

# Welcome to NOVA

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## NOVA Email Account

Please use the following login details to login.

URL	https://www.gmail.com
Email	muhammad.waqar@wearenova.co.uk
Password	Nov@3579!#

After logging in successfully please complete the steps below.

### Let's enable/verify 2-Step Verification.

1. Click **Manage your Google Account**
2. **Security -> Signing in to Google**
3. Click **2-Step Verification**
  - o You may need to enter your password here to access this setting
4. It's better to use a Mobile phone number to get 2FA code (*You can also use Google Authenticator or similar app as well*).
  - o You should click **Show More Options**
  - o Select **Text message or voice call**
  - o Complete the steps and enable 2FA
5. *Optional - You can follow the same steps and add more than one 2FA verification options in addition to your mobile number.*

**Secondly,** you must copy and save **Backup Codes** at a safe place. You can use these codes if you may lose access to your primary 2FA device.

1. Click **Manage your Google Account**
2. **Security -> Signing in to Google**
3. Click **2-Step Verification**
  - o You may need to enter your password here to access this setting
4. Click **Backup codes**
  - o Copy the codes from there and save

**Third,** you must set **recovery mobile phone and recovery email** in Account's settings. This will help you to reset your password in case you may forget or you may not be able to access your account due to any reason.

1. Click **Manage your Google Account**
2. **Security -> Signing in to Google**
3. Click **Personal info**
4. Click **Contact info**
  - In the **Recovery Email section**, update the recovery email
  - You may need to Enter your password again
  - Complete the steps and that's it to set recovery email.
5. Again go to **Step-2** and click **Phone**
  - Complete the steps and that's it to set the recovery phone.

## NOVA Google Calendar

You can access Calendar from the right menu in your email or directly accessing the following URL.

Calendar URL	<a href="https://calendar.google.com/">https://calendar.google.com/</a>
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This is the place where you would be scheduling one to one meetings or Team Meetings with. If anyone schedules a meeting with you then you will get an email notification. You can confirm the availability in the meeting by accepting the invite in your email.

## Desk Booking

If you plan to visit the office, then you must book a table in Google Calendar. Following is the process to add and book the table for that day. (Image is added below for reference)

1. Create a Calendar Event
2. Select date and time
3. Select the available desk
  - a. This is called Rooms
  - b. So it will be named as Islamabad-desk-01, Islamabad-desk-02 etc
  - c. If a room is not booked it will be available in the list
4. Click Save

YourName-desk-01

Event

Out of office

Task

Reminder

Appointment slots



Friday, January 14 – Friday, January 14



All day

Does not repeat ▾

[Find a time](#)



Add guests



Add Google Meet video conferencing



Islamabad-Desk 01

Add or change rooms



Add location



Add description or attachments



Muhammad Rizwan ▾  ▾



Free ▾



Default visibility ▾ 



On the same day at 9am ▾

More options

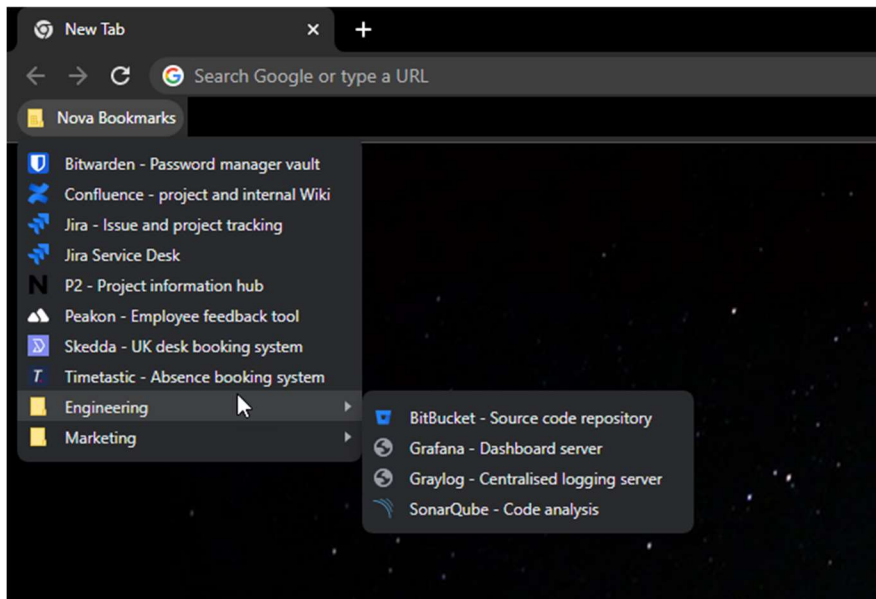
Save

## NOVA Bookmarks

NOVA Bookmarks are added in your Google Chrome by default. You can find this in Bookmarks bar.

To view or hide Bookmarks bar in your Chrome you can use keyboard shortcut key **CTRL+SHIFT+B**

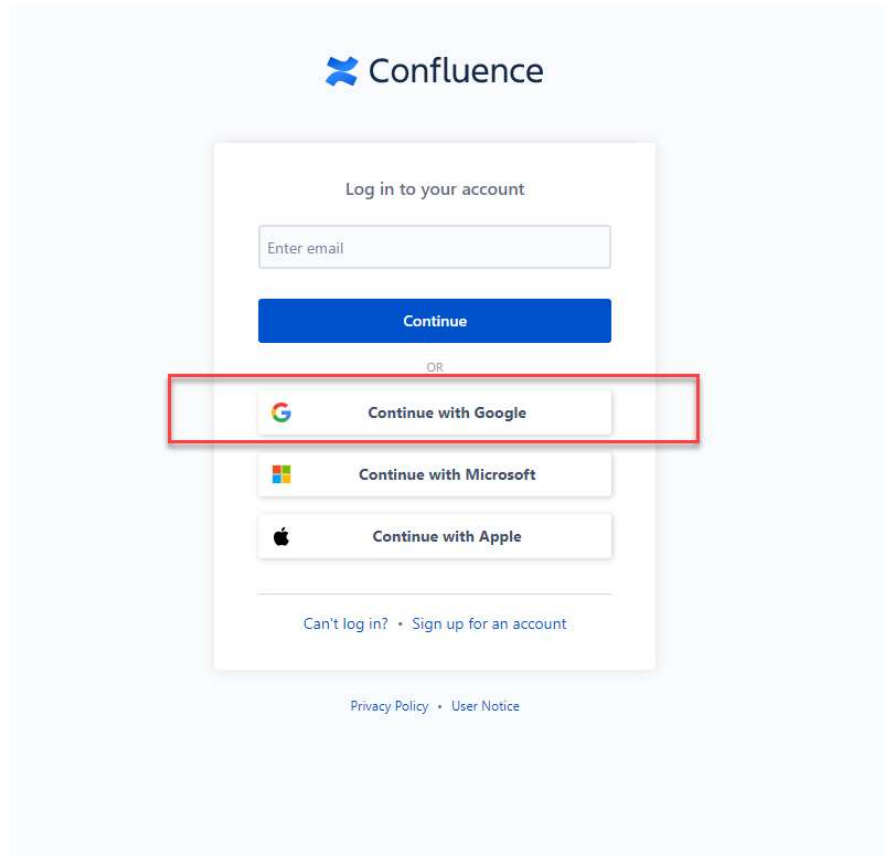
You can find links to various tools and service that are being used in NOVA.



## JIRA and Confluence

You can go to following URL and use Google Auth to login at Atlassian JIRA and Confluence.

JIRA URL	<a href="https://wearenova.jira.com/">https://wearenova.jira.com/</a>
Confluence URL	<a href="https://wearenova.jira.com/wiki/home">https://wearenova.jira.com/wiki/home</a>



## Bitwarden

You can use the following URL to access Bitwarden.

Bitwarden URL	<a href="https://bitwarden.wearenova.co.uk">https://bitwarden.wearenova.co.uk</a>
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Sign Up using your NOVA Email Account and then login.

**Note:** You must secure NOVA Bitwarden Account with 2FA. Please follow the following wiki for reference.

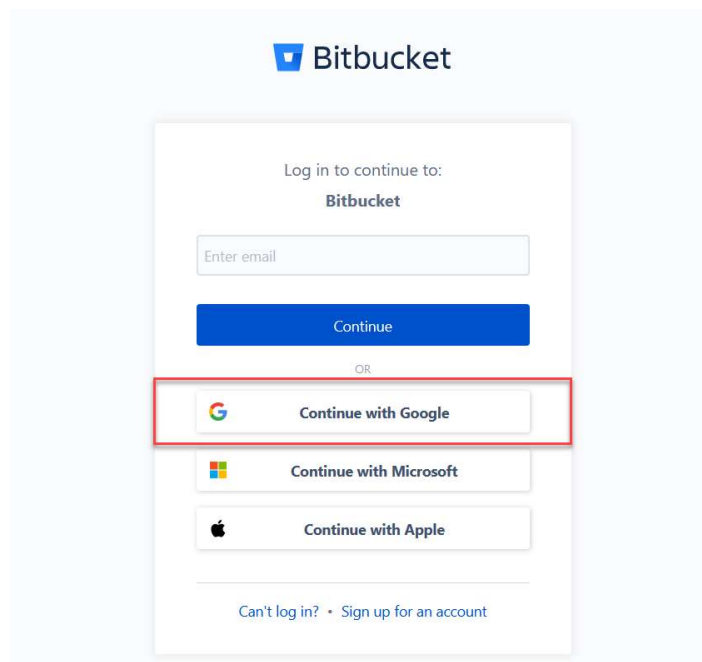
<https://wearenova.jira.com/wiki/spaces/DEL/blog/2021/08/02/3402465305/Secure+NOVA+Bitwarden+Account+with+2FA>

## Bitbucket

You can use the following URL to login at Bitbucket.

Bitbucket URL	<a href="https://bitbucket.org">https://bitbucket.org</a>
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You should use NOVA account to login using Google Auth.



**Note:** After login you must Enable Two-Step Verification.

Then add SSH keys by using the following wiki document.

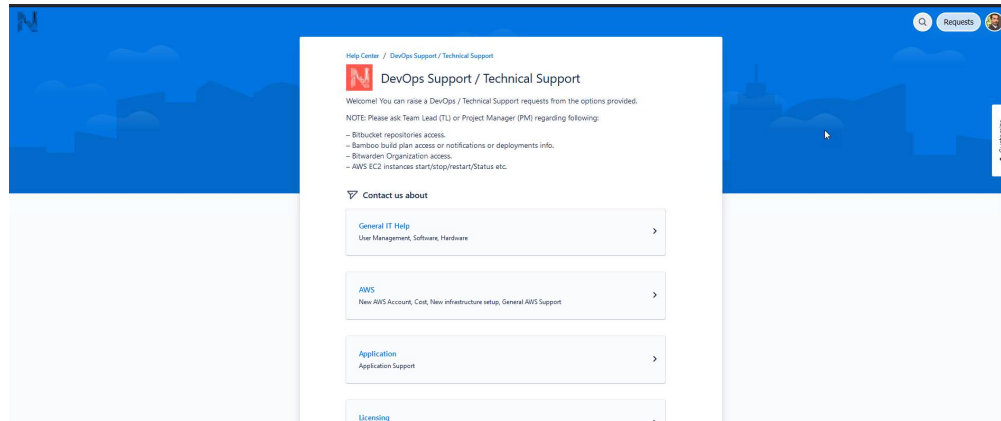
<https://wearenova.jira.com/wiki/spaces/DEL/pages/3404857347/Set+up+SSH+keys+in+Bitbucket>

## NOVA Service Desk / DevOps Support

You can raise support tickets at Service Desk. It is also named as DevOps Support (DOS).

Following is the URL and you can explore the link to find the type of tickets you can create in future.

Service Desk URL	<a href="https://wearenova.jira.com/servicedesk/customer/portal/12">https://wearenova.jira.com/servicedesk/customer/portal/12</a>
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The Eagles Team will work on Service Desk Tickets, and you'll get email notifications for any progress or work done on your tickets.



## Graylog

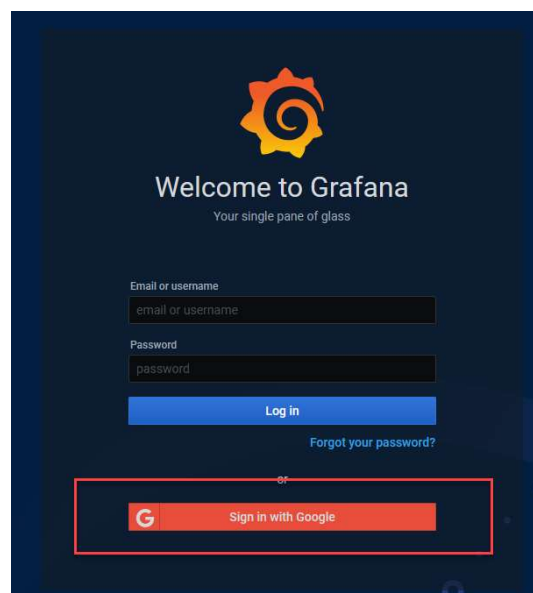
Please use the following credentials to login.

Graylog URL	https://graylog.wearenova.co.uk
Username	muhammad.waqar
Password	Nov@3579! #

## Grafana

Please use the following URL and use Sign in with Google using your NOVA Email.

Grafana URL	https://grafana.wearenova.co.uk
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## Bitrise

Please use the following credentials to login.

Bitrise URL	https://app.bitrise.io
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Note: If you wish to request access to any app in Bitrise then please ask your Section Lead. Thanks.

**Log in to Bitrise**

Email or username  
you@company.com or username

Password  
.....

Log in [Forgot your password?](#)

OR LOG IN WITH

GitHub Bitbucket GitLab SAML

If you are not already logged in into Bitbucket then you'll see the following screen. Please use Continue with Google to use your NOVA Account to login.

**Bitbucket**

Log in to continue to:  
**Bitbucket**

Enter email

Continue

OR

Continue with Google

Continue with Microsoft

Continue with Apple

[Can't log in?](#) • [Sign up for an account](#)

After login if you don't see the desired project then please ask your **Team Lead** or **Section Lead** to grant you required access.

## Project-Project (P2)

If you want to find info about projects and related stuff you can login at P2. You can use your NOVA Google Account to login.

P2 URL	<a href="https://projects.wearenova.co.uk">https://projects.wearenova.co.uk</a>
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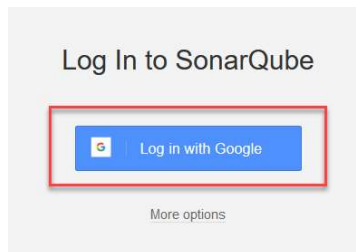
NOVA



## SonarQube

Please use the following URL to login at SonarQube and use **Login with Google** option by using your NOVA Account.

SonarQube URL	<a href="https://sonarqube.wearenova.co.uk">https://sonarqube.wearenova.co.uk</a>
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You will contact your **Team Lead** or **Section Lead** for further assistance.

## Bamboo (CI/CD) - Optional

If your project is using Bamboo CI/CD tool, then you must find the Bamboo URL for your project from P2.

Bamboo URL (Project based)	«Bamboo_URL»
Username	«Bamboo User»
Password	«Bamboo Password»

**Note: If you don't have login, please ask your Section Lead.**

- First login at P2 i.e., <https://projects.wearenova.co.uk>
- Search for your Project name from Search option.
- Go to Links from left menu.
- Find Bamboo URL from there.

For example, Lets Search a Project "umii" in P2.

The image shows two screenshots from the P2 system. The top screenshot shows the 'Projects' page with a search bar containing 'umii'. A red arrow points from the search bar to the 'umii' project entry in the list below. The bottom screenshot shows the 'umii' project details page. A red arrow points from the 'Links' section in the left-hand navigation menu to the 'Bamboo' link in the 'Resources' list on the right.

**Projects**

Search: umii [Clear] [X]

Sort By: Project name [v] Include hidden projects [v]

umii	Umii	Investor update in 3 months	Resource budget £33,280.77	Goals Not started 0 Off target 1 On target 0 Hls 1 Missed 0
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**umii** [Live data](#)

UMII TECHNOLOGIES LTD | Co. number: 30839295  
Co. address: Hollingwood Business Center C/O MJ Goldman, Albert Street, Oldham, OL8 3QL  
Last updated: 15/01/2022 09:48 from Companies House

**Resources**

- Bamboo
- Code Repository Admin Site
- Code Repository Backend
- Code Repository Mobile
- Jira Board
- NOVA FUND STATUS
- OCT - DEC 2020 UPDATE
- Quarterly Update 07.04.2021
- Smoke Test Sheet - UMII

## Amazon Web Services (AWS)

Please use the following credentials to login at AWS. You must complete the instructions mentioned in the wiki documents as well to make your account activate.

AWS URL	<a href="https://supportnova.signin.aws.amazon.com/console">https://supportnova.signin.aws.amazon.com/console</a>
AWS Username	muhammad.waqar
AWS Password	Nov@3579!#

You must complete the steps mentioned in following wiki:

<https://wearenova.jira.com/wiki/spaces/DEL/pages/1986887681/Enable+MFA+in+AWS+for+IAM+Users>

After you have completed and logged in successfully, now you must Switch Role to the Project on which you need to work. For this you need following three things:

Account	This is AWS Project ID	Project id can be copied from <a href="#">here</a>
Role	This is AWS Role that you'll use to switch to project.	You can find your Role Name from <a href="#">here</a>
Display Name	This is display name for your role in the project.	Anything e.g. DeveloperRole at umii

You can follow the instructions [this](#) wiki to switch role to respective AWS Project.