ILONA JEDYNAK

Technical writing portfolio

Table of Contents

Samples of technical writing

ilona.n.jedynak@gmail.com

How to link to a selected moment in a YouTube video

You can easily generate a link to a selected moment in a YouTube video with only a few clicks.
To do so on desktop:

1. Open your video.
2. Pause the video at the time you wish to link.
3. Right-click the video and select **Copy video URL at current time**. You can also click the **Share** button below your video, check **Start at**, and press **Copy**.
4. Paste the link.

YouTube on mobile

To create a YouTube link pointing to a selected moment on mobile, click the **Share** button under your video, select **Copy link**, then add ?=time at the end of the link, where "time" stands for the timestamp of the video counted in seconds. Example: https://youtu.be/UTAxPhxADo0?t=60.

Ilona Jedynak
ilona.n.jedynak@gmail.com

Instructions for users of software

Filters

A variety of **Filters** can be applied in a Statistics Table, allowing you to customize the view even further. The available Filters are:

- **Dimensions**: text columns that contain generic information, such as ID, Item Name, Item Type, etc.
- **Measures**: numeric fields that contain financial information, such as Fees, Allocated Costs, Budget, etc.

Each category has multiple sub-categories that you can choose between.

To set a Filter, go to the **Filters** section and find your value.

In the **Dimensions** section, you can select which values you want to include in your table by clicking the checkmark next to it.

In the **Measures** section, you can determine the values you want to include in your table by filtering them according to specific criteria, such as Equals, Less than, Greater than a specific rate, etc. Only the values meeting this requirement will be included.

Search

To find a particular column, enter its keyword in the **Search** field in either the **Columns** or **Filters** section. All values containing that keyword will show up under their categories, allowing you to include them in your Statistics Table.

Instructions for users of software

Selecting a Template

To select an already existing Template:

1. Select the **Statistics** module from the side navigation menu.
2. Click the **Templates** button in the right upper corner.
3. Select a **Template** from the list.
4. Click **Use Template**. Your Template has now loaded and is ready to use.

Creating a Template

After customizing your view of the Statistics Table, you can save it as a new Template. To do that:

1. Customize the Statistics Table by setting your required Columns and Filters.
2. Go to the burger menu in the upper right corner and click **Save Template**.
3. Enter a name for your Template.

Click **Save Template**. Your Template has now been saved and you can reuse it.

Ilona Jedynak
ilona.n.jedynak@gmail.com

Frequently Asked Questions (FAQ) about Assistant software

- How can I customize my Plans panel?

You can customize your Plans panel by clicking the **Columns** button on the top right of the listing, and selecting or removing your preferred columns. You can also change the order of a column by dragging it and dropping it in the position you want.

Additionally, you can use the Plans listing sorting functionality by clicking the arrow next to the header of the columns.

- When can I change the Planned Budget of my Plan?

You can change your Planned Budget as long as the amount does not exceed the remaining campaign budget, and your Plan is still in the **Draft** Status.

- How can I change the Planned Budget of my Media Plan?

You can change the Planned Budget of a Plan when the Plan is in a **Draft** mode, or through a **Change Request** action. To do so:

1. Select the Plan for which you want to change the budget.
2. Click the **Budget** field on the **Overview** Page.
3. Enter a new budget.

Click **Submit For Approval** for your budget to be approved.

- What is the **Remaining to Pay** column of an Invoice?

The **Remaining to Pay** column indicates the total number to be paid. This amount is calculated based on the made order.

Description of a new functionality in software

Blob migration

The aim of this feature is to move documents from blobs which are stored in the local tables in Assistant to the Azure storage, to avoid storing large amount of data.

Up to now, documents were stored as blobs in the database. To improve its operation, we need a document system with a ‘dual read’ capability, which first checks for a given document in Azure Storage, and, when it does not find it, reads it from the database.

Configuring access to Azure storage

By using the **DS_BLOBSTORAGECONFIG** system parameter, we can provide a client-specific configuration to Azure storage. Keep in mind that client-specific configuration takes precedence over tenant-specific configuration.

To do that, enable **DS_BLOBSTORAGECONFIG** in **System parameters – Document archive** by switching it to **Active**. Once you do that, client-specific configuration will be enabled and you will not be able to access documents stored in the cloud, only in the database.

Migrating documents

To move documents to Azure blob storage, use a server process named **Migrate documents**.
It takes into account blobs stored in the database and in the file system.

In **Migrate documents**, enter the number of documents and choose a document type that we want to move. Instead of a particular document type, you can use a **wildcard** (*).

When you click **Save**, you will receive an order number for your report output. You can check it in **Your ordered reports**: if its status is **Finished**, your documents have been moved to Azure storage.

Ilona Jedynak
ilona.n.jedynak@gmail.com

Video transcript

Agile Framework at Assistant

At **Assistant**, we use the Agile methodology to increase project control and achieve higher customer satisfaction. This video will explain the core concepts of Agile, its iterative development cycles, the tools used and many more.

Backlog

At Assistant, we manage our work using product backlog. It is a comprehensive list of all features, requirements, enhancements, and fixes that need to be done on the product. During team meetings, the backlog items are broken down into manageable tasks and estimated for effort and complexity.

As flexibility is key in the Agile methodology, the items in the backlog may be changed as the team learns more about the project.

Tools

To facilitate the planning and management of features, teams use **Kanban boards.** Kanban boards and the work backlog provide a visual representation of the workflow, allowing for improved communication and efficiency among team members.

At the beginning of a sprint, tasks and user stories are placed in the "**to do**" column of a board. As work progresses, items are moved across the board to the appropriate columns. This allows the team to see what work has been completed, what is currently being worked on, and what still needs to be started.

Timeframe

The Agile methodology is applied on a **quarterly** basis, in separate **sprints**. Developing solutions incrementally in a series of short iterations allows for faster customer feedback and mitigates risk.

The scope of the features within a sprint is established during **sprint planning**. Then, after development, the features are showcased during **sprint reviews** and **system demos**. The teams also coordinate their work on daily **stand-up** meetings, and reflect on their past sprints during **sprint retrospectives**.

Development cycle

During the development cycle, certain points of the delivery are agreed with the client. That includes the **scope**, **users**, the **start** and **end dates**, the **exit criteria**, and **triage dates**.

We also make sure to always **review test cases** with the client and require their approval to continue work.

The development is based on a continuous delivery pipeline. Its stages include:

- Defining the scope of the project together with the client
- Analyzing the defined features, aiming to describe the why, what, and how
- Gathering and validating requirements
- Delivering the features to the client
- Communicating future developments and known issues in documentation

Work items

The work items used in Agile projects have a specific hierarchy. They are divided into Epics, Features, User stories, and Tasks.

- **Epics** are large bodies of work that can be broken down into smaller tasks. Their intent and definition must be agreed with the stakeholders.
- **Features** are services that fulfill a stakeholder need. They include a benefit hypothesis and acceptance criteria.
- **User stories** are short descriptions of a small piece of desired functionality. They are written in the user's language.
- **Tasks** are work items that provide information about the solution's implementation details. Their details are estimated by the team.

Definition of Done

The **Definition of Done** is a set of criteria that a project or task must meet before it is considered complete. It can include things like passing quality assurance tests, meeting specified requirements, being reviewed and approved by stakeholders, and more.

Ilona Jedynak
ilona.n.jedynak@gmail.com

The Definition of Done criteria differ for each product increment type:

- **Epic**: all features meet the acceptance criteria and are deployed to production
- **Release**: all features and completed and integrated, documentation is updated
- **Feature**: all stories are completed and integrated, tests are passed and the feature is demonstrated
- **Story**: the code is complete, tests are passed, non-functional requirements are met

Feature teams

Assistant's feature teams assemble all the necessary knowledge, skills, and abilities needed to deliver value. They consist of:

- **Product Owner**, who is responsible for maximizing the value delivered by the team and ensuring that the Team Backlog is aligned with customer and stakeholder needs.
- **Scrum Master**, whose role is to assist their teams in meeting delivery goals.
- **Backend**, responsible for the server-side of software development.
- **Frontend**, responsible for creating and designing the user interface and user experience.

Shared resources

Assistant also includes separate teams of shared resources, who cooperate with many teams, sharing their expertise. They are:

- **UX/UI**, who design and improve the overall user experience of our products, ensuring they are user-friendly, intuitive, and meet the user's needs.
- **Quality Assurance**, who are responsible for ensuring a product or service meets specified requirements and standards throughout the entire development process.
- **DevOps**, who bridge the gap between development and operations teams, promoting collaboration and communication.
- **Technical Writers**, who are responsible for creating clear, concise, and comprehensive documentation that explains complex information in a user-friendly manner.
- **The Support team**, who assist customers with their queries, concerns, or issues.

Ilona Jedynak
ilona.n.jedynak@gmail.com