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.

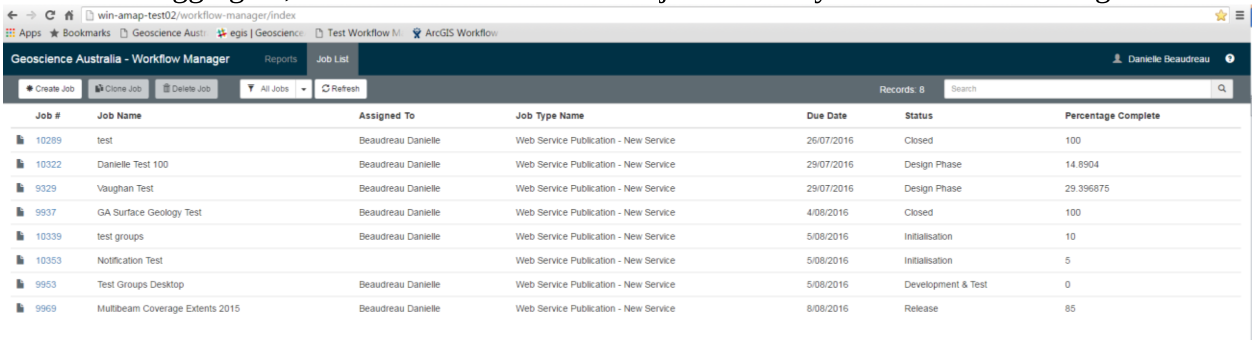


Figure 1. Screen upon first logging in

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.

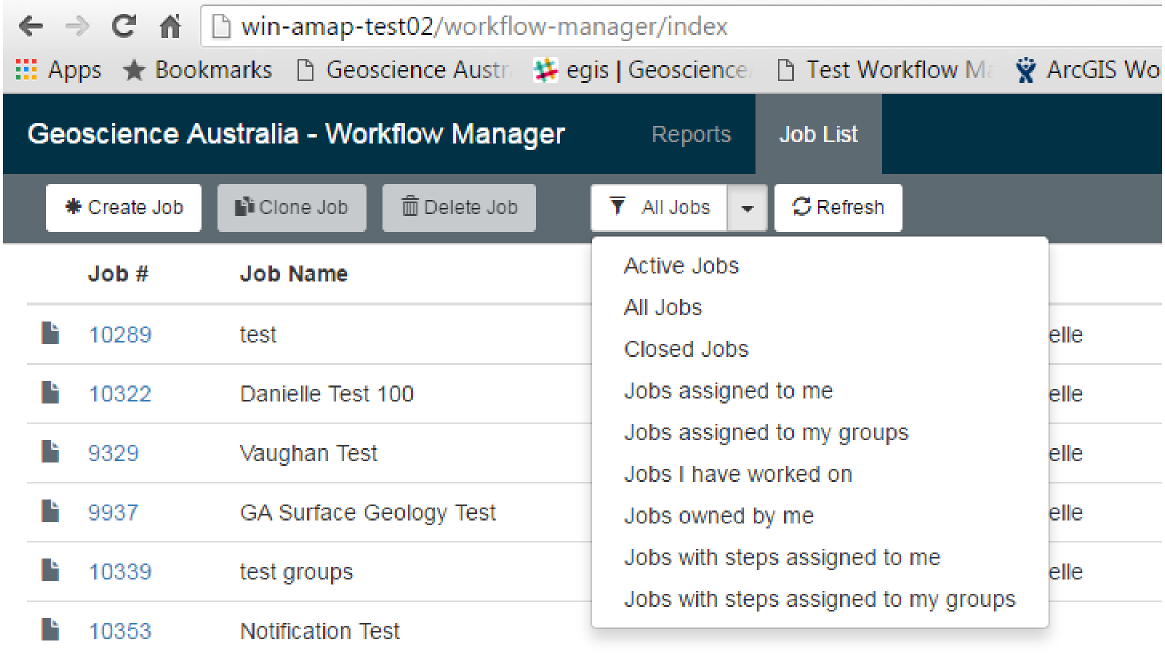


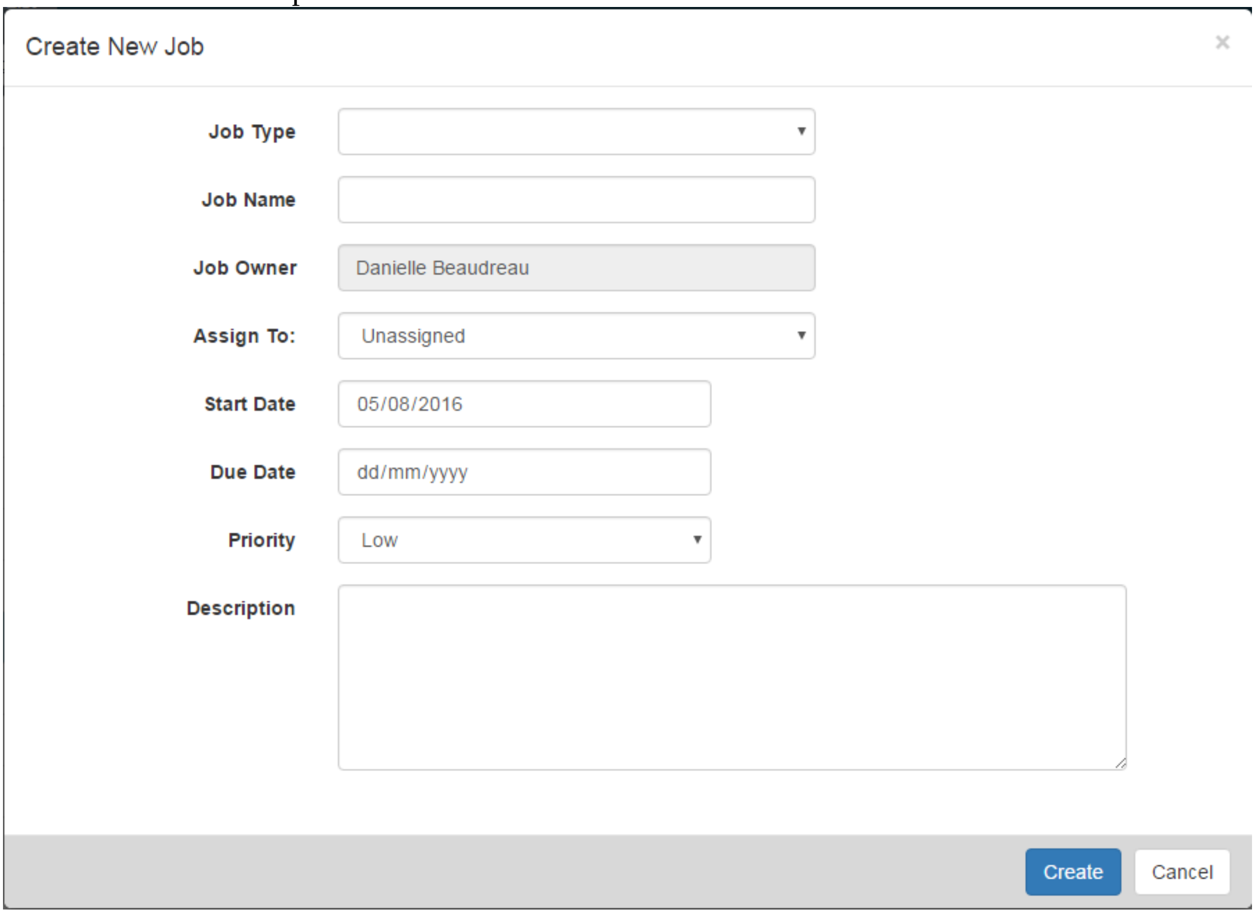
Figure 2. Changing the job list.

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.

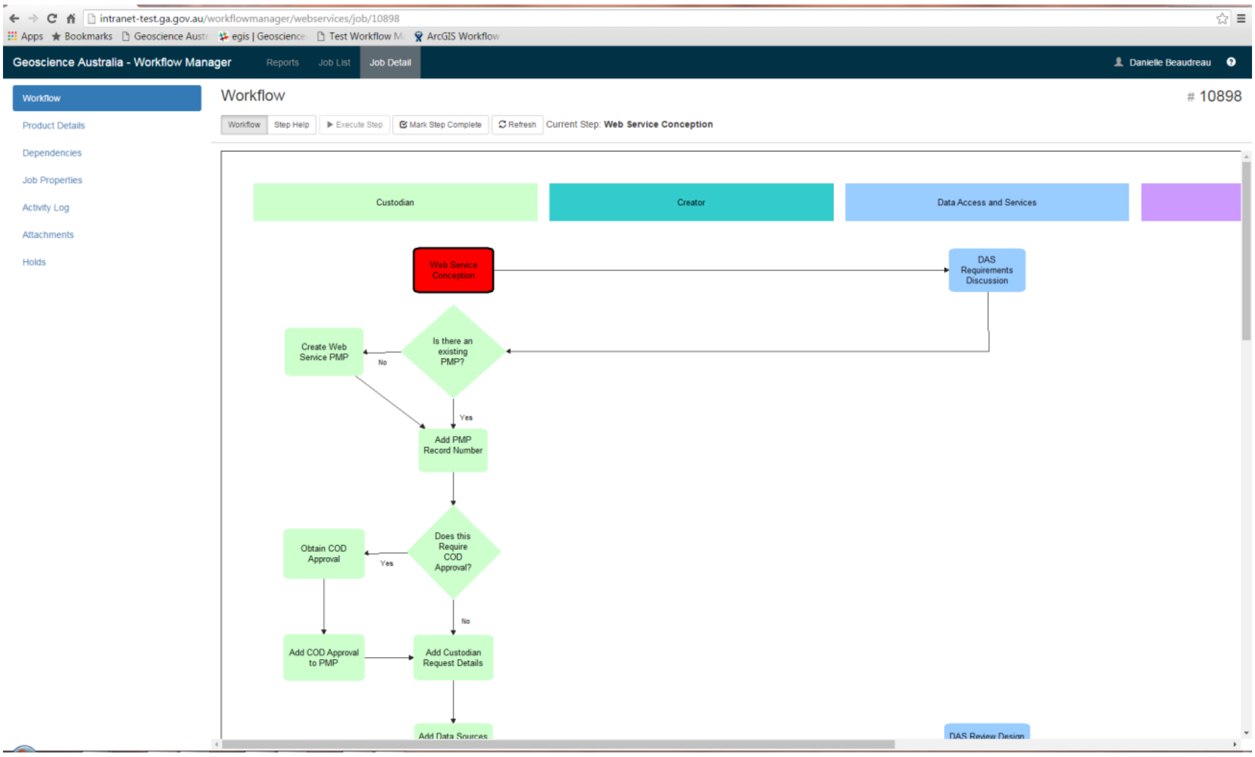


Working on a Job

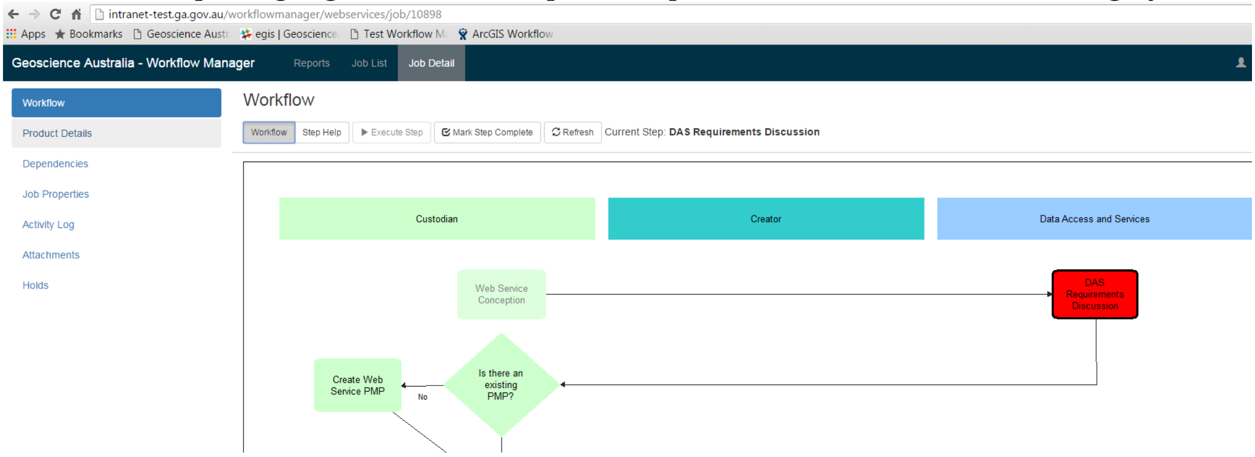
To work on a job, click once on the Job number or double click anywhere in the job line, the job detail page for that particular job will open up on the workflow tab.

Workflow Tab

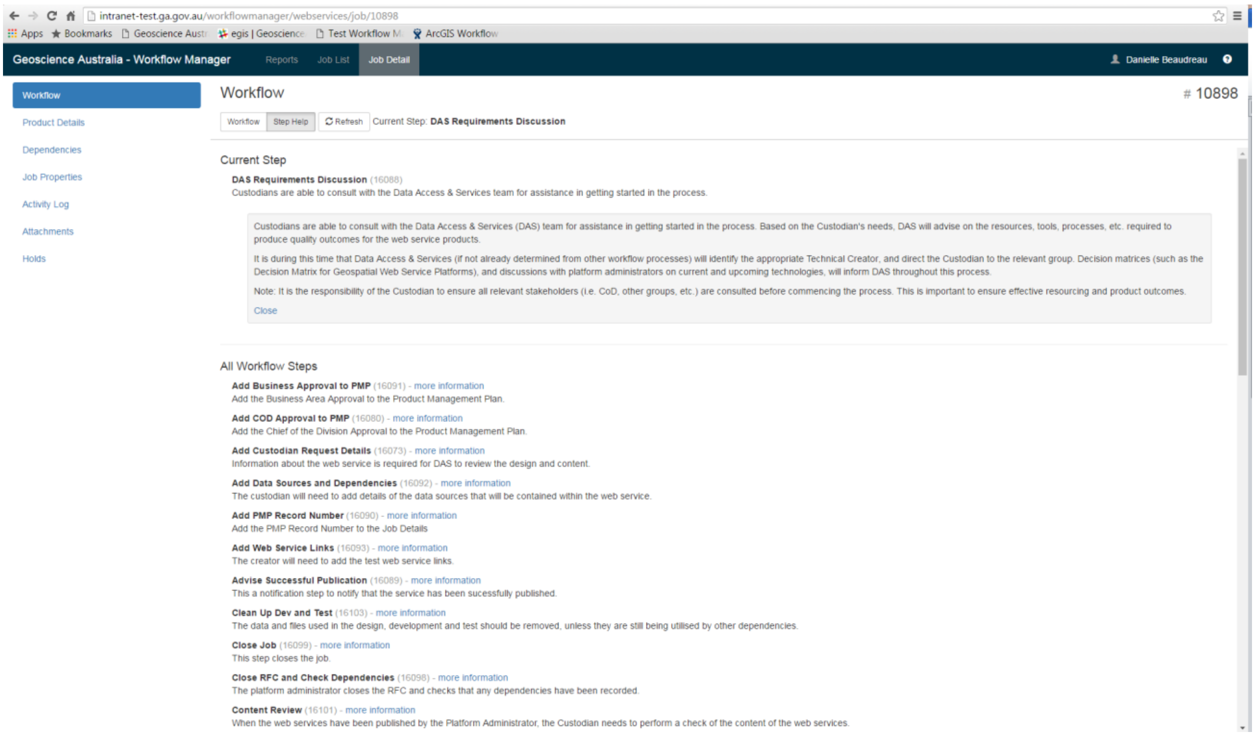
The workflow tab contains the workflow of that particular job. To work through the workflow the user can either execute steps or mark them complete. Depending upon the type of step either the execute step or the mark step complete button will be available. The current step is highlighted in red, completed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



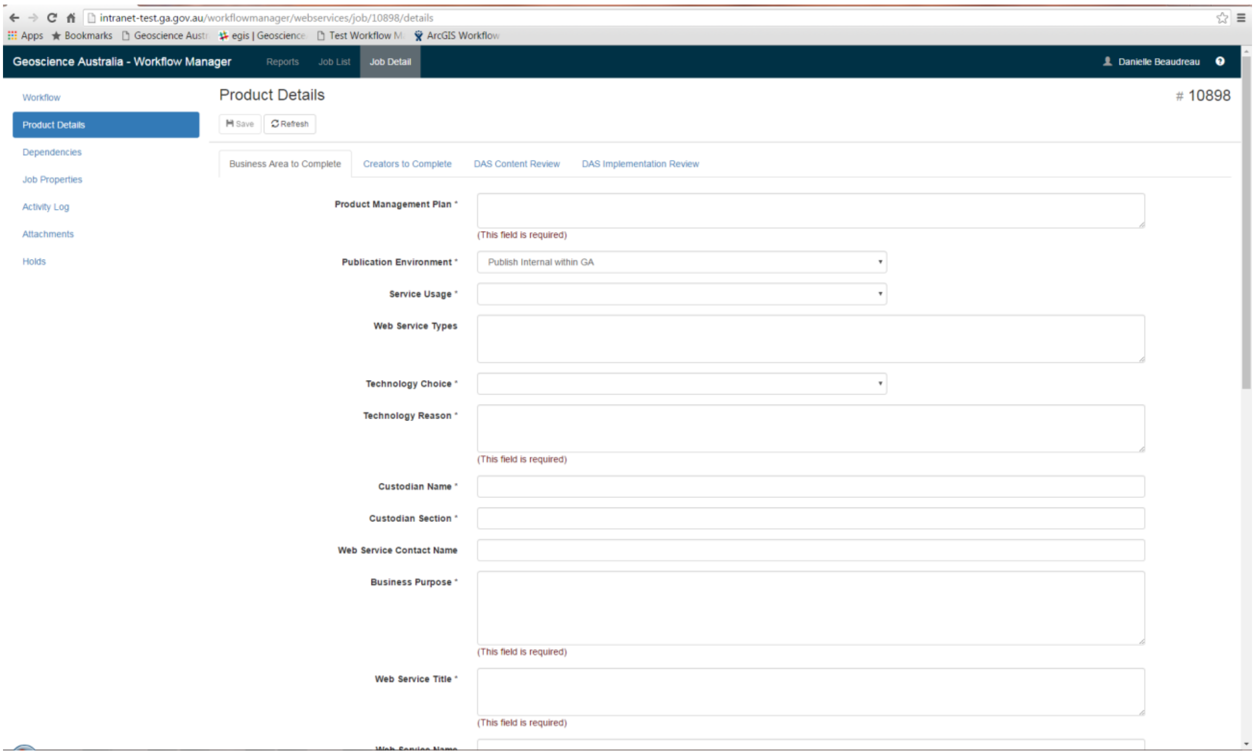
If the workflow or step help does not update automatically, hit the refresh button to refresh the page.

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.

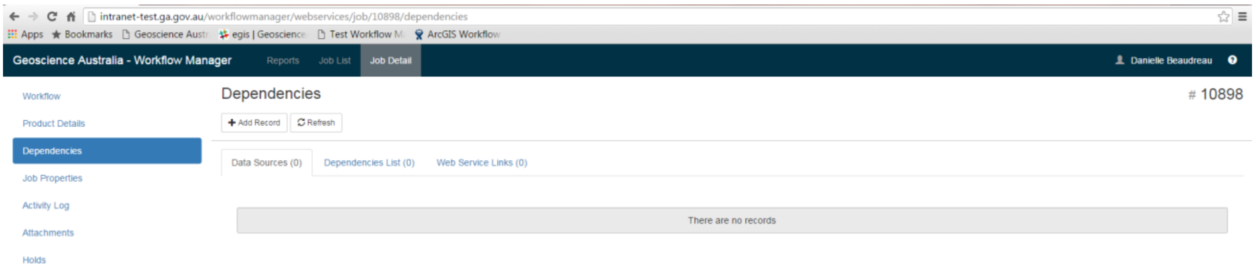
The fields with an asterisk are required fields and will need to be entered at some stage during the workflow; all other fields are optional and can provide additional information as needed.

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



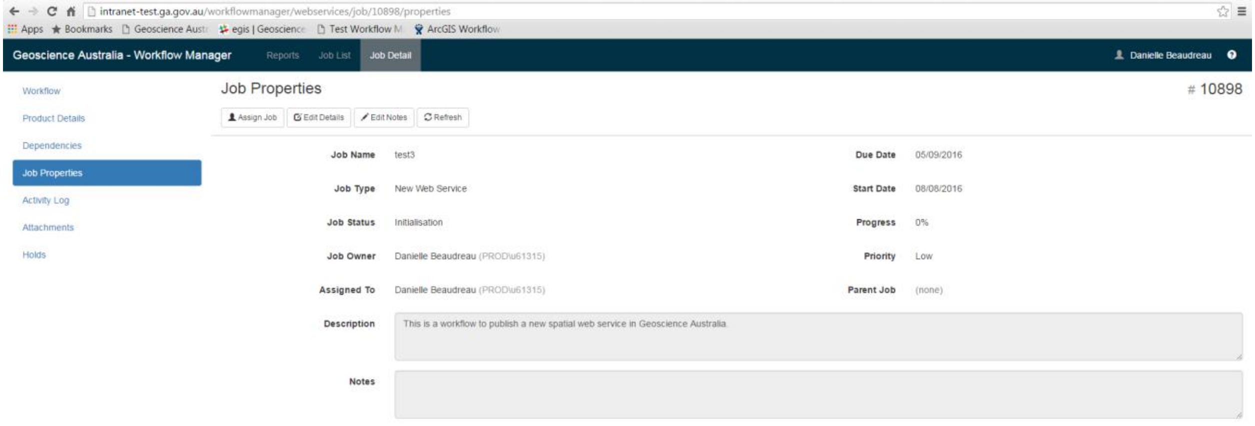
Dependencies Tab

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.

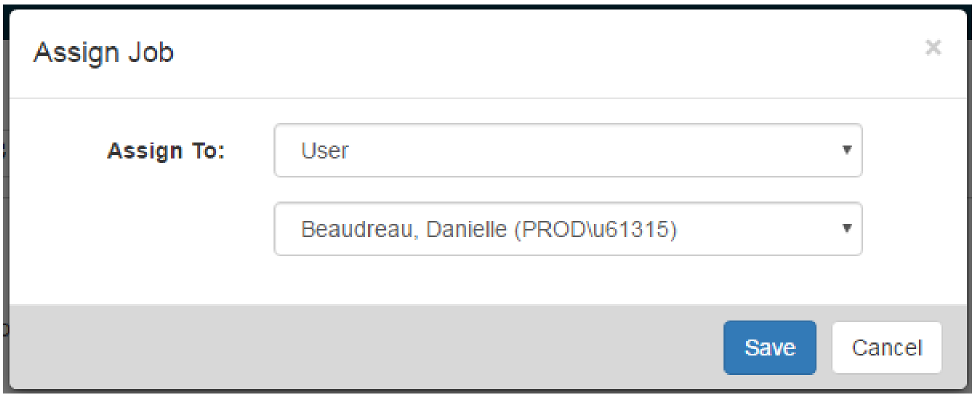


Job Properties Tab

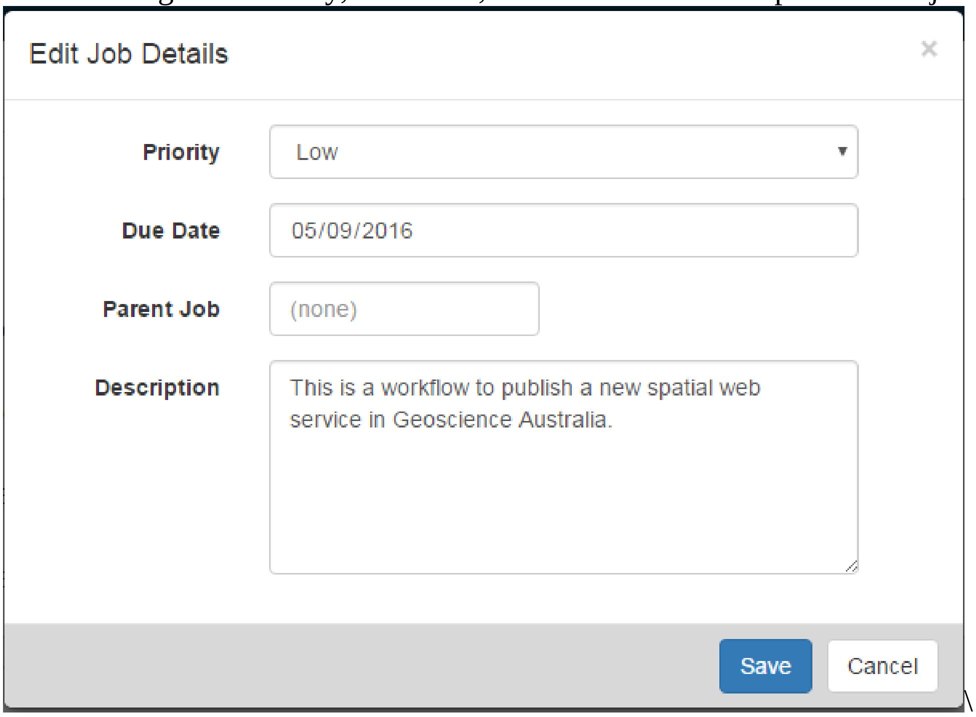
The Job Properties Tab contains the basic information about the job, this is also where you can assign the job, edit details about the job and add/edit notes.



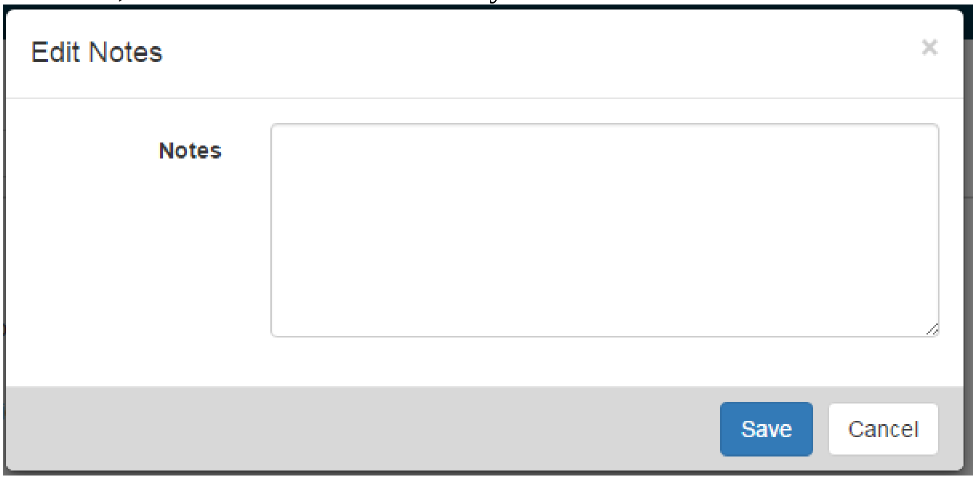
To assign the job, click the Assign Job button. A popup will appear where you will have the option to assign to User, Group, Unassigned or Assign to Me. The Assign to Me assigns the job to the current user. If you select User or Group chose the user or group from the second drop down.



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.

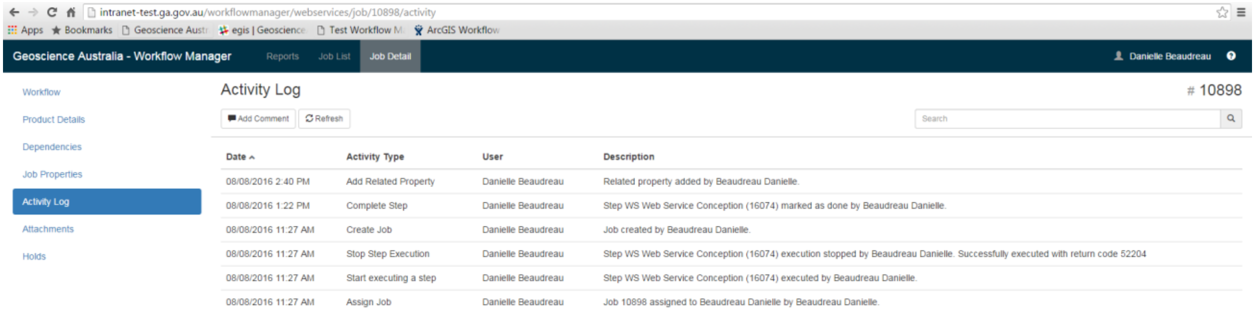


To edit or add notes to the job, click the Edit Notes button. A pop up will appear where you can edit the notes, click save to save the notes you have added.



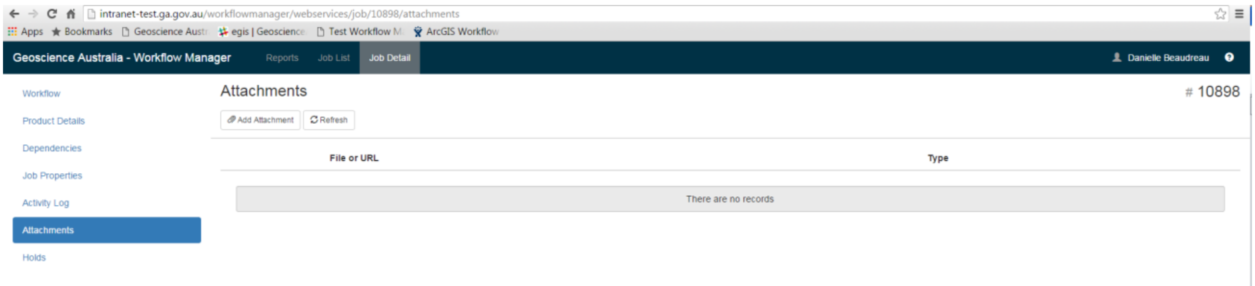
Activity Log Tab

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.



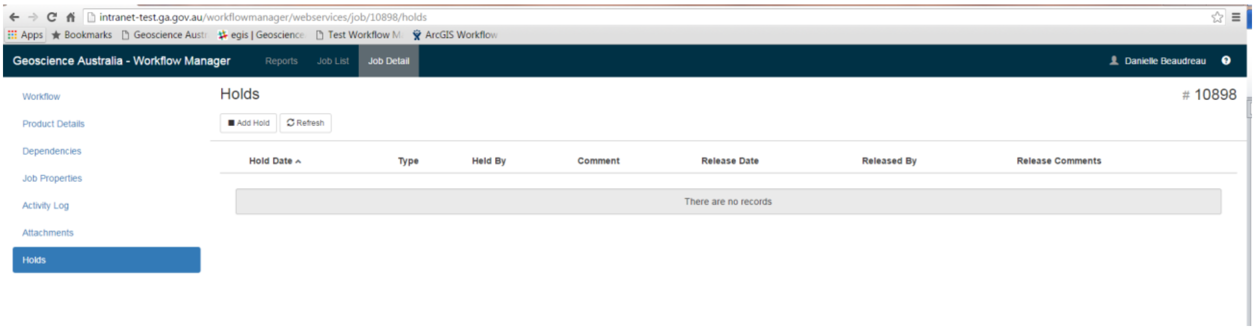
Attachments Tab

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



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.

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 que, who is working on them, at what stage are they at.