



CÁTEDRA IBM-RATIONAL



Rational DOORS Next Generation

Quick Start Tutorial

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1. Introduction

Rational DOORS Next Generation (RDNG) is a web-based requirements management tool developed as part of Collaborative Lifecycle Management (in the Jazz Requirement Management application) to empowers teams to define, manage, and report on requirements in complex systems and software engineering environments. RDNG helps engineers work more effectively across disciplines, time zones, and supply chains to achieve better project outcomes.

Rational DOORS Next Generation empowers teams to define, manage, and report on requirements in a lifecycle development of complex software projects. This tutorial is based on version 4.0.1 of RDNG.

This tutorial explains the basic features and helps getting started with Rational DOORS Next Generation.

More information can be found in the online library of Jazz.net: <https://jazz.net/library>

If you have comments or questions regarding this document, Jazz or Rational DOORS Next Generation, please contact catedra.ibm.fiupm@gmail.com

2. Terminology

Artifact: An entity that is used or produced by a software development process. Examples of artifacts are models, source files, scripts, and binary executable files.

Artifact Type: A class of objects that is specific to a requirement definition technique. Artifact types include document, business process sketch, user interface sketch, user interface sketch part, screen flow, storyboard, use case diagram, requirement, glossary, and term.

Module: A module is a special artifact type that hierarchically organizes other artifacts, thus creating requirement specification like documents.

Attribute: A defined quality and values that can be assigned to an artifact. For example, a work item artifact might have a 'priority' or 'severity' attribute.

Report: A set of data deliberately laid out to communicate business information.

Requirement: A condition or capability that a system must provide. This condition is either derived direction from user needs or stated in a contract, standard, specification, or other document.

RDNG: Rational Doors Next Generation.

Tag: An identifier that groups related artifact.

3. Project Area Preparation

Before start creating and managing requirements you have to create your project area and prepare it. For this tutorial we will start with a sample project and then view it and modified to have an overview of the features of Rational Doors Next Generation.

3.1 Creating the project area

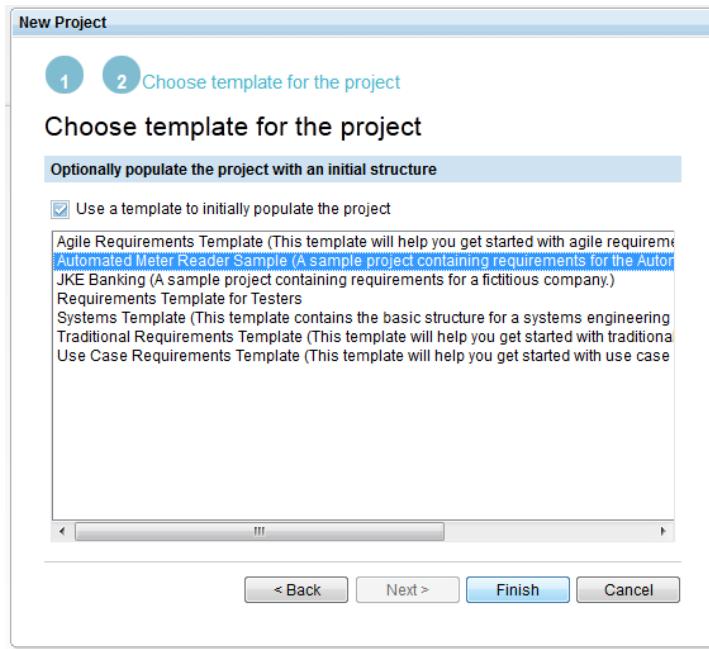
1. Start your Rational Jazz Team Server and go to your dashboard at https://<server_name>:9443/jts (In the case of your installation for this tutorial probably your <server_name> is localhost).
2. Scroll down the dashboard to the Application Administration Section, and click the link of **Create Project Area** under the Requirements Management subsection.

The screenshot shows the 'Application Administration' interface with a blue header bar containing 'Home', 'Server', 'Users', and 'Reports'. Below the header is a title bar 'Manage Application Artifacts'. The main content area is divided into two sections: 'Change and Configuration Management (/ccm)' and 'Requirements Management (/rm)'. Under 'Change and Configuration Management (/ccm)', there are links for 'Create Project Area', 'Manage All Project Areas', 'All Projects', and 'About creating a project area'. Under 'Requirements Management (/rm)', there are links for 'About creating a project area', 'All Projects', 'Create Project Area', and 'Manage All Project Areas'. Both sections have a 'Links to application administration pages:' section with links to 'Application', 'Users', 'Project Areas', 'Templates', and 'Reports'.

3. Write a project name and description and click **Next**.

The screenshot shows the 'New Project' dialog box with the title 'Create a new requirements project'. Step 1, 'Create a new requirements project', is selected. The form has a 'Identify the new project' section with fields for 'Project name:' (containing 'RDNG Tutorial') and 'Description:' (containing 'RDNG Tutorial project'). At the bottom are buttons for '< Back', 'Next >', 'Finish', and 'Cancel'.

4. Now we will choose a template to populate the project, check the checkbox and choose the Automated Water Meter Sample (this is only for this tutorial, on a real project you will start with a blank project or you can use a template to prepare for certain needed structure). Then click **Finish**.



5. The wizard will create a project populated with some artefacts and modules, like it is shown in the following figure.

4. Browsing Artifacts and Modules

You can use rich-text artifacts to define requirements and requirements documents. You can also create and link to supporting artifacts, such as business process diagrams, use-case diagrams, and other images, to elaborate requirements and put them in the broader context of the system and business processes. Finally you can organize artifacts into a special artefact type called Module, which hierarchically organizes artifacts and thus create documents such as requirements specifications.

4.1 Navigating through the artifacts list

Our project is already populated with a set of artifacts, so the best way to start understanding artifacts and modules is to browse them to see how they are composed and organized.

1. Click on **Artifacts** and then on **Browse Artifacts** to open the Browse Artifacts view (should be open after you created the project). On the left you will see directories that contain artifacts, in the center a list of artifacts (that appear depending on the views or filters you choose on the left column) and on the right a column that gives an overview of recent artifacts, comments, baselines and reviews.
2. Click the **Requirements** folder. Some artifacts will appear on the center column. Hover over one of the first artifact and you will see an overview of the artifact and its main attributes. Two of the most important attributes are **Type** and **Module**. Different artifact types and formats mean different set of attributes for the artifact.

ID	Name	Artifact Type	Modified By	Modified On
372	Requirements for Reuse	Requirements Specification		
373	AMR Hazards and Risks	Requirements Specification		
374	AMR System Requirements Specification	Requirements Specification		
376	AMR Stakeholder Requirements Specification	Requirements Specification		

3. You can modify which attributes appear on the artifacts list. Open the **_Requirements for Reuse artifacts** folder.
4. Click the **Change Column Display Settings** icon.

The screenshot shows the Requirements Management (Jm) software interface. The main window displays a list of artifacts under the heading 'Artifacts'. The list includes columns for ID, Name, Artifact Type, Modified By, and Modified On. A red box highlights the 'Change Column Display Settings' button in the toolbar above the list. The left sidebar shows a tree view of project structure, including 'RDNG_Tutorial' and various requirements and reference modules.

5. On the **Change Column Display Settings** view you can select which attributes or links you want to see on the artifact list. Browse the list to find the **Used in Modules** attribute and then click **Add**.

The screenshot shows the 'Change Column Display Settings' dialog box. It lists various attributes and links that can be added to the artifact list. The 'Used in Modules' attribute is selected and highlighted with a red box. The dialog also includes sections for 'Select attributes or link types:' and 'Columns to show'.

6. Click **Ok**. Now on the last column you will see an icon that shows if the artifact is used in modules (). If you hover over the icon you will also see in how many and in which modules the artifact is used.

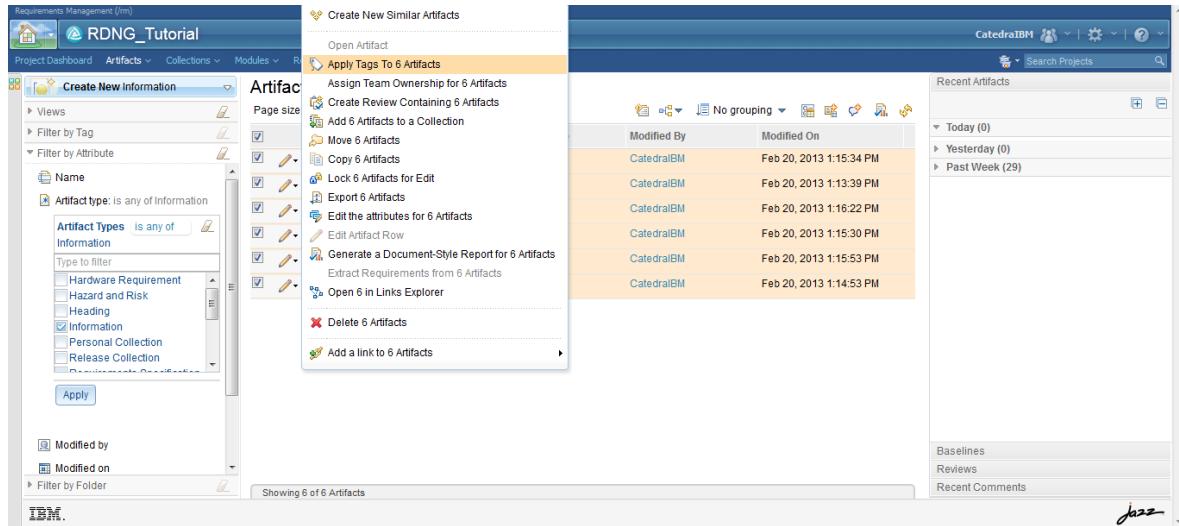
4.2 Using Filters and Views

So far we have used the folders to view the different set of artifacts, and actually it is a kind of filter, now we will use other kinds of filters to search for sets of artifacts that share the same characteristics, and also save them as views.

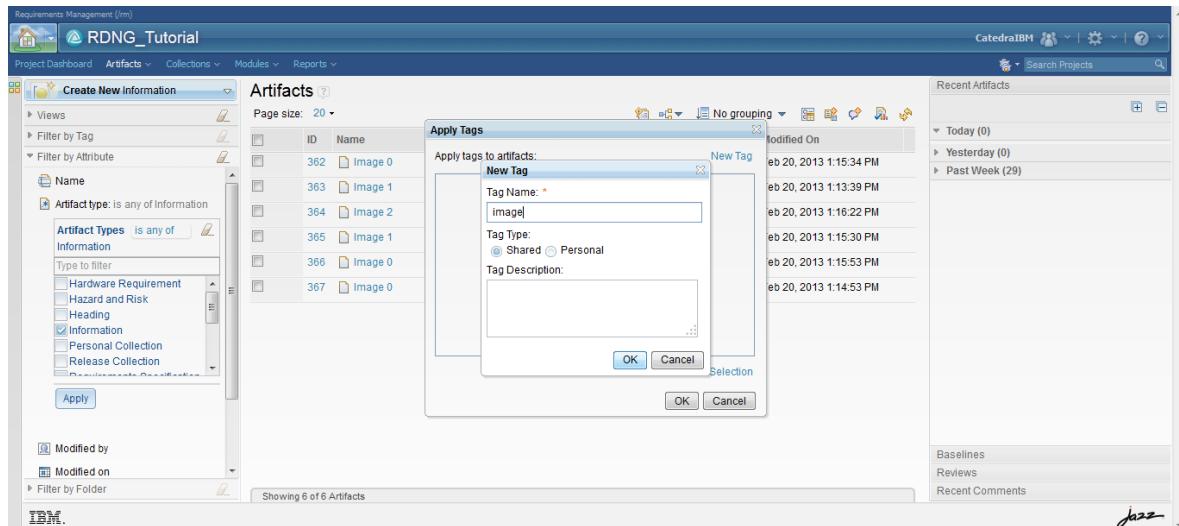
1. Click the **clear filter by folder button** () to erase the filter by folder.
2. Click on **Filter by Attribute**. Now you can filter the artifacts by their similarities on certain attributes.
3. Click on **Artifact types** and choose **Information** and click **Apply**. On the artictat list you will see the artifacts that are of type **Information**, in this case all the images.

4. Click the first checkbox of the artifact list in order to select all the images. And then click one of the edit buttons of an artifact, on the dropdown list choose **Apply Tags for 6**

Artifacts. This will let you add tags to these artifacts in order to distinguish them from the others and search for them easily.



5. On the Apply Tags window click on **New Tag**. Write the tag name, in this case it can be “image”. Click **Ok**.



6. Click **Ok** again to apply the “image” tag to these artifacts.
7. Click the clear filter by attribute button () to erase the filter by attribute.
8. Click **filter by tag**. Here you can search the artifacts that have a certain tag. For example, click on the tag “images” and you will see the images we tagged in the past steps.

Requirements Management (rm) RDNG_Tutorial

Artifacts

ID	Name	Artifact Type	Modified By	Modified On
362	Image 0	Information	CatedralBM	Feb 20, 2013 1:15:34 PM
363	Image 1	Information	CatedralBM	Feb 20, 2013 1:13:39 PM
364	Image 2	Information	CatedralBM	Feb 20, 2013 1:16:22 PM
365	Image 1	Information	CatedralBM	Feb 20, 2013 1:15:30 PM
366	Image 0	Information	CatedralBM	Feb 20, 2013 1:15:53 PM
367	Image 0	Information	CatedralBM	Feb 20, 2013 1:14:53 PM

Show 6 of 6 Artifacts

9. We can further save this filter as a view. Click **Views**. Then click the **Save View** button.

Requirements Management (rm) RDNG_Tutorial

Artifacts

Page size: 20

ID	Name	Artifact Type	Modified By	Modified On
362	Image 0	Information	CatedralBM	Feb 20, 2013 1:15:34 PM
363	Image 1	Information	CatedralBM	Feb 20, 2013 1:13:39 PM
364	Image 2	Information	CatedralBM	Feb 20, 2013 1:16:22 PM
365	Image 1	Information	CatedralBM	Feb 20, 2013 1:15:30 PM
366	Image 0	Information	CatedralBM	Feb 20, 2013 1:15:53 PM
367	Image 0	Information	CatedralBM	Feb 20, 2013 1:14:53 PM

Show 6 of 6 Artifacts

10. Write a name for the view. Choose the view type, Personal means that only you will be able to use this view, while Shared means that all the members of this project will be able to use the view. Write a description. Click **Ok** to save the view.

11. Click the **clear all filters** () to erase the filter by tags.

12. Click on the view you just created and you will see the list of the images again.

The screenshot shows the Requirements Management (Jm) application interface. The title bar indicates the project is 'RDNG_Tutorial'. The main area is titled 'Artifacts' and displays a table with columns: ID, Name, Artifact Type, Modified By, and Modified On. The table contains 6 rows, all of which are 'Information' type artifacts created by 'CatedralBM' on February 20, 2013, at various times between 1:15:34 PM and 1:45:53 PM. A sidebar on the left shows a tree view of artifact types under 'Create New Information', with 'Images' selected. Below this are filters for 'Filter by Tag', 'is any of: Image', 'Filter by Attribute', and 'Filter by Folder'. The bottom of the main pane shows a message 'Showing 6 of 6 Artifacts'. A right sidebar titled 'Recent Artifacts' lists 'Today (0)', 'Yesterday (0)', and 'Past Week (29)'. At the bottom right, there is a signature-like watermark 'jazz'.

4.3 Modules Structure

In this section we will see the internal structure of a module in order to understand its difference with the other artifact types.

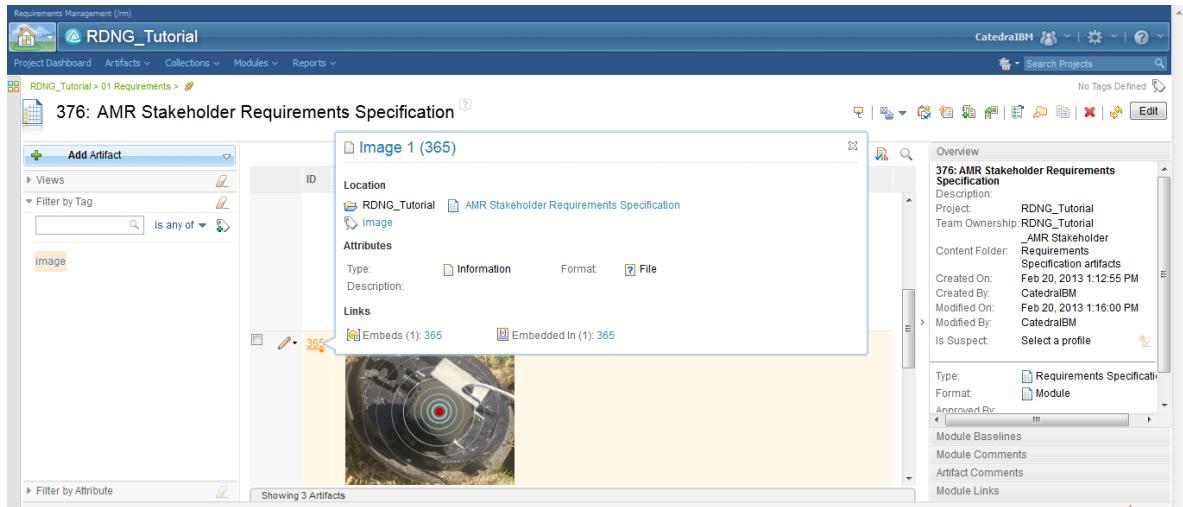
1. Go to the folder named **Requirements** and open the artifact called **AMR Stakeholder Requirements Specification**. This artifact is of type Requirements Specification and of format Module, this means that its contents are made by a set of artifacts of different types like headings, images, text, etc.
2. Hover over the IDs in the left column of the main pane of the module view. You will be able to see the attributes and types of the different artifacts that are components of this module.

The screenshot shows the Requirements Management (Jm) application interface. The title bar indicates the project is 'RDNG_Tutorial'. The main area shows a tree view of artifact components for the artifact '376: AMR Stakeholder Requirements Specification'. The tree includes nodes for '556: Introduction', '1.2 Intended Use', and '1.3 Definitions Acronyms, and Abbreviations'. The right side of the screen has a detailed view panel for the artifact. It shows the ID '376', the type 'Requirements Specification', and the format 'Module'. It also displays creation and modification details: 'Created On: Feb 20, 2013 1:12:55 PM', 'Created By: CatedralBM', 'Modified On: Feb 20, 2013 1:16:00 PM', and 'Modified By: CatedralBM'. There is also a note 'Is Suspect: Select a profile'. Other sections visible include 'Overview' and 'Attributes'.

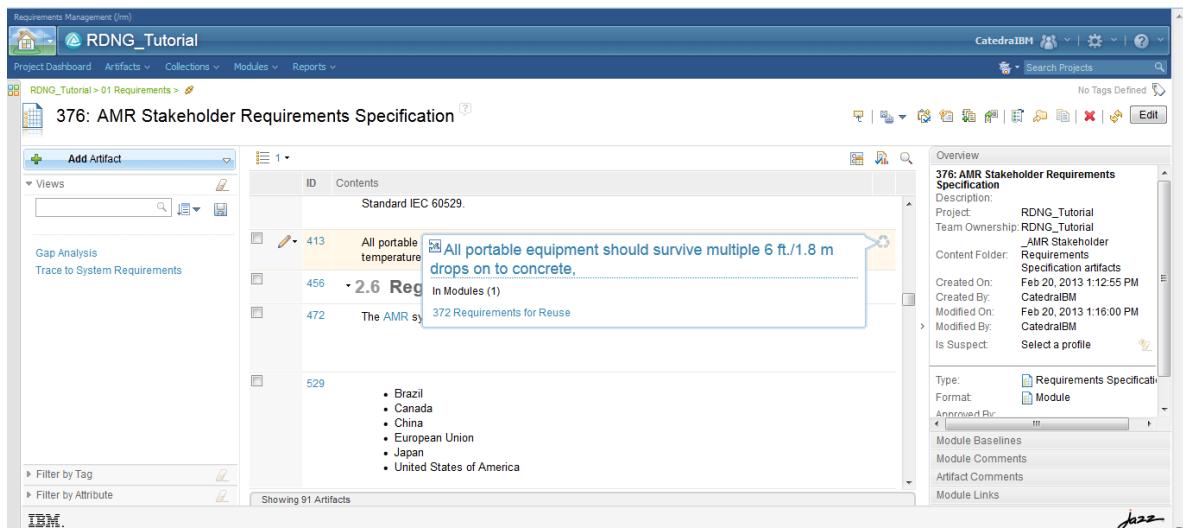
3. The artifacts inside a module are organized in a hierarchical order. Using the  icon you can play with the different levels of hierarchy you want to view. For example the next screenshot displays only the first level of hierarchy which are the main headings of the Specification.

4. On modules you can also use filters and views to find specific artifacts or to see different attributes of the artifacts. Click on the **Gap Analysis** view. This view shows which of the parts of the document are not yet satisfied by other requirements. If you click the **Trace to System Requirements** view, you will see which parts of the document are satisfied by other requirements (artifacts of type System Requirement).

5. Now try the filter by tag as done in the artifacts view on the last section with the tag of "images" and you'll be able to see the images of the module.



6. You can also change the column display settings, add the column of the attribute **Used in Modules** as done in section 4.1 in order to see which artifacts are reused in other modules.

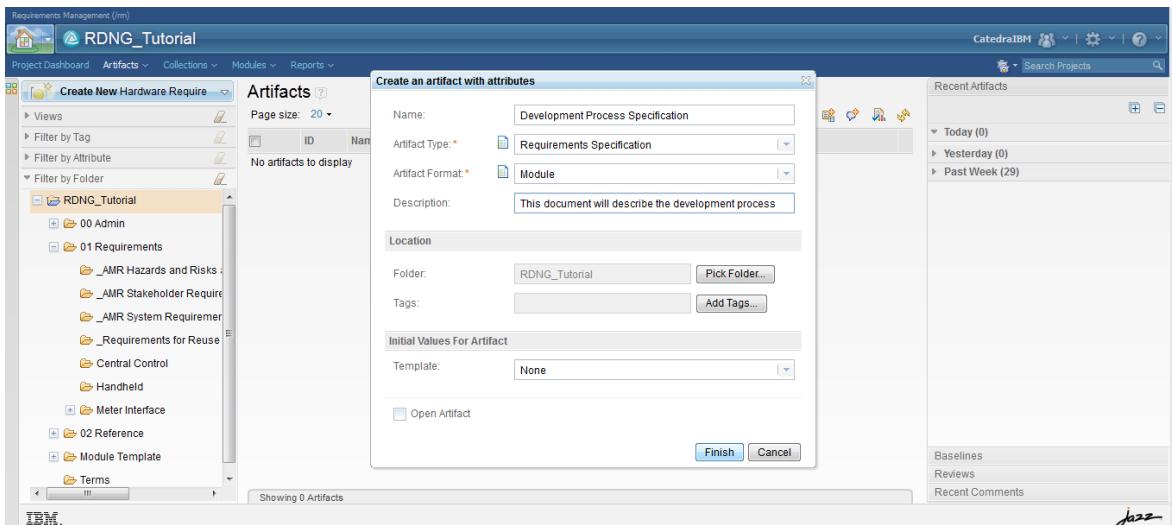


5. Managing Artifacts and Modules

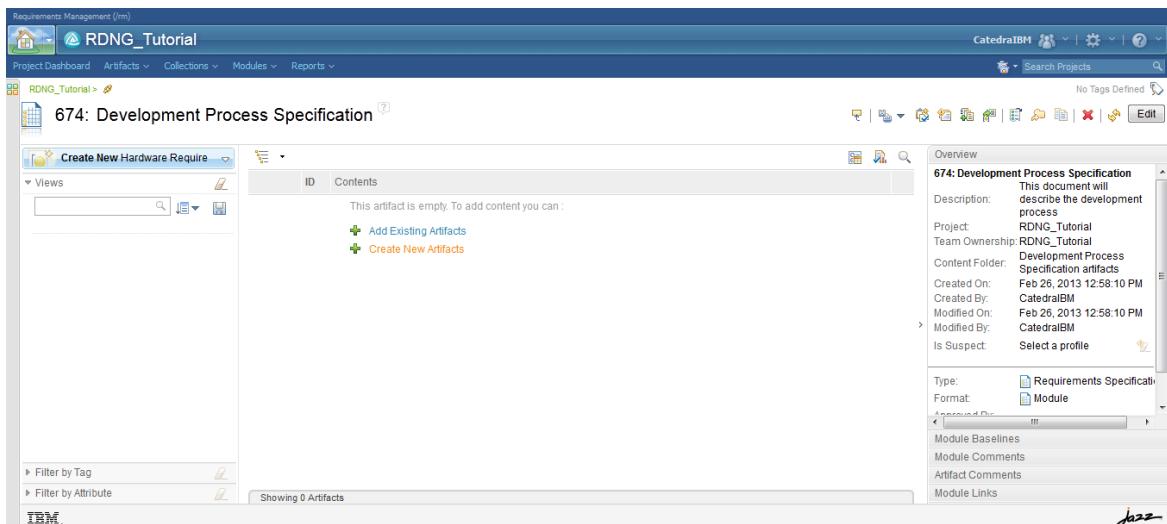
You can manage artifacts by using traceability links, tags, attributes, filtering, dashboards and organizing them into modules. With these capabilities, you can create relationships between artifacts, categorize them, assign them properties, monitor relationships and status among team applications and create specifications.

5.1 Creating a Module and adding Artifacts

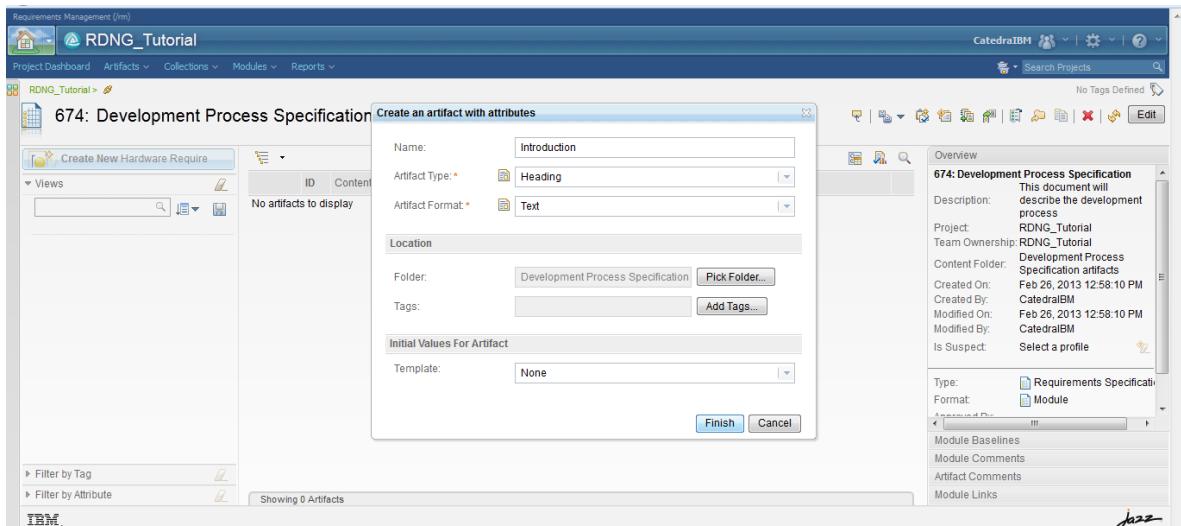
1. Click **Artifacts** and then **Requirements Specification** on the dropdown list.
2. Choose a name and a description. Check the box **Open Artifact** to open the artifact after creation. Click **Finish**.



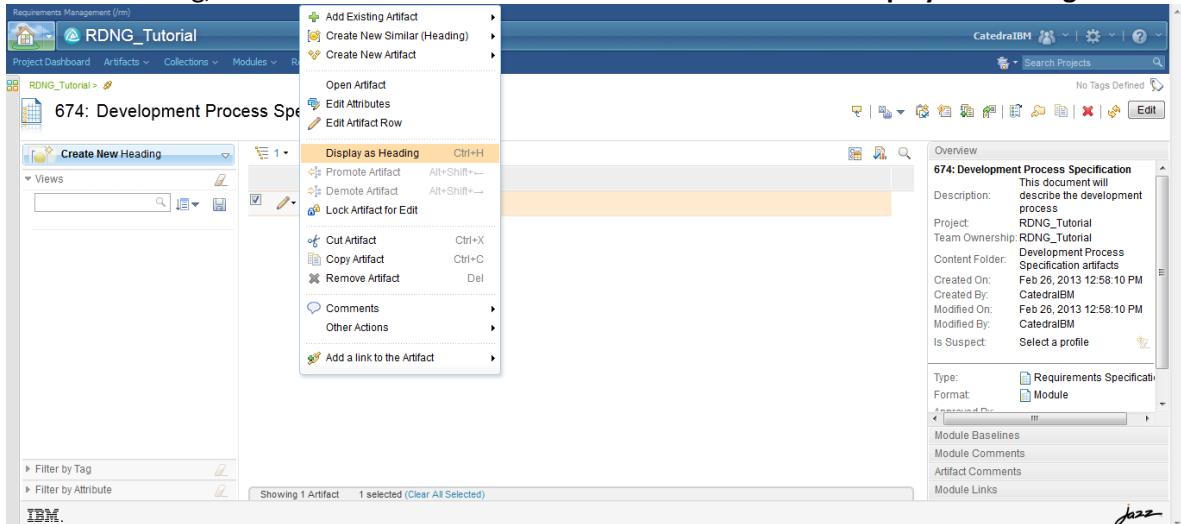
3. Now you have the possibility to add artifacts to the module, these can be either new artifacts or already existing artifacts. Start by adding a new artifact, click on **Create New Artifacts**.



4. Add a Heading for the introduction of the document. Choose the Name for the artifact (this will be, at first the text that will be displayed in the module, but then you can change the content, what is displayed in the module, and keep this as the name of the artifact), choose Heading in the Artifact Type dropdown list. Then click **Finish**.



5. In order to view the artifact as a proper heading you have to tell the application to display it as heading, click on the edit icon next to the artifact and click on **Display as Heading**.



6. Now let's add the subheadings of the introduction. Since the module is structured in a hierarchical way, the artifact of the subheadings of the introduction should be children of the Introduction heading, so click the **edit button** next to the heading artifact, choose **Create New Artifact**, and then **Below as Child**. Then create them as you did with the introduction heading.

Requirements Management (Jm)

RDNG_Tutorial

Project Dashboard Artifacts Collections Modules Reports

RDNG_Tutorial > 674: Development Process Specification

Create New Heading

Views

1 ID Contents

675 • 1 Introduction

676 1.1 Purpose of the Document

677 1.2 Intended Audience

Filter by Tag Filter by Attribute Showing 3 Artifacts

Overview

674: Development Process Specification

Description: This document will describe the development process

Project: RDNG_Tutorial

Team Ownership: RDNG_Tutorial

Content Folder: Development Process Specification artifacts

Created On: Feb 26, 2013 12:58:10 PM

Created By: CatedralIBM

Modified On: Feb 26, 2013 12:58:10 PM

Modified By: CatedralIBM

Is Suspect: Select a profile

Type: Requirements Specification

Format: Module

Associated Obj:

Module Baselines Module Comments Artifact Comments Module Links

- Add the text that describes the contents of each of the subsections. Again click the **edit button** next to the heading artifact, choose **Create New Artifact**, and then **Below as Child**. Then create them as you did with the headings, except for using different requirement types, such as Information or Software Requirement, depending on the kind of content you are adding, also don't choose to display as heading.

Requirements Management (Jm)

RDNG_Tutorial

Project Dashboard Artifacts Collections Modules Reports

RDNG_Tutorial > 674: Development Process Specification

Create New Information

Views

1 ID Contents

675 • 1 Introduction

676 • 1.1 Purpose of the Document

678 The purpose of this document is to describe the development process that will be followed to create the system. Starting by the team distribution, the methodology that will be used and the attributions of each of the stakeholders of the project.

677 • 1.2 Intended Audience

679 This document is intended specially for developers, team leaders and other people related to the development of the system, but also other administrative stakeholders can find the document useful to evaluate the process that is being followed.

Filter by Tag Filter by Attribute Showing 5 Artifacts

Overview

674: Development Process Specification

Description: This document will describe the development process

Project: RDNG_Tutorial

Team Ownership: RDNG_Tutorial

Content Folder: Development Process Specification artifacts

Created On: Feb 26, 2013 12:58:10 PM

Created By: CatedralIBM

Modified On: Feb 26, 2013 12:58:10 PM

Modified By: CatedralIBM

Is Suspect: Select a profile

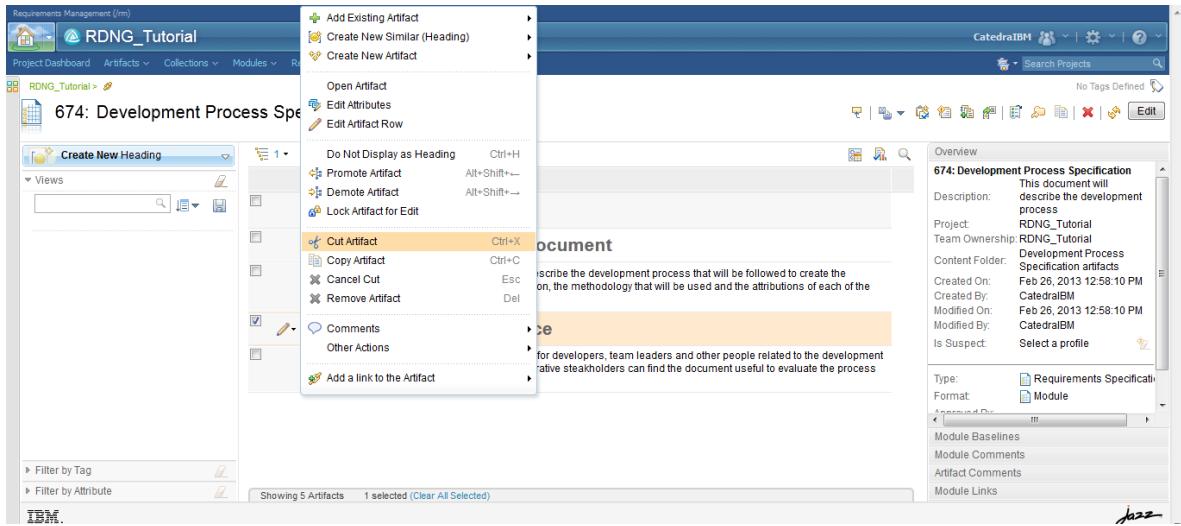
Type: Requirements Specification

Format: Module

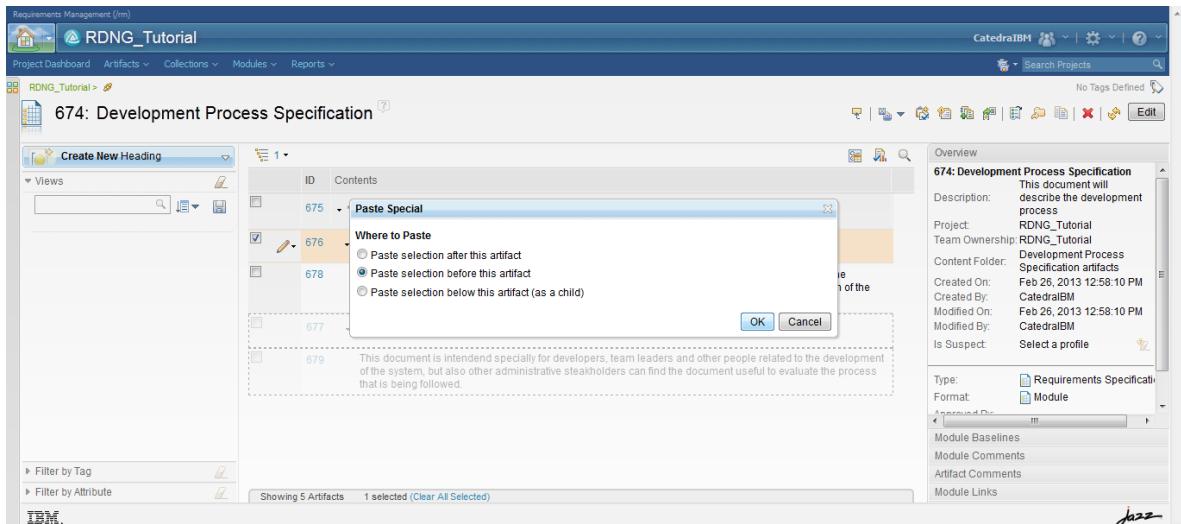
Associated Obj:

Module Baselines Module Comments Artifact Comments Module Links

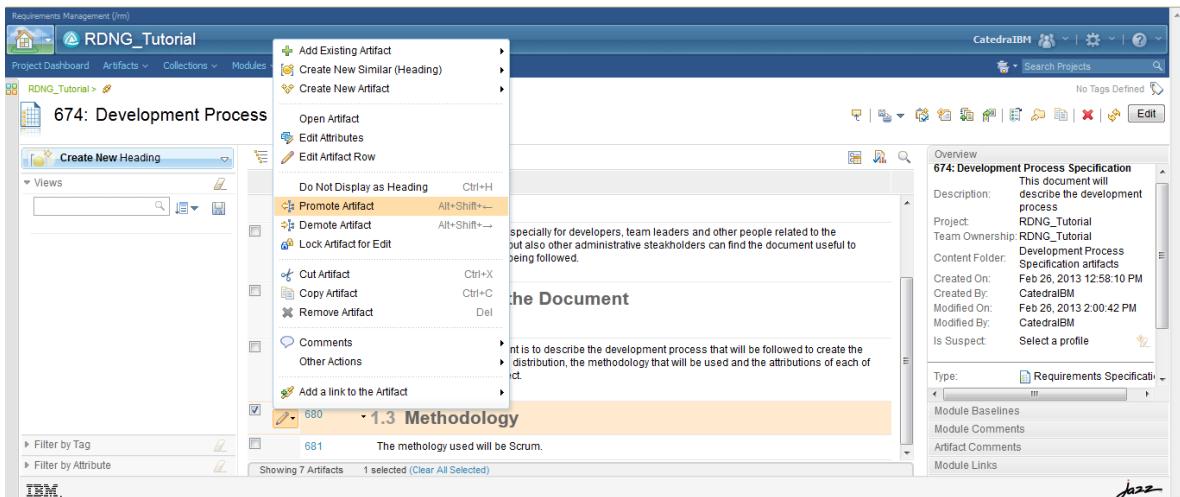
- Suppose now you want the introduction to start with the Intended Audience instead of the Purpose of the Document. In order to move a subsection, click the **edit button** next to the Intended Audience heading and click **Cut Artifact**.



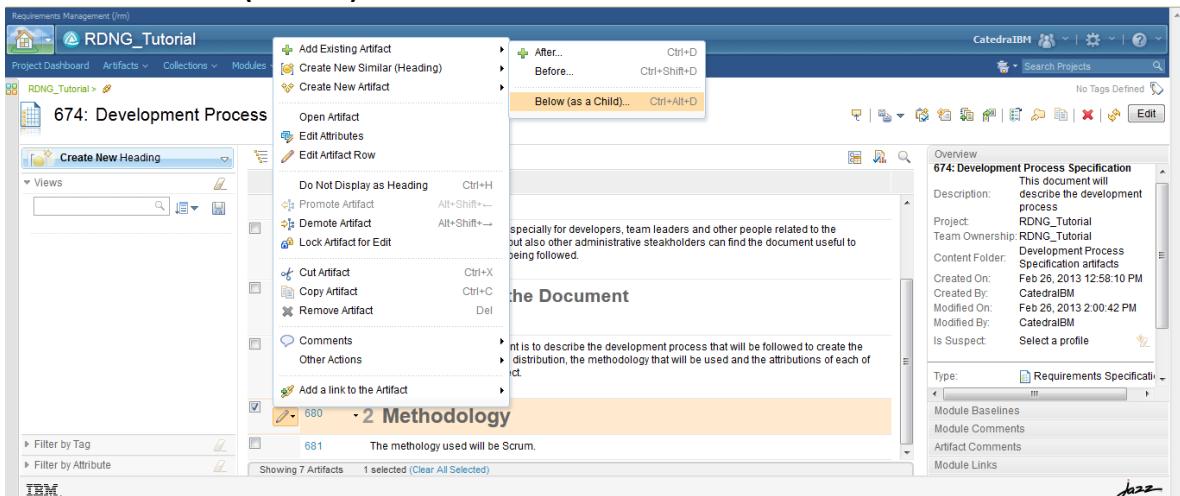
9. Click the **edit button** next to the Purpose of the Document heading and click **Paste Special**. Then on the paste special window choose “Paste selection before this artifact” and click **OK**.



10. Add another section so it will be number **1.3 Methodology**.
 11. Suppose you want this section to be 2, instead of 1.3 in order to promote a section in the hierarchy click the **edit button** next to the heading and click on **Promote Artifact**.



12. We have seen you can reuse artifacts among several modules. In order to add an existing artifact, choose a section and click on the **edit button**, choose **Add Existing Artifact** and click **Below (As Child)**.



13. Look for the artifact you want to add, you can use any kind of filter or view we explained before. Then click **Add and close**.

The screenshot shows the Rational DOORS interface. On the left, the 'Project Dashboard' shows a module named 'RDNG_Tutorial'. In the center, a dialog box titled 'Add to module...' is open, showing a list of artifacts under 'Project Area: RDNG_Tutorial'. The list includes several images and a document named 'Development Process Specification'. On the right, the 'Artifacts' view displays a detailed document card for '74: Development Process Specification', including its description, creation date, and type.

14. Since a module is a set of artifacts, all the artifacts it contains are saved in a directory. Go to **Artifacts > Browse Artifacts**.
15. Look for the folder **Development Process Specification artifacts**. There you will see all the artifacts that you have added to the module you just created, except for the one that is being reused.

The screenshot shows the 'Artifacts' view in Rational DOORS. The left sidebar shows a tree structure of artifact categories. The main area lists 7 artifacts, each with a unique ID, name, artifact type, modified by, and modified on date. The artifacts include various types such as Heading, Information, and System Requirement.

ID	Name	Artifact Type	Modified By	Modified On
675	Introduction	Heading	CatedralBM	Feb 26, 2013 1:08:37 PM
676	Purpose of the Document	Heading	CatedralBM	Feb 26, 2013 1:28:55 PM
677	Intended Audience	Heading	CatedralBM	Feb 26, 2013 1:29:23 PM
678	Purpose (Text)	Information	CatedralBM	Feb 26, 2013 1:52:27 PM
679	Intended Audience (Text)	Information	CatedralBM	Feb 26, 2013 1:54:51 PM
680	Methodology	Heading	CatedralBM	Feb 26, 2013 5:33:54 PM
681	Methodology (Text)	System Requirement	CatedralBM	Feb 26, 2013 5:35:56 PM

5.2 Importing a Module

Rational DOORS Next Generation lets you import artifacts and modules from several sources. In this tutorial we will import a Specification made in Microsoft Word to be broken down into artifacts and maintained in a module.

We will start by creating the word document. The hierarchical structure of our module will be given by the hierarchy of the headings added in our word document, which are given by the styles you put on those headings.

1. Open Microsoft Word.
2. Create a document like the following.

Introduction

Purpose of the document

This document intends to describe the company's vision for the quality of its products and its processes looking for the satisfaction of our customers.

Intended Audience

This document should show employees of the company how to understand our levels of quality in products and processes and our approach as organization to fulfill the demands of our clients.

This document should show clients what to expect from our organization and help them in deding to use our services for their projects.

This document must guide team leaders and management employees in order to mark the pace for the rest of the employees of the organization.

Vision

Our organization intends to be a top system development company, both in hardware and software.

Employees should be aware of the quality standards of our processes and fulfill them in every step.

Management employees should teach the employees how to fulfill these standards and inform them about them, also encourage the participation of the employees in the improvement of the process.

Our company must be a leader in providing fast and quality services to our clients.

3. You can observe that the Introduction and Vision headings are in a higher hierarchy than the Purpose of the document and Intended Audience headings; this will be reflected in the module that will be created when importing this document. You can switch to the "Scheme View" to observe this hierarchical ordering in the Word document.

⊕ Introduction

⊕ Purpose of the document

- This document intends to describe the company's vision for the quality of its products and its processes looking for the satisfaction of our customers.

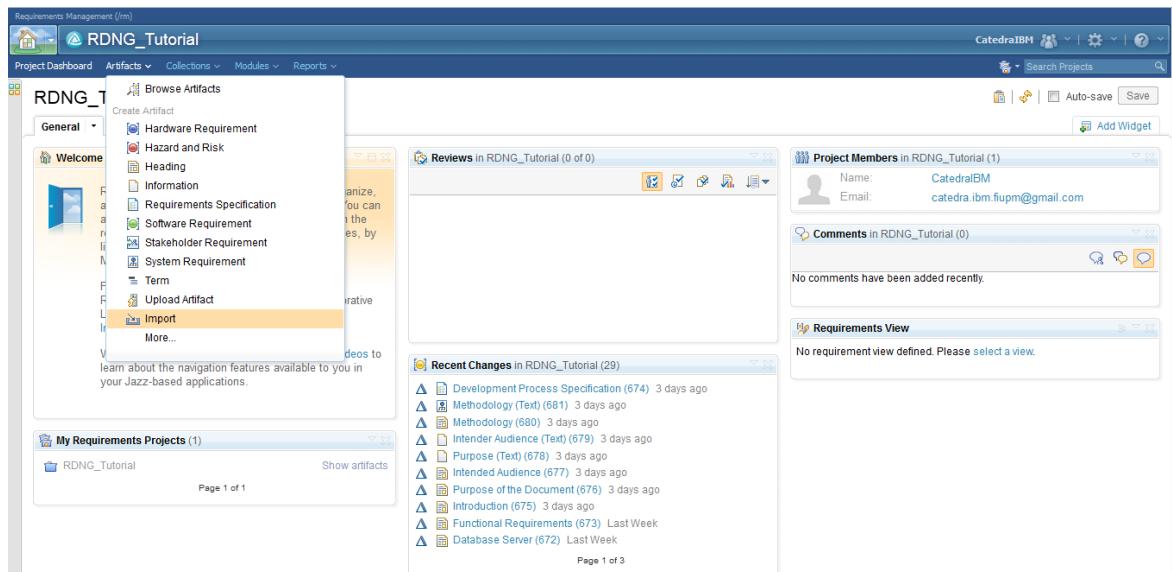
⊕ Intended Audience

- This document should show employees of the company how to understand our levels of quality in products and processes and our approach as organization to fulfill the demands of our clients.
- This document should show clients what to expect from our organization and help them in deding to use our services for their projects.
- This document must guide team leaders and management employees in order to mark the pace for the rest of the employees of the organization.

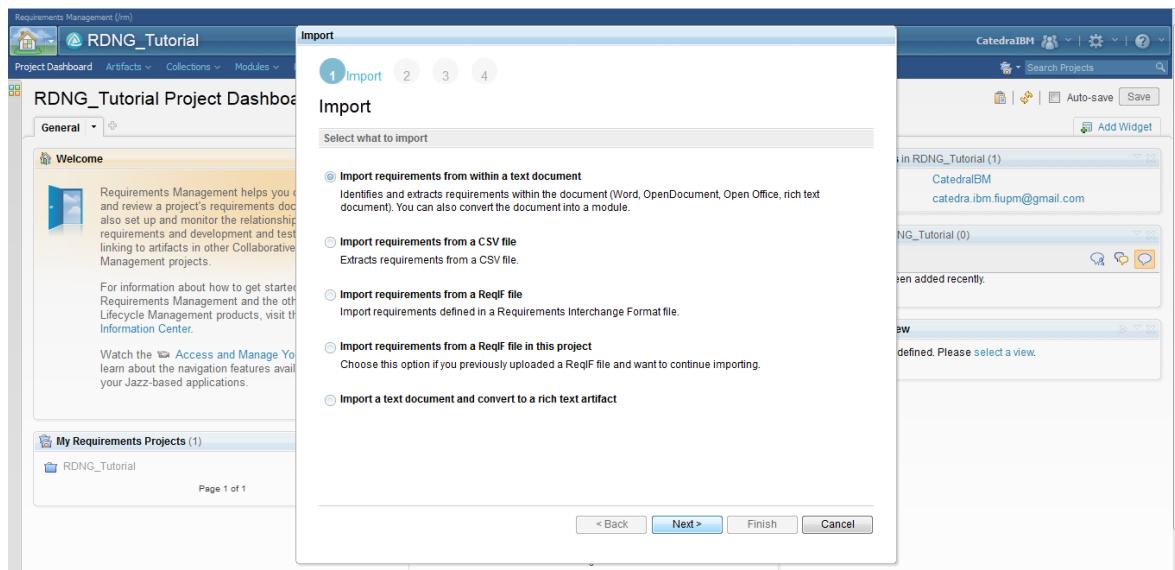
⊕ Vision

- Our organization intends to be a top system development company, both in hardware and software.
- Employees should be aware of the quality standards of our processes and fulfill them in every step.
- Management employees should teach the employees how to fulfill these standards and inform them about them, also encourage the participation of the employees in the improvement of the process.
- Our company must be a leader in providing fast and quality services to our clients.

- Another important thing to observe in this document are certain words that will serve as keywords to find special kinds of artifacts inside the document. For example, words like "should be", "must be", "intends" can be set as keywords in our importing process to find artifacts of type requirement or vision statement.
- Go back to Rational DOORS Next Generation and go to **Artifacts > Import**.

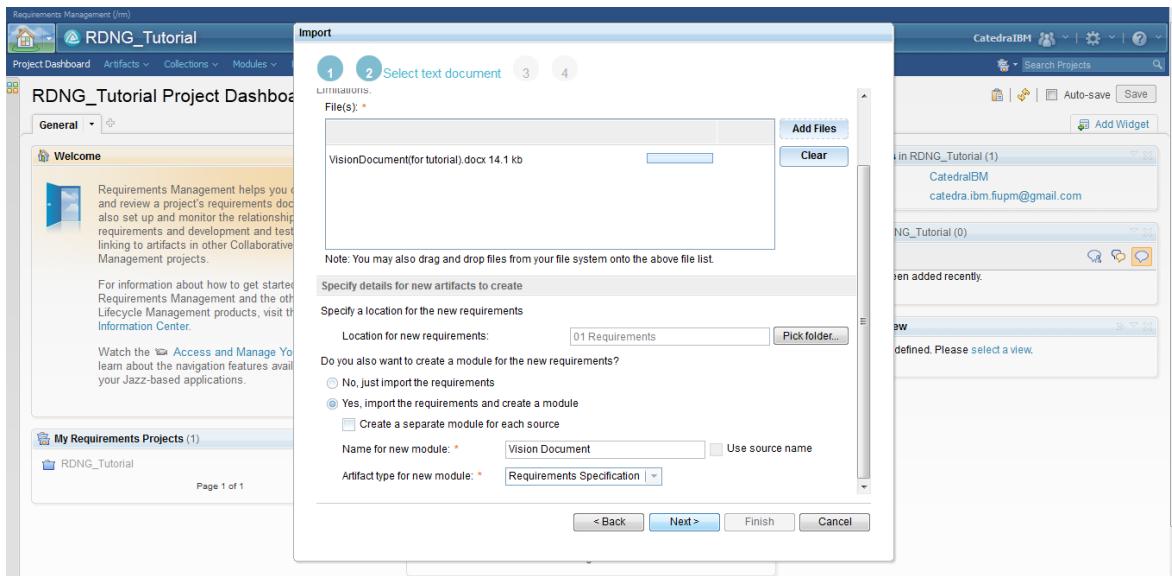


- The import window will show you a set of different sources you can use, for this example choose the first one "Import requirements from within a text document". Click **Next**.

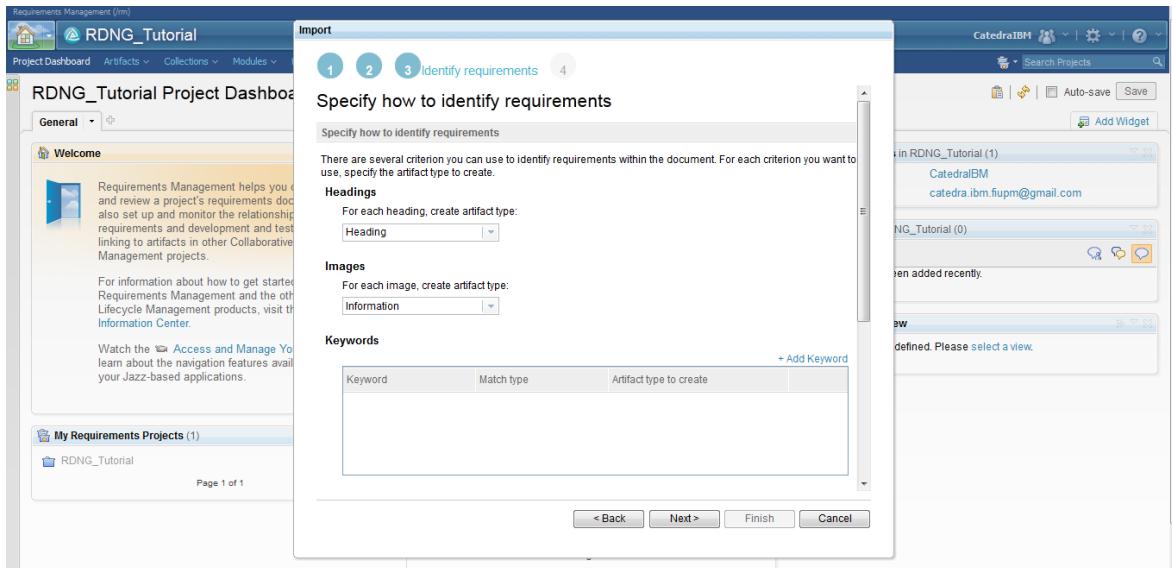


- Click on the **Add Files button** and look for your file, specify the location of your soon to be imported documents by choosing a folder inside our project, and choose to **import**

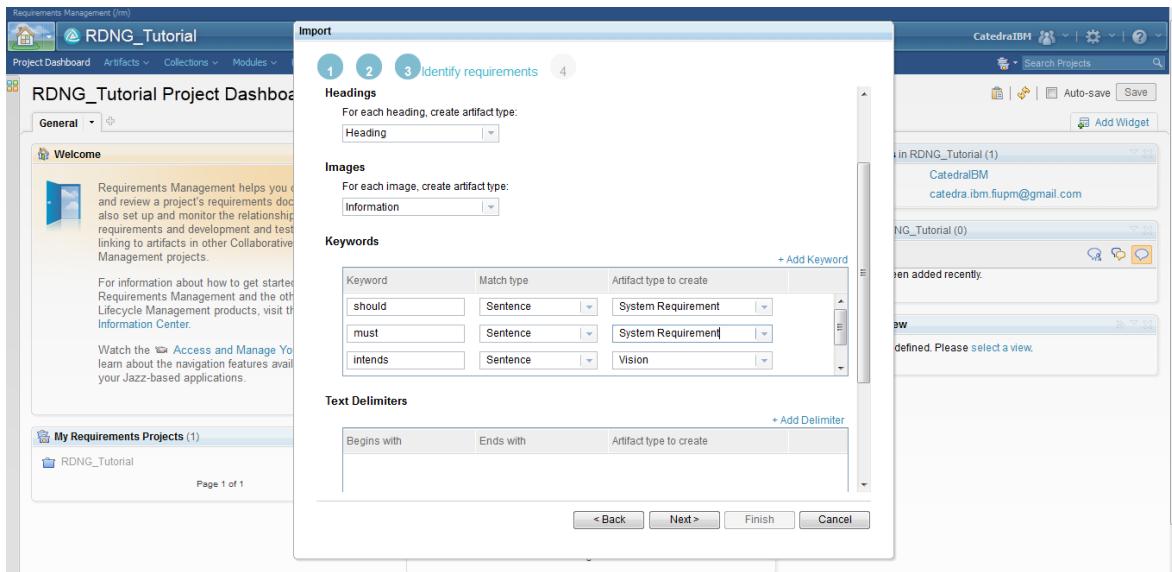
the requirements and create a module. Choose the name and type of the module that will be created. Click **Next**.



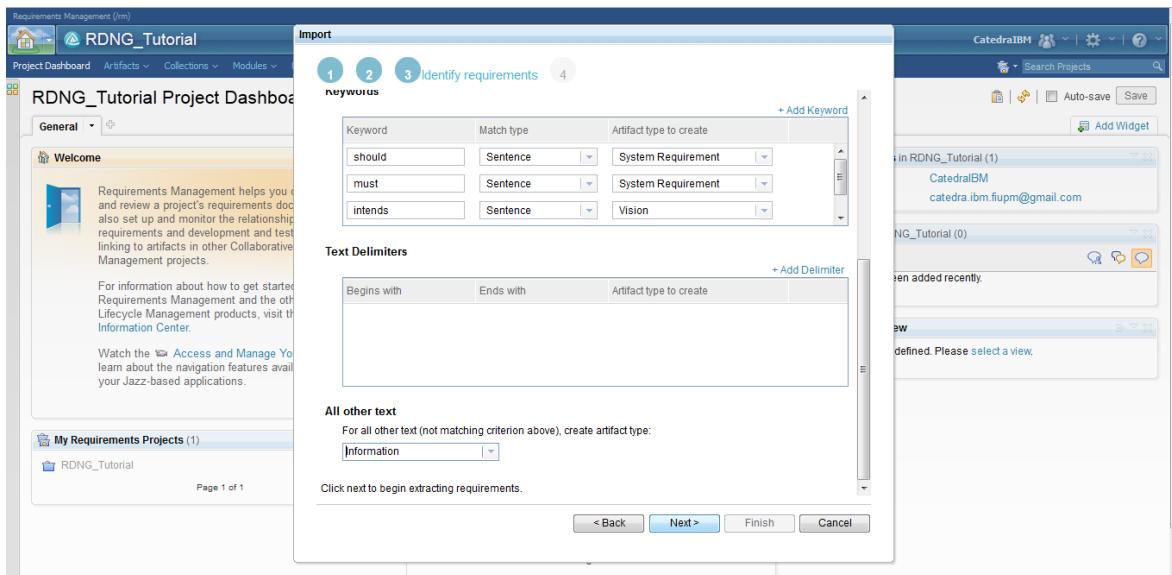
- Now you can set instructions to automatically add the types to the imported artifacts. Choose headings to be of type heading, and choose images to be of type information.



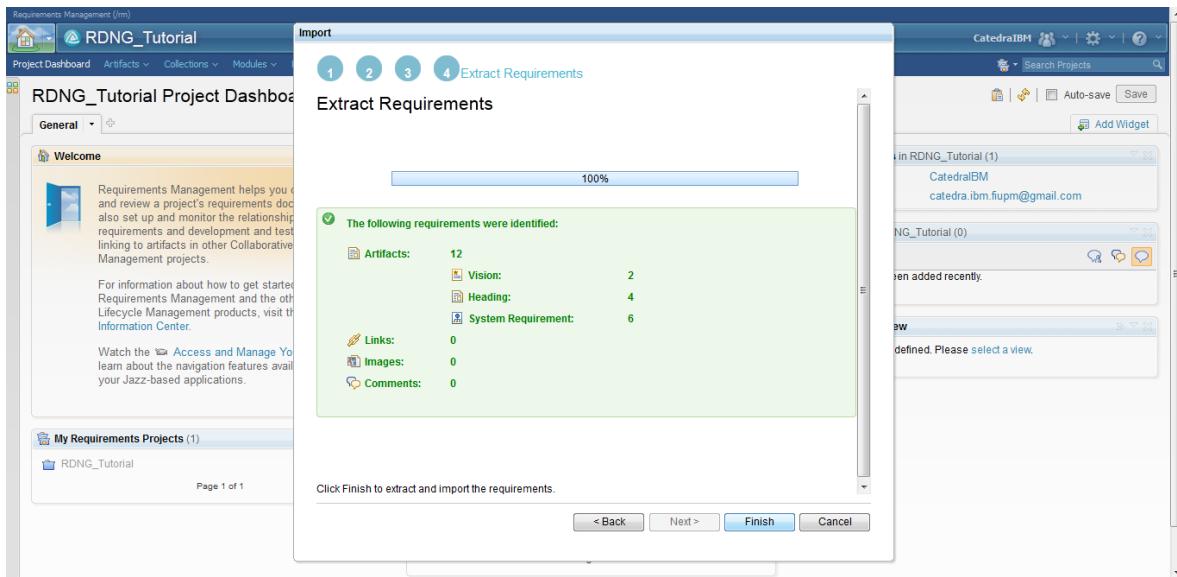
- You can add keywords in order to find special artifacts types inside the document. For example you can choose that all sentences with the word "should" be mapped into an artifact of type Requirement. Click on **Add Keyword**, write the keyword, then if it should be taken as a sentence or a paragraph and finally the artifact type to create.



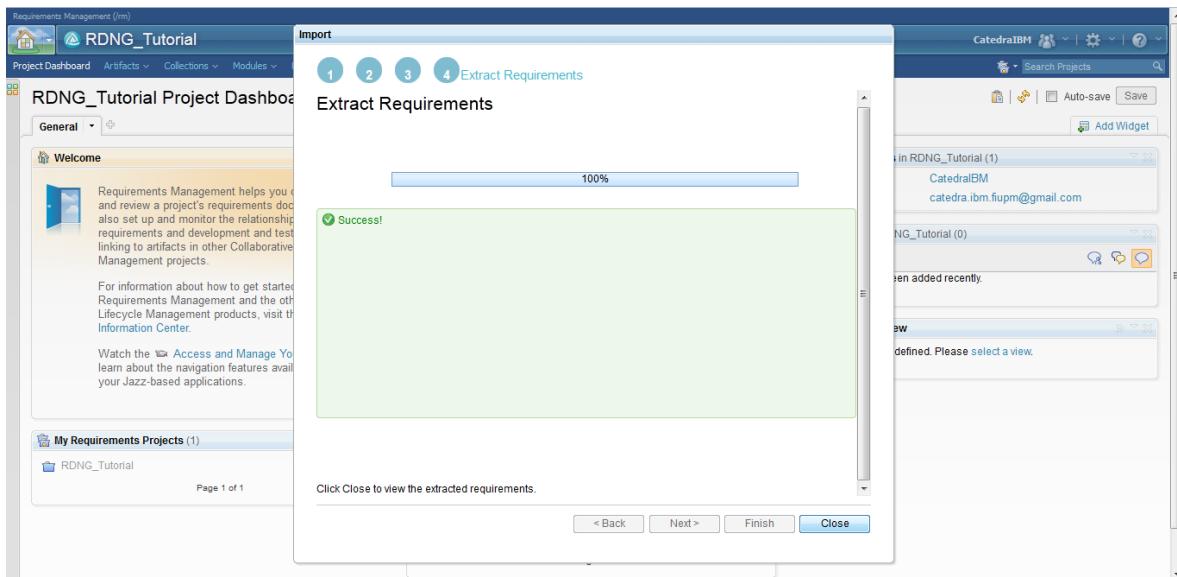
10. You can add text delimiters in order to find certain types of artifacts within the document. For example that all sentences that start with a "<" and end with a ">" be of type Information. To add a text delimiter click **Add Delimiter**, choose the starting delimiter, the ending delimiter and the artifact type.
11. Finally choose the artifact type for all the remaining text. Usually type Information. Click **Next**.



12. The tool will show you the results of the analysis process. Click **Finish** in order to view the create the artifacts and the module.



13. The tool will show you the result of the operation. Click **Close**.



14. Open the artifact you created by the importing process. You will see the same hierarchical structure that was given by the headings in the Word document.

682: Vision Document

Overview

682: Vision Document

Description: RDNG_Tutorial

Project: RDNG_Tutorial

Team Ownership: RDNG_Tutorial

Content Folder: Vision Document artifacts

Created On: Mar 1, 2013 5:54:11 PM

Created By: CatedralIBM

Modified On: Mar 1, 2013 5:54:11 PM

Modified By: CatedralIBM

Is Suspect: Select a profile

Type: Requirements Specification

Format: Module

Approved By:

Approver Position:

Module Baselines

Module Comments

Artifact Comments

Module Links

15. Hover over the IDs of the artifacts to view the artifact types that where automatically found by the tool using the instructions of the importing process.

682: Vision Document

691: Our organization intends to be a top system development company, both in hardware and software.

Attributes

Type: Vision

Accepted: Approved By:

Approver Position: Description:

Priority: Source:

Status: software.

Employees should be aware of the quality standards of our processes and fulfill them in every step.

Management employees should teach the employees how to fulfill these standards and inform them about them, also encourage the participation of the employees in the improvement of the process.

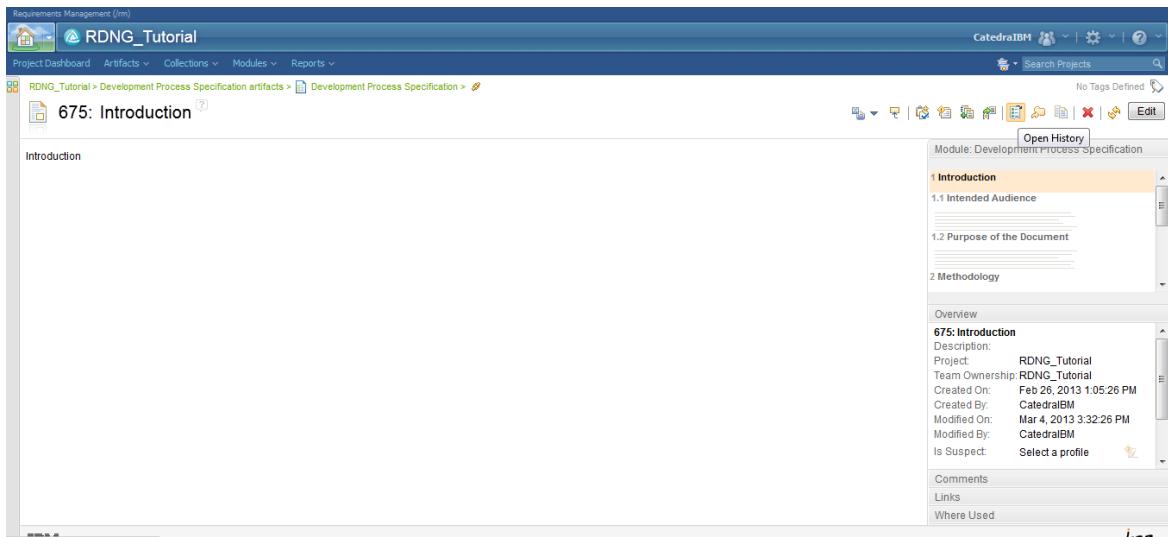
Our company must be a leader in providing fast and quality services to our clients.

Showing 12 Artifacts

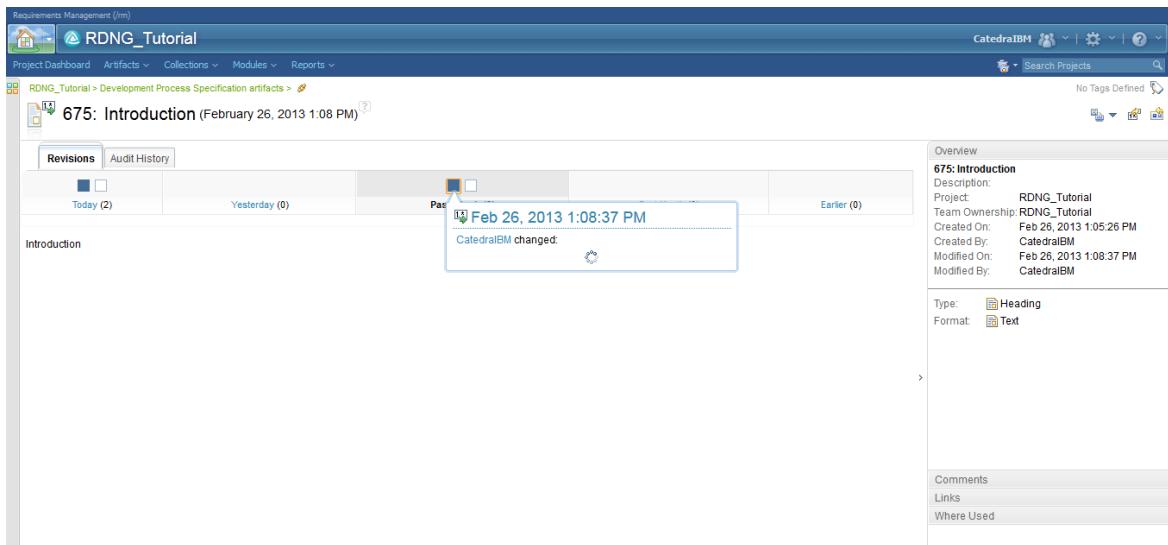
5.3 Viewing artifact history

You can view the history of most artifacts. A revision is created each time you save an artifact. Read-only revisions are organized by time period (today, yesterday, past week, past month and earlier). You can restore a previous revision of an artifact as the latest revision and view the details of the changes that were made to the artifact over time.

1. Open an artifact.
2. In the editor toolbar, click the Open History icon . A history view of the artifact opens in the **Show Previous Revisions** tab, with each revision represented by a revision icon



3. Hover over a revision icon in one of the time groups for details about the revision. Click **Show more ->show changes** in the hover window for more specifics about what changed.



4. Click on **Audit History**. You will be able to see all the past revisions and expand them to see the specifics of what changed.

675: Introduction (February 26, 2013 1:05 PM)

Date	Change
Mar 4, 2013 3:32:26 PM	CatedralBM changed
Feb 26, 2013 1:08:37 PM	CatedralBM changed
Feb 26, 2013 1:05:26 PM	CatedralBM changed
Feb 26, 2013 1:05:25 PM	CatedralBM changed

Overview

675: Introduction
 Description: RDNG_Tutorial
 Project: RDNG_Tutorial
 Team Ownership: RDNG_Tutorial
 Created On: Feb 26, 2013 1:05:26 PM
 Created By: CatedralBM
 Modified On: Feb 26, 2013 1:05:26 PM
 Modified By: CatedralBM

Type: Heading
 Format: Text

- When you are done, click the Open Current Version icon to return to the artifact editor.

5.4 Creating project baselines

A project baseline captures an entire requirements project at a specific moment in time. It includes all artifacts and modules, folder trees, and the public tag list. The Project Baseline Administrator role is required to create and delete baselines.

- On the Project Artifacts page, open the Baselines section of the sidebar, and click the Create Baselines icon (). The Create Baseline window opens.

Create New Hardware Requirement

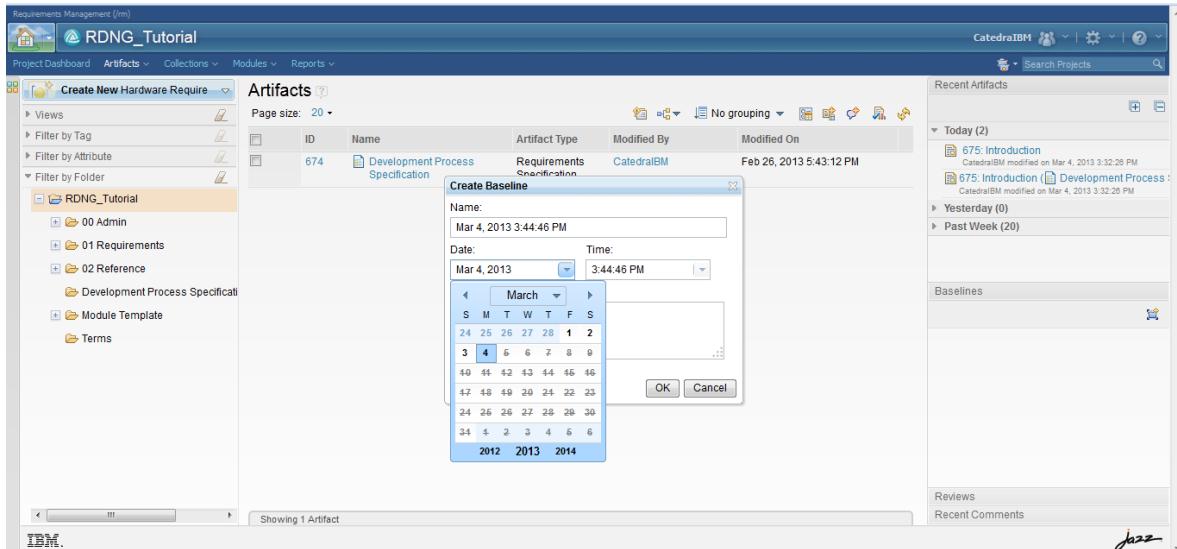
Artifacts

ID	Name	Artifact Type	Modified By	Modified On
674	Development Process Specification	Requirements Specification	CatedralBM	Feb 26, 2013 5:43:12 PM

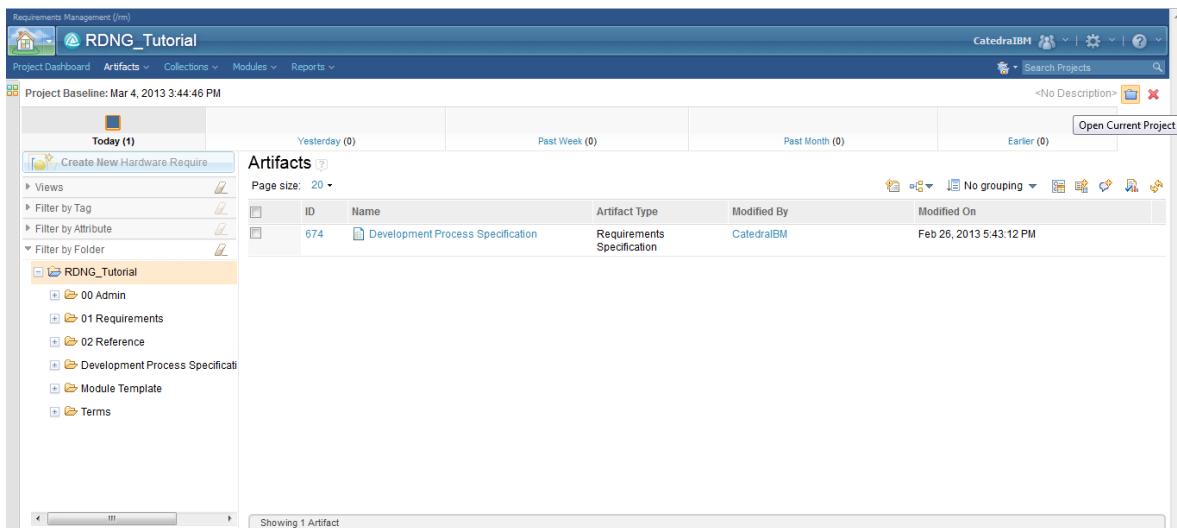
Baselines

Create a baseline...

- Type a name and description of the project baseline, and then click **OK**. You can create baseline at any date in the past, not just at the current time, by selecting the date in the Create Baseline window.



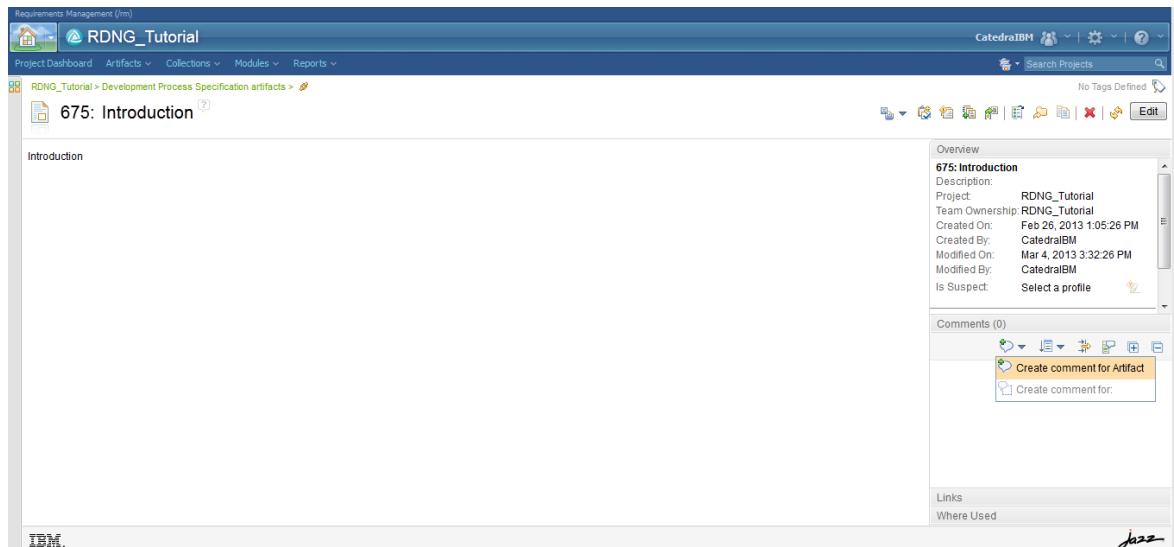
- The baseline is now visible in the **Baselines section** of the sidebar. Click on it to open it. The baseline viewer opens and displays a list of the artifacts in the baseline. You can view all artifacts and their history and create reports, but you cannot modify the baseline or add comments.
- To close the baseline and go to the current project click the Open Current Project icon.



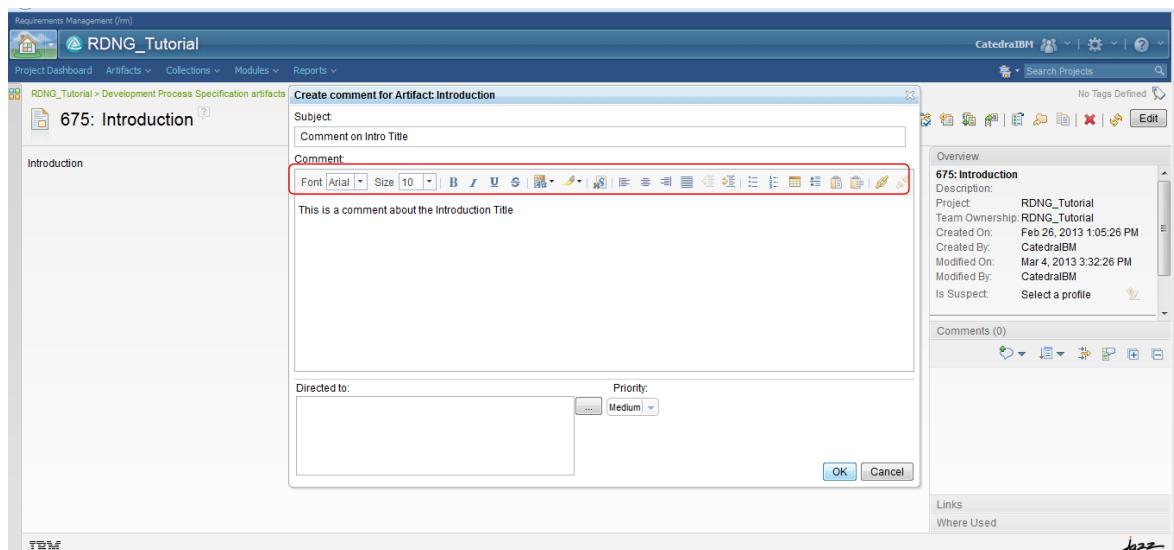
5.5 Commenting on artifacts and modules

A **comment** is a textual discussion item that is associated with an artifact or an element within an artifact. You can use comments to provide team feedback during the development of an artifact. Comments are displayed in the **Comments** section of an artifact sidebar, in the **Recent Comments** section of the Project Artifacts page sidebar, and in **Recent Comments for Me** on the User Dashboard.

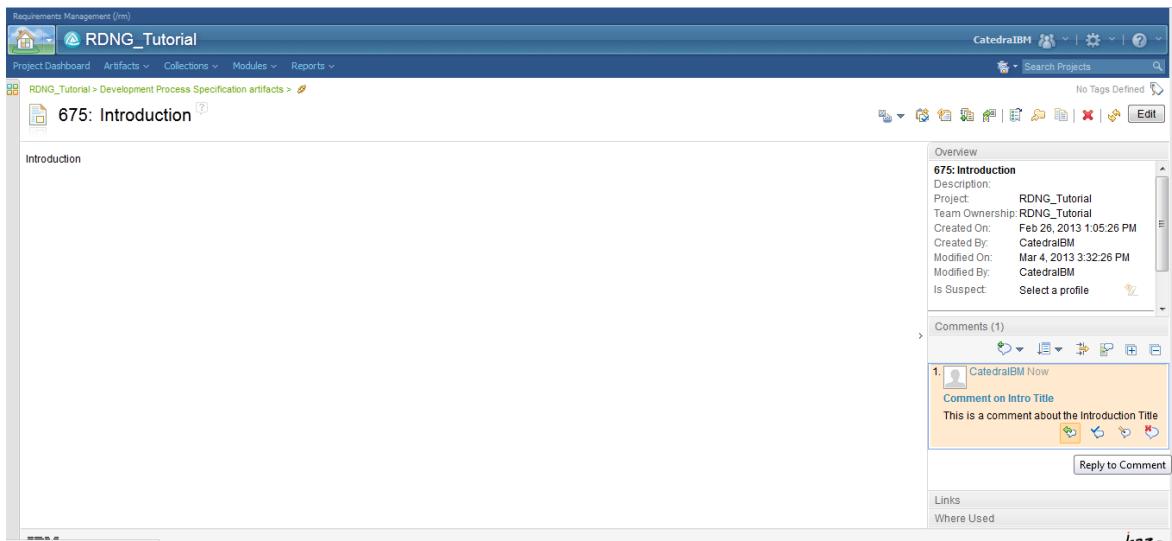
1. Open an artifact. In the Comments section of the sidebar, click the Comments icon.



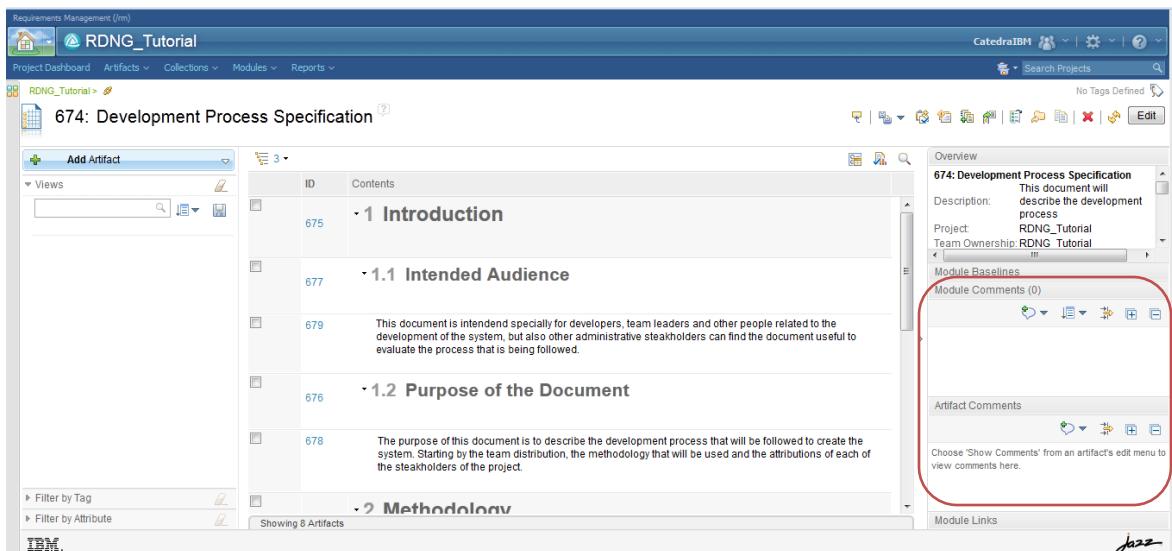
2. The Create a New Comment window open. Write a subject and comment. Optionally, you can select a specific person for this comment. It is important to notice that RDNG comes with a rich text editor that lets you format the text of artifacts and comments.



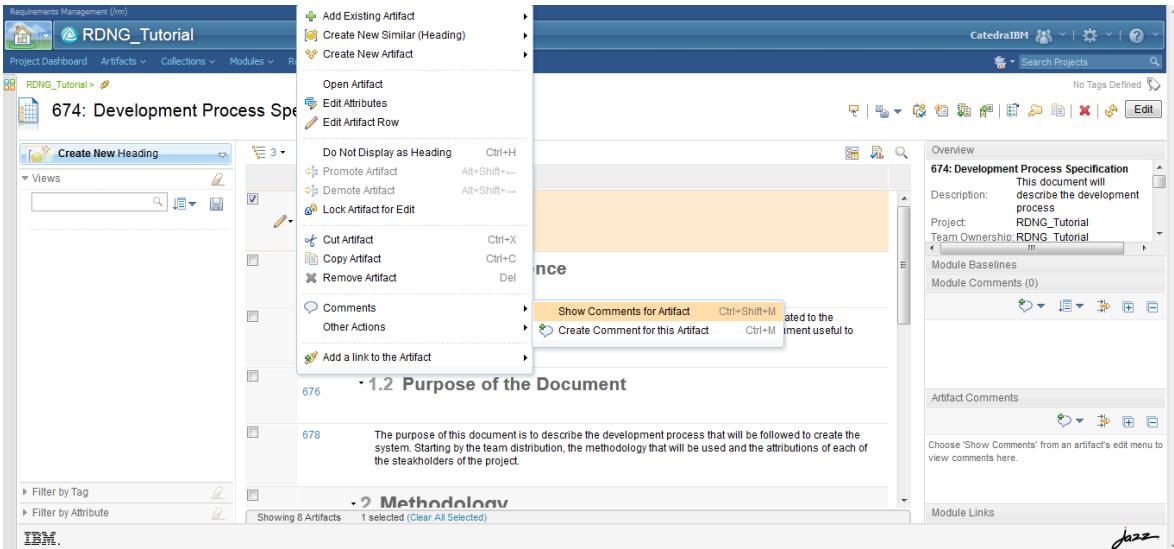
3. The comment will now be visible in the Comments section of the sidebar. Members of the project can reply, edit, resolve and delete the comment.



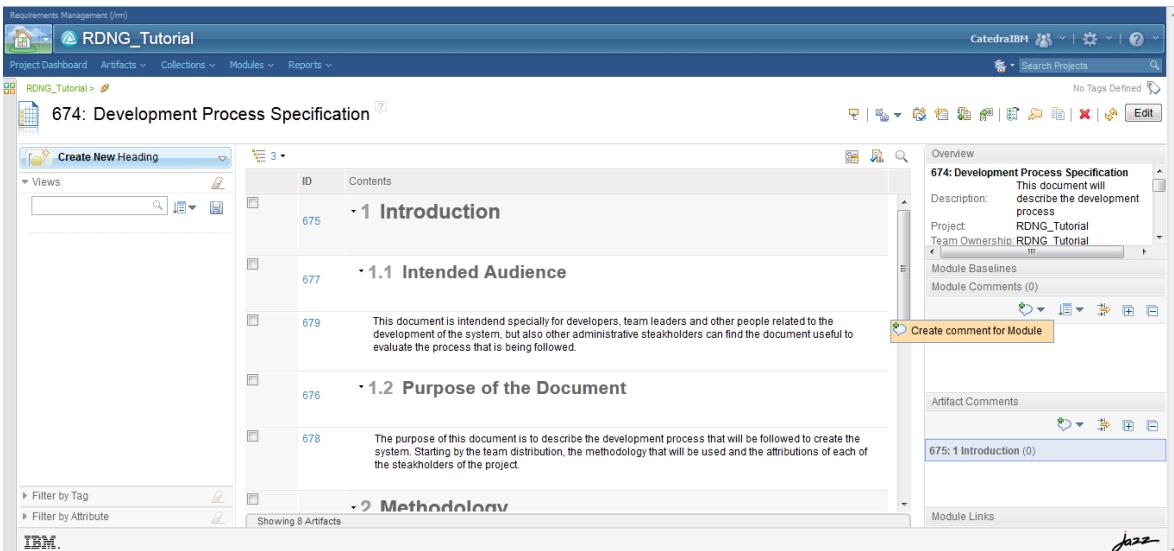
4. Open the module in which this artifact is used. On the module sidebar you can see two sections for comments, the **Module Comments** and the **Artifact Comments**.



5. You can choose the option to see the comments made to artifacts of this modules by opening the edit menu of the artifact, going to **Comments** and choosing **Show Comments**.



- On the **Module Comments** section you can add comments to the module in the same way you did before with the artifact.



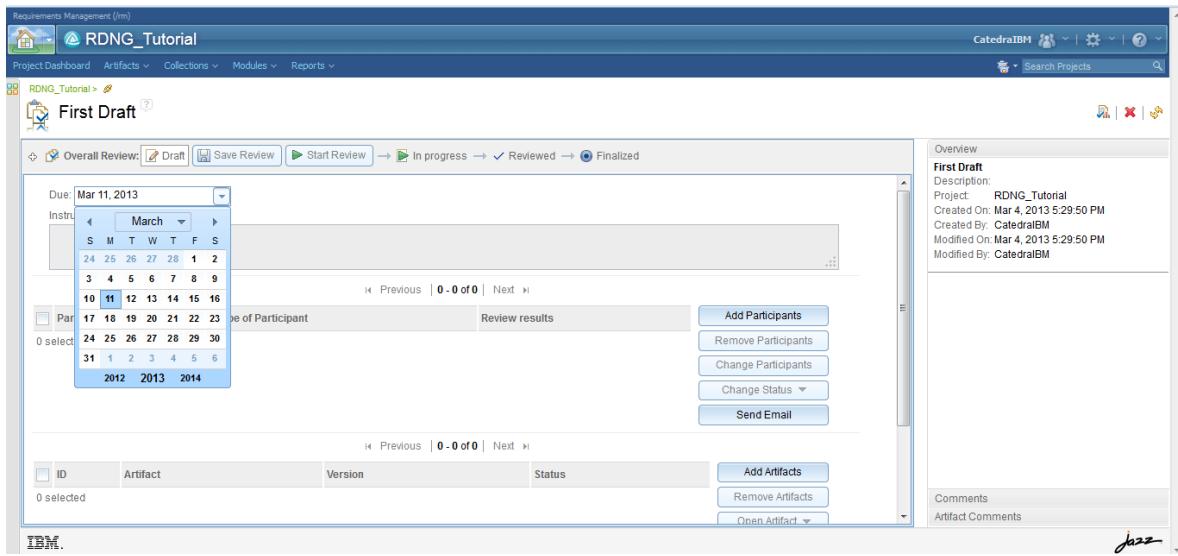
5.6 Reviewing Artifacts

You can create a review of selected artifacts and modules or a collection. You can designate other team members as participants in the review. Participants receive requests and, depending on their designated role in the review, they can approve, disapprove, review, or abstain from reviewing each artifact.

- On the Project Artifacts page, open the **Reviews** section in the sidebar and click the **Create a review** icon . The New Review window opens.

- Type a name and description for the review, and specify whether you want to conduct a formal or an informal review; then click **OK**. The Review page opens with the name in the window header. Notice that the state of the review is **Draft**.

- Specify a review due date, and optionally specify special instructions.



4. Add reviewers to the review:

- Click **Add Participants**. The Select Users window opens.
- Enter a partial user name or wildcard to access a list of team members to participate in the review.
- Select one or more users in the **Matching users** section. Press **Ctrl** and click to select more than one name.
- Specify whether the members are reviewers, approvers, or optional reviewers. Optional reviewers have the full review capability, but their progress does not affect the status of the review.
- Click **Add** to add the users as participants in the review.
- Search for other users, if necessary. When your selections are complete, click **Close**.

5. If the artifacts are not already there, add the artifacts (or modules) you want to be reviewed. To do this:

- Click **Add Artifacts**. The Select Artifacts window opens.
- Search for artifacts by type, name, text, or folder.
- Select one or more artifacts and click **Add**. The artifacts that you selected are displayed in the Artifacts section.
- When your selections are complete, click **Close**.

6. Click **Save Review** or **Start Review**. When you start the review:

- The review is listed on the participants' dashboard in the **Reviews** section.
- The review is displayed in the **Reviews** section in the sidebar of the Project Artifacts page.
- The state of the review changes from **Draft** to **Started**.

7. When participants join the review, they double-click the artifacts to view them, and then, depending on the role assigned to them, click Approve, Disapprove, Mark as Reviewed, or Abstain from reviewing the artifact.