DMS New Repository Doc

3a.01 Internal correspondence

Draft ETAS/ICO

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| **Step No** | **Step Description** |
| **1** | Project Manager will create a new request in PM Portal. Please find the below link. http://sharepoint.ecn.etasgroup.com/pm/default.aspx |
| **2** | Once the request is created, it will be sent to necessary teams for approval. |
| **3** | Once fully approved, Automated system in DMS takes care of creating a new repository in DMS Visual SVN Server. |
| **4** | After the creation of DMS Server, proper notification will be send to project managers notifying the project creation request. |
| **5** | If due to any reason, the repository in DMS is not created, then the project manager will raise an incident request in SMT describing the incident or else same can be seen in “ETAS\_MB\_ITIL” mail box under “00\_PEP-DMS-Repo” folder.  Sample mail of DMS PEP repository created with wrong AD groups: |
| **6** | Login to the DMS server (fe0vm743.de.bosch.com) using admin credentials, open VisualSVN server manager and click refresh on repositories tab and then check for repository name.  If Repository not found then go to Step 7  If found Right click on Repository -> Properties and check for AD groups, if they are wrongly created then delete the entire repository and follow Step 7 |
| **7** | You can create the repository manually on the DMS PROD Admin page.  The Link to create the repository manually is shown below, provided you need to login into your admin access. PROD: https://dms.ecn.etasgroup.com/admin/  TEST :https://dms-test.ecn.etasgroup.com/admin/   1. Click on Create repository as shown in below diagram.      1. Enter the details in the below screen by either referring to mail received on “00\_PEP-DMS-Repo” folder of “ETAS\_MB\_ITIL” mail box or if the INC is raised the requester will provide you the information.   Then click on “Create Repository”    **Email Sample:** |
| **8** | Now, Refresh the DMS Web Interface and check if the new repository is created. |