it.
- Assign To: Defaults to the job owner after the Job Type has been selected. This can be changed.
- Start Date: defaults to the current date, this can be changed.
- Due Date: defaults to 4 weeks away from the current date, the due date can be changed but be realistic about this.
- Priority: defaults to Low.
- Description: Will have a default description based on the job type. This can be changed to contain a description of the web service.



The screenshot shows a 'Create New Job' form with a title bar and a close button. The form contains the following fields:

- Job Type:** A dropdown menu.
- Job Name:** A text input field.
- Job Owner:** A text input field containing 'Danielle Beaudreau'.
- Assign To:** A dropdown menu showing 'Unassigned'.
- Start Date:** A date input field showing '05/08/2016'.
- Due Date:** A date input field showing 'dd/mm/yyyy'.
- Priority:** A dropdown menu showing 'Low'.
- Description:** A large text area.

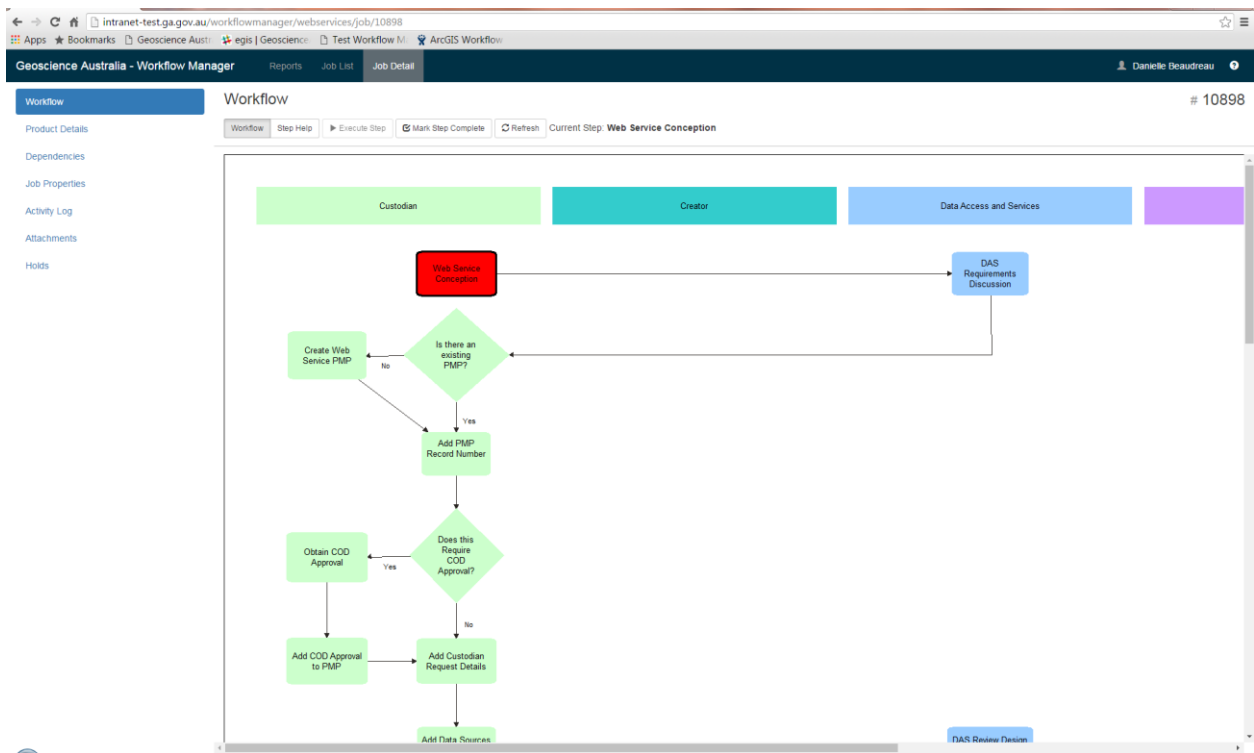
At the bottom right, there are two buttons: 'Create' (blue) and 'Cancel' (white).

Working on a Job

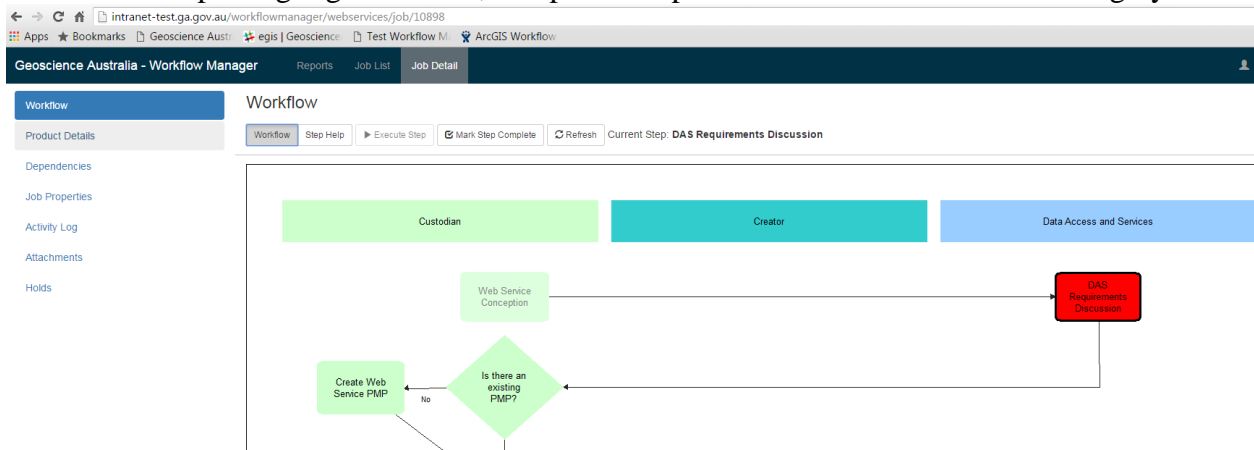
To work on a job, click once on the Job number or double click anywhere in the job line, the job detail page for that particular job will open up on the workflow tab.

Workflow Tab

The workflow tab contains the workflow of that particular job. To work through the workflow the user can either execute steps or mark them complete. Depending upon the type of step either the execute step or the mark step complete button will be available. The current step is highlighted in red, completed steps will become faded and the text greyed out.



The current step is highlighted in red, completed steps will become faded and the text greyed out.



There is a step help button that contains help for each step in the workflow. The current step help will be at the top of the list. The user can see the step help for all the steps regardless if they are in the right group to complete the step. Each step will initially show a brief description of the step, to find out more information click **more information** and a detailed explanation of the step will be available.

The screenshot displays the Geoscience Australia Workflow Manager interface. The top navigation bar shows the user is logged in as Danielle Beaudreau. The main header indicates the current job is 10898. The left sidebar contains a 'Workflow' tab and several sub-tabs: Product Details, Dependencies, Job Properties, Activity Log, Attachments, and Holds. The main content area is titled 'Workflow' and shows the 'Current Step: DAS Requirements Discussion'. This step includes a detailed description of the process and a 'Close' button. Below the current step, a list of 'All Workflow Steps' is provided, including steps like 'Add Business Approval to PMP', 'Add COD Approval to PMP', 'Add Custodian Request Details', 'Add Data Sources and Dependencies', 'Add PMP Record Number', 'Add Web Service Links', 'Advise Successful Publication', 'Clean Up Dev and Test', 'Close Job', 'Close RFC and Check Dependencies', and 'Content Review'.

If the workflow or step help does not update automatically, hit the refresh button to refresh the page.

Product Details Tab

Some workflows will have information that will need to be entered into the Product Details Tab at various stages throughout the workflow; the steps in the workflow will tell you that you need to do this and where to fill the information in.

The fields with an asterisk are required fields and will need to be entered at some stage during the workflow; all other fields are optional and can provide additional information as needed.

After entering the information, the Save button will become available to be able to save the information.

The screenshot shows the 'Product Details' tab for job #10898. The left sidebar contains a 'Workflow' menu with options: Product Details (selected), Dependencies, Job Properties, Activity Log, Attachments, and Holds. The main content area has a 'Product Details' header with 'Save' and 'Refresh' buttons. Below this are tabs for 'Business Area to Complete', 'Creators to Complete', 'DAS Content Review', and 'DAS Implementation Review'. The form includes the following fields:

- Product Management Plan ***: Text input field with a note '(This field is required)'.
- Publication Environment ***: Dropdown menu with 'Publish Internal within GA' selected.
- Service Usage ***: Dropdown menu.
- Web Service Types**: Text input field.
- Technology Choice ***: Dropdown menu.
- Technology Reason ***: Text input field with a note '(This field is required)'.
- Custodian Name ***: Text input field.
- Custodian Section ***: Text input field.
- Web Service Contact Name**: Text input field.
- Business Purpose ***: Text input field with a note '(This field is required)'.
- Web Service Title ***: Text input field with a note '(This field is required)'.
- Web Service Name**: Text input field (partially visible at the bottom).

Dependencies Tab

Some workflows will have information that will need to be entered into the Dependencies Tab at various stages throughout the workflow; the steps in the workflow will tell you that you need to do this and where to fill the information in.

To add a record make sure you are on the appropriate tab you want to add information for and click Add Record. A new record will appear that you can alter and save.

The screenshot shows the 'Dependencies' tab for job #10898. The left sidebar is the same as the previous screenshot. The main content area has a 'Dependencies' header with 'Add Record' and 'Refresh' buttons. Below this are tabs for 'Data Sources (0)', 'Dependencies List (0)', and 'Web Service Links (0)'. The table area displays the message: 'There are no records'.

Job Properties Tab

The Job Properties Tab contains the basic information about the job, this is also where you can assign the job, edit details about the job and add/edit notes.

Geoscience Australia - Workflow Manager | Reports | Job List | Job Detail | Danielle Beaudreau | # 10898

Job Properties

Assign Job | Edit Details | Edit Notes | Refresh

Job Name	test3	Due Date	05/09/2016
Job Type	New Web Service	Start Date	08/09/2016
Job Status	Initialisation	Progress	0%
Job Owner	Danielle Beaudreau (PROD\u61315)	Priority	Low
Assigned To	Danielle Beaudreau (PROD\u61315)	Parent Job	(none)
Description	This is a workflow to publish a new spatial web service in Geoscience Australia.		
Notes			

To assign the job, click the Assign Job button. A popup will appear where you will have the option to assign to User, Group, Unassigned or Assign to Me. The Assign to Me assigns the job to the current user. If you select User or Group chose the user or group from the second drop down.

Assign Job

Assign To: User

Beaudreau, Danielle (PROD\u61315)

Save Cancel

To edit the details of the job, click the Edit Details button. A popup will appear where you will be able to change the Priority, Due Date, Parent Job and Description of the job.

Edit Job Details

Priority Low

Due Date 05/09/2016

Parent Job (none)

Description This is a workflow to publish a new spatial web service in Geoscience Australia.

Save Cancel

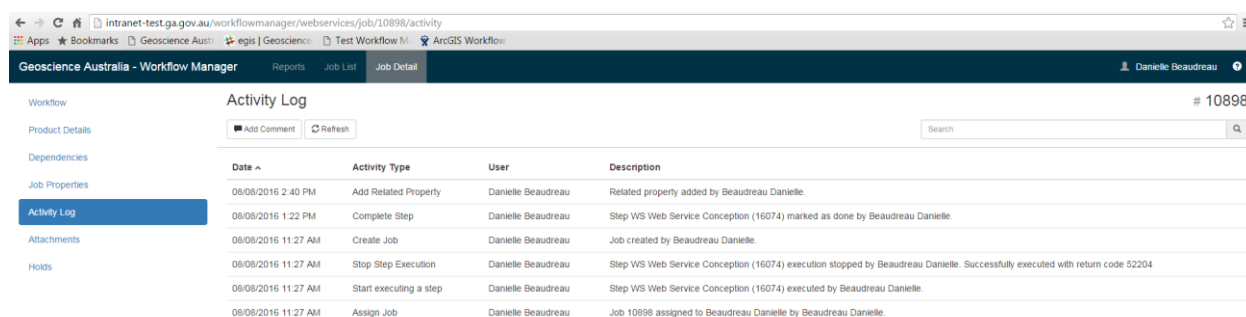
To edit or add notes to the job, click the Edit Notes button. A pop up will appear where you can edit the notes, click save to save the notes you have added.



The 'Edit Notes' dialog box is a simple interface with a title bar 'Edit Notes' and a close button. It contains a large text area labeled 'Notes' for editing. At the bottom right, there are two buttons: 'Save' (in blue) and 'Cancel' (in white).

Activity Log Tab

The Activity Log tab contains information on everything that has happened with the job. It records who, when and what has occurred, such as when a user completes a step. A user can also add comments that will be recorded in the activity log by clicking the Add Comment button.

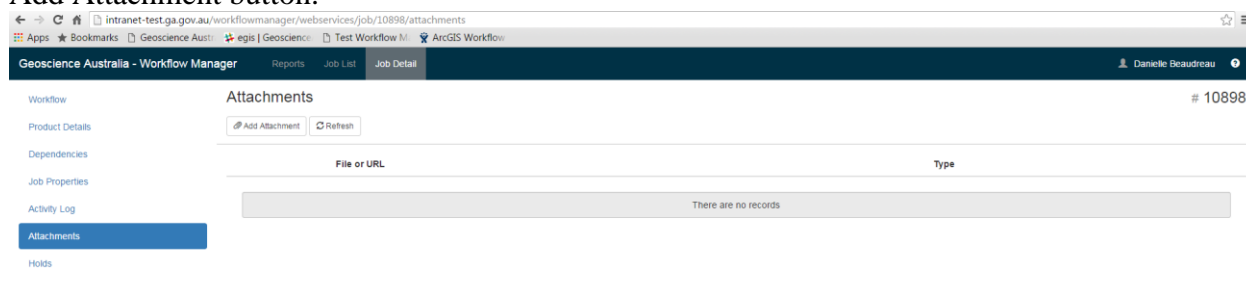


The screenshot shows the 'Activity Log' tab for job #10898. It includes a search bar and an 'Add Comment' button. The table below lists the activity history.

Date	Activity Type	User	Description
08/08/2016 2:40 PM	Add Related Property	Danielle Beaudreau	Related property added by Beaudreau Danielle.
08/08/2016 1:22 PM	Complete Step	Danielle Beaudreau	Step VWS Web Service Conception (16074) marked as done by Beaudreau Danielle.
08/08/2016 11:27 AM	Create Job	Danielle Beaudreau	Job created by Beaudreau Danielle.
08/08/2016 11:27 AM	Stop Step Execution	Danielle Beaudreau	Step VWS Web Service Conception (16074) execution stopped by Beaudreau Danielle. Successfully executed with return code 52204
08/08/2016 11:27 AM	Start executing a step	Danielle Beaudreau	Step VWS Web Service Conception (16074) executed by Beaudreau Danielle.
08/08/2016 11:27 AM	Assign Job	Danielle Beaudreau	Job 10898 assigned to Beaudreau Danielle by Beaudreau Danielle.

Attachments Tab

The Attachments tab is where a user can add attachments to the job. To add an attachment, click the Add Attachment button.

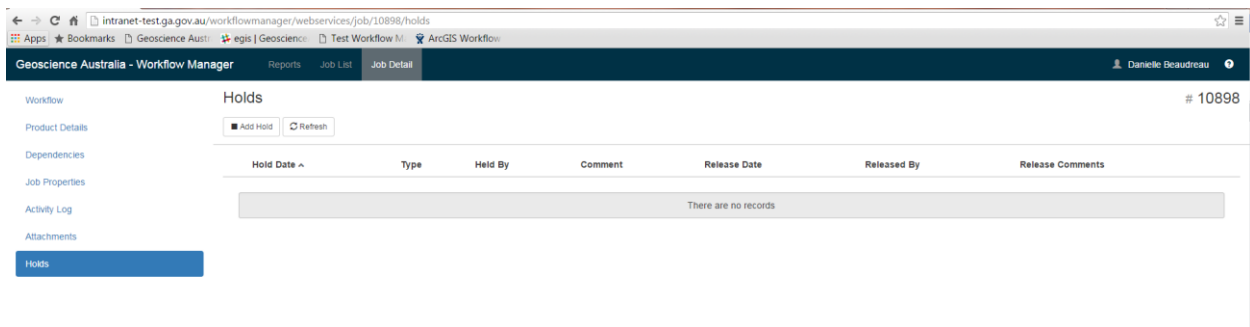


The screenshot shows the 'Attachments' tab for job #10898. It includes an 'Add Attachment' button and a table with columns 'File or URL' and 'Type'. The table currently shows 'There are no records'.

File or URL	Type
There are no records	

Holds Tab

The Holds tab is where a user can add a hold to the job. Adding a hold puts the job in a state where nothing can be done on the job until that hold is removed. To add a hold, click the Add Hold button.



A popup will appear where the user can select the reason from a drop down and write in any comments in the comments box.

Add Hold

Reason

Please select a reason ▼

Comments

Save

Cancel

Reports

This is where a user can get different reports and view them as either a table or chart; the chart can be viewed as either a donut or pie. This gives the user a quick view of how many jobs are in the queue, who is working on them, at what stage are they at.

