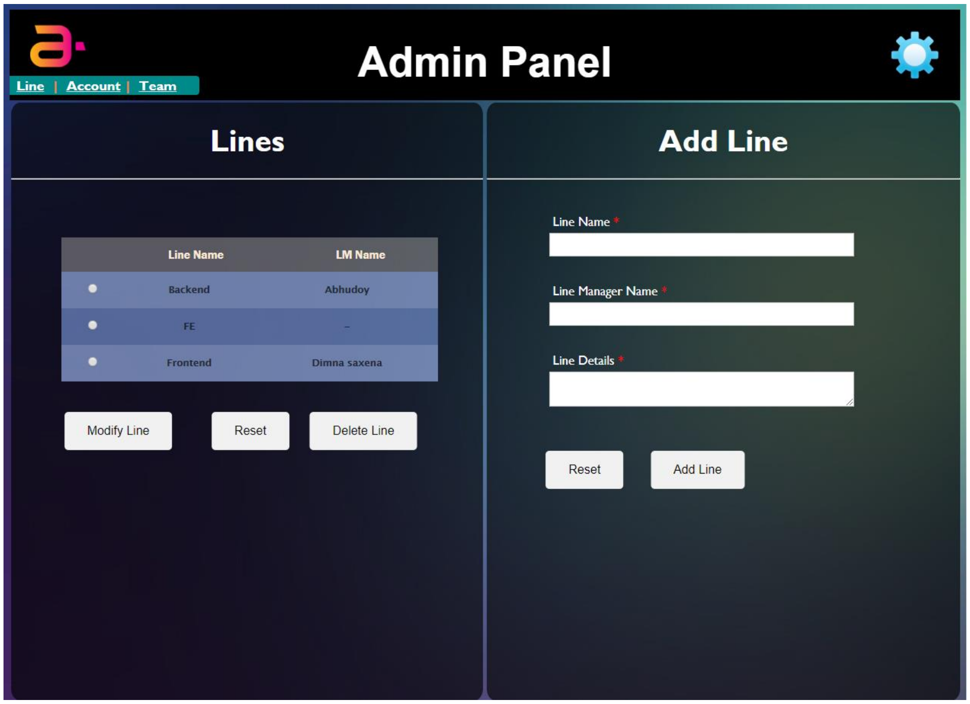
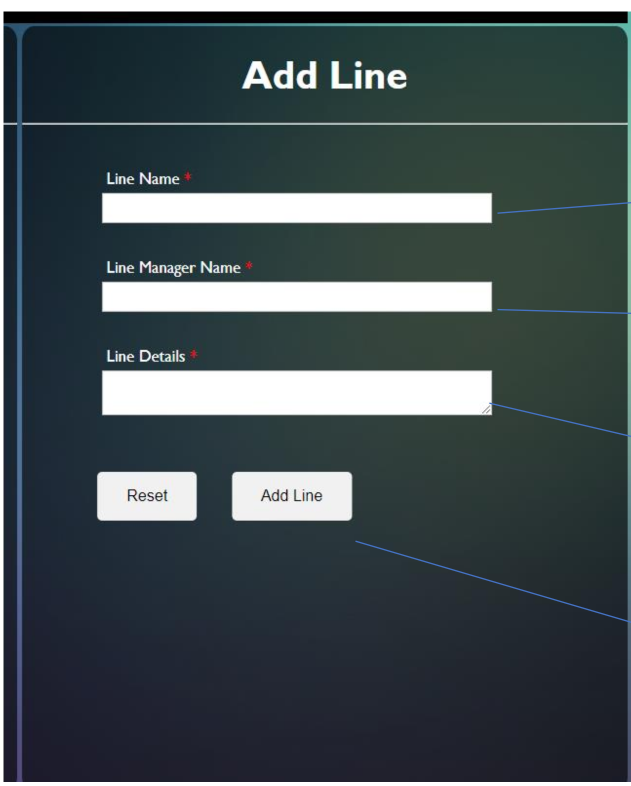
STEP-1



ADMIN Screen to add LINE

Line Configuration: First step is to add a Line.

i) To Add Line:



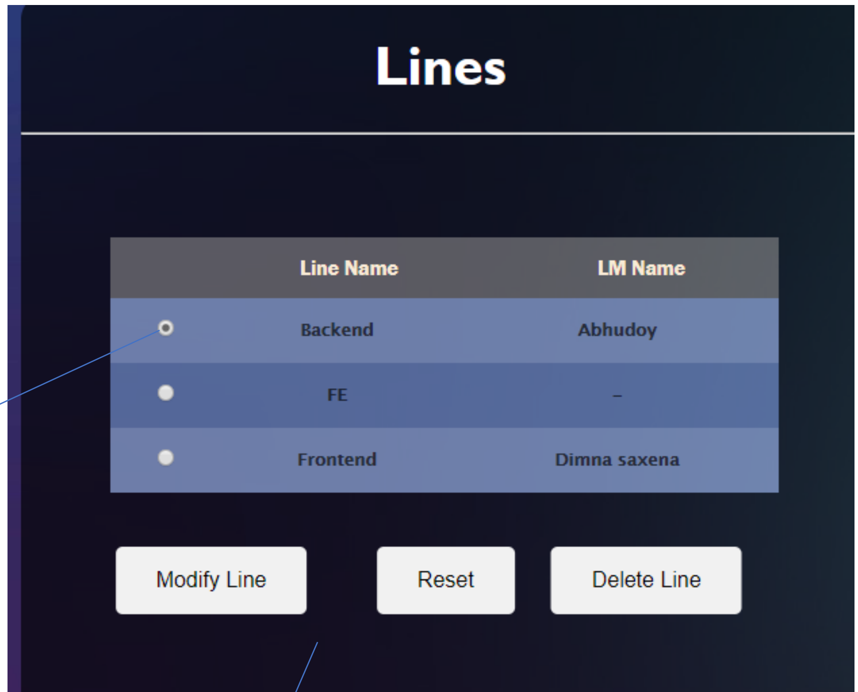
STEPS:

- Enter the Line Name
- Enter the Line Manager Name
- Enter details of the line (not mandatory)
- Click on ‘Add Line’ button

ii) To Modify/Delete Line:

The table on Left Hand Side gives details of all Lines that have been added.

STEPS:



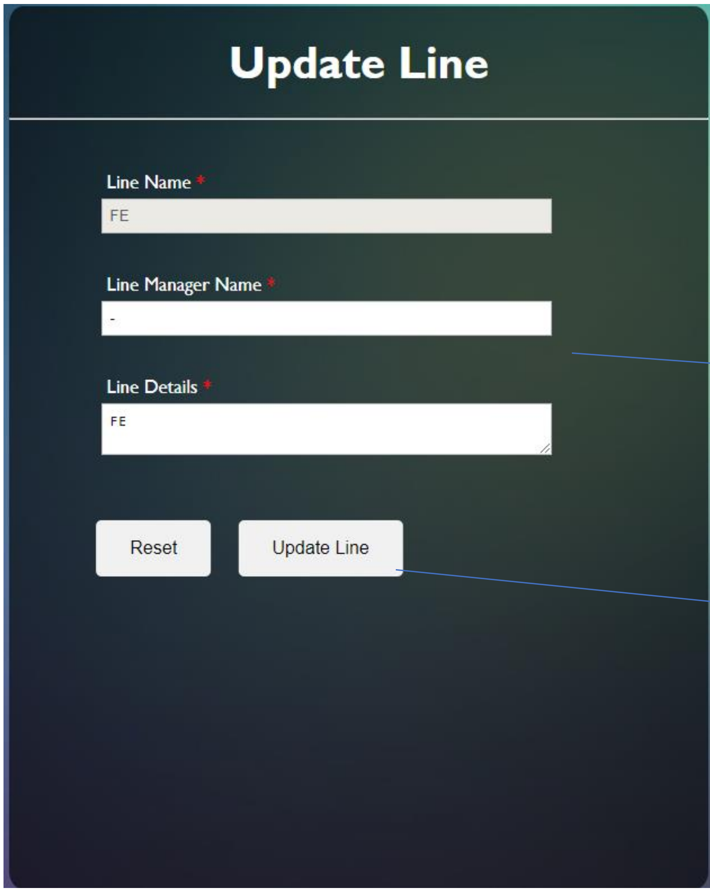
1. Select Line

2. Choose action (Modify/Delete)

a) **Delete**:
A warning pop up appears. If admin chooses to proceed, line is successfully deleted. A message appears, confirming the same.

- **NOTE**: A line cannot be deleted if it has an account linked to it.

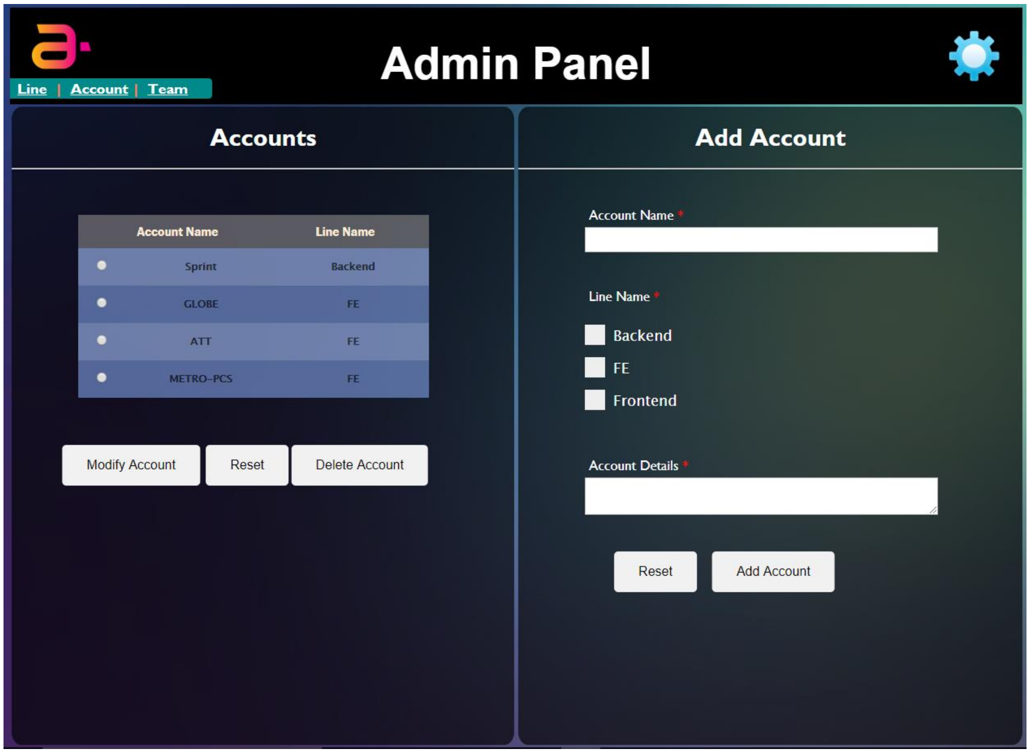
b) **Modify**:



- Modify Details

- Click on ‘Update Line’ Button

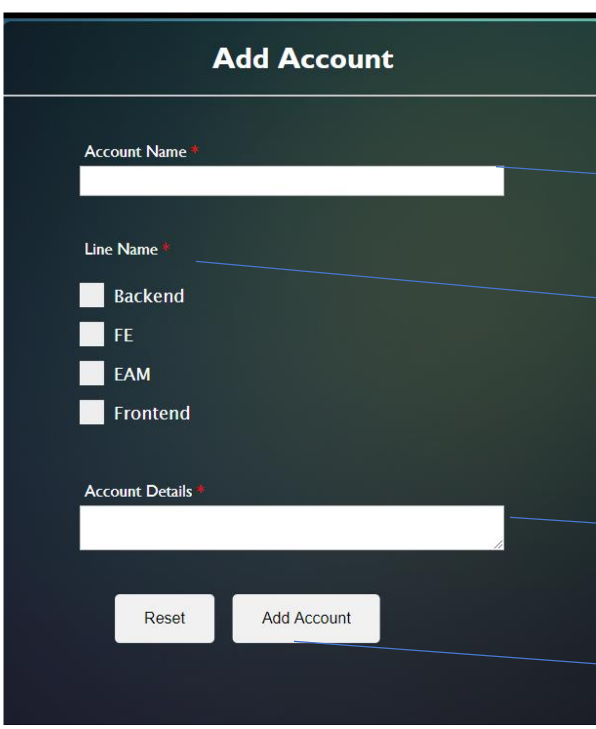
STEP-2



ADMIN Screen to add ACCOUNT

Account Configuration: An account can be added only after adding its line.

i) To Add Account:



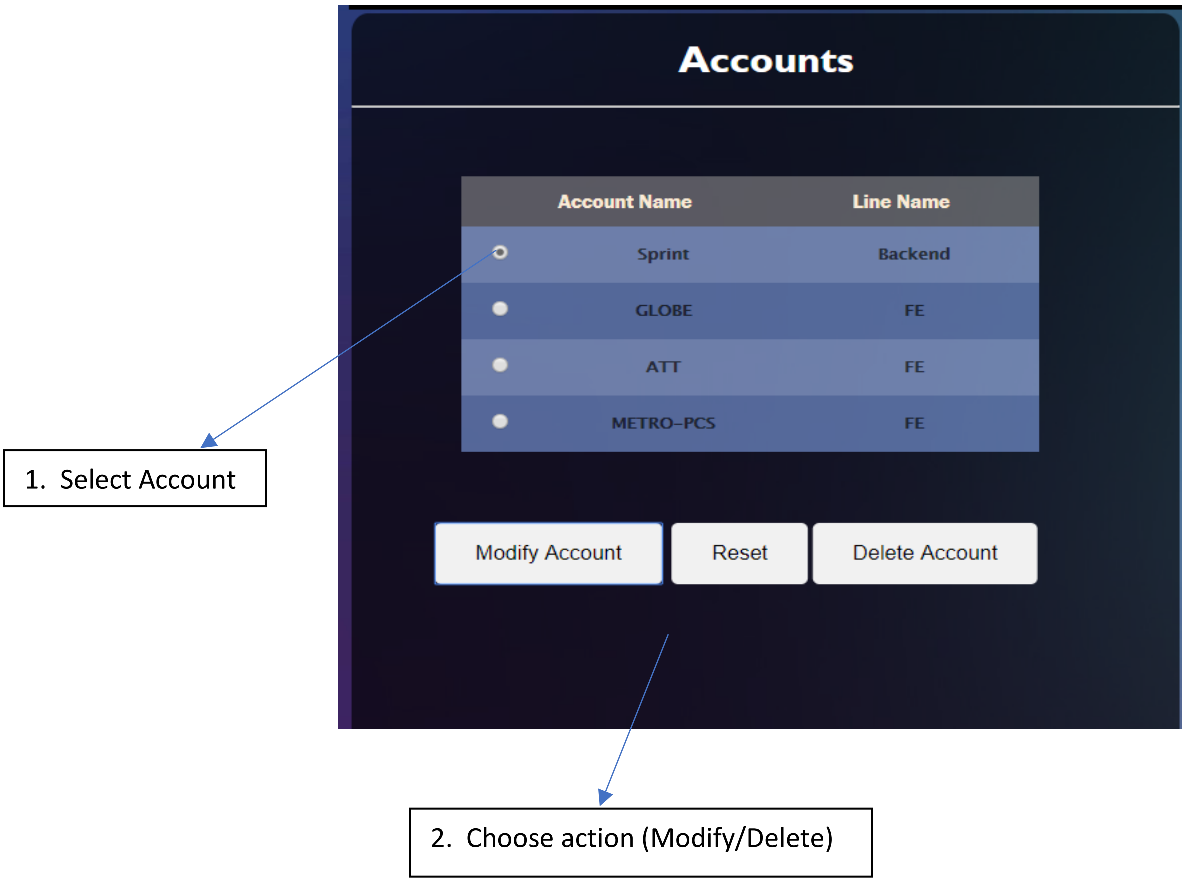
STEPS:

- Enter the Account Name
- Select the Lines to which the account belongs
- Enter details of the account (not mandatory)
- Click on ‘Add Account’ button

ii) To Modify/Delete Account:

The table on Left Hand Side gives details of all accounts that have been added.

STEPS:

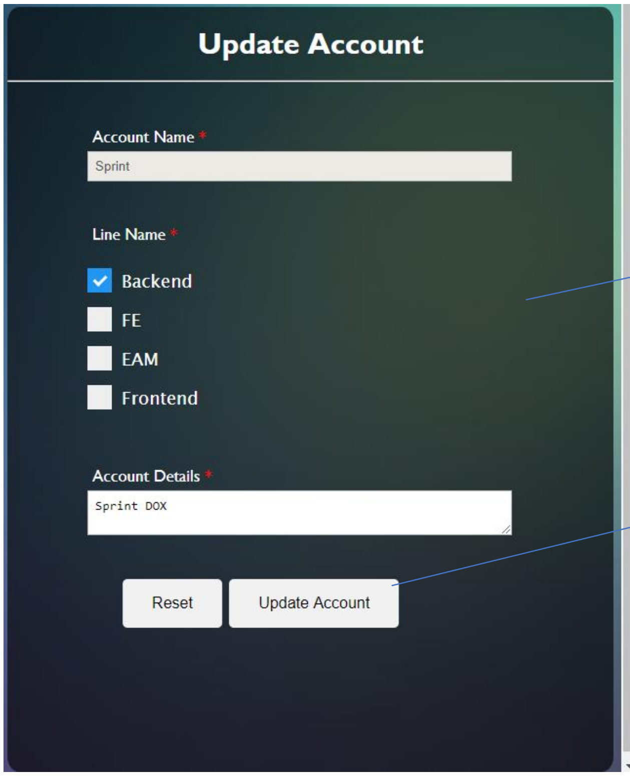


a) Delete:

A warning pop up appears. If admin chooses to proceed, account is successfully deleted. A message appears confirming the same.

- **NOTE**: An account cannot be deleted if a team is linked to it.

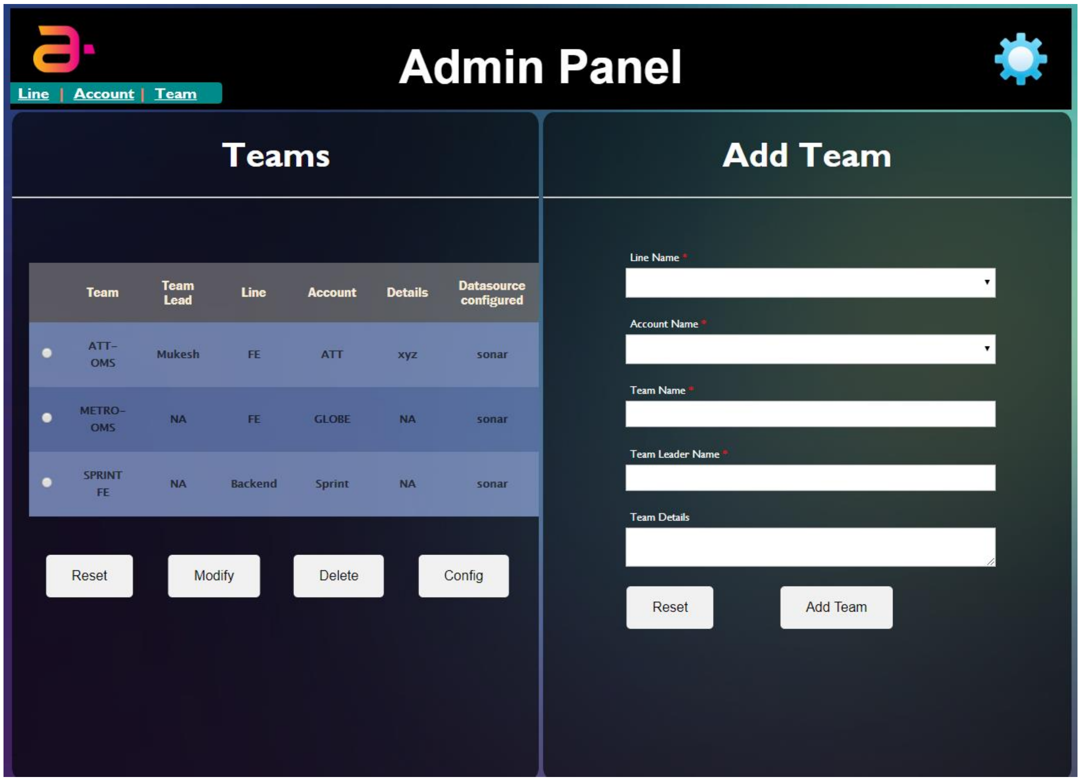
b) Modify:



- Modify Details

- Click on ‘Update Account’ Button

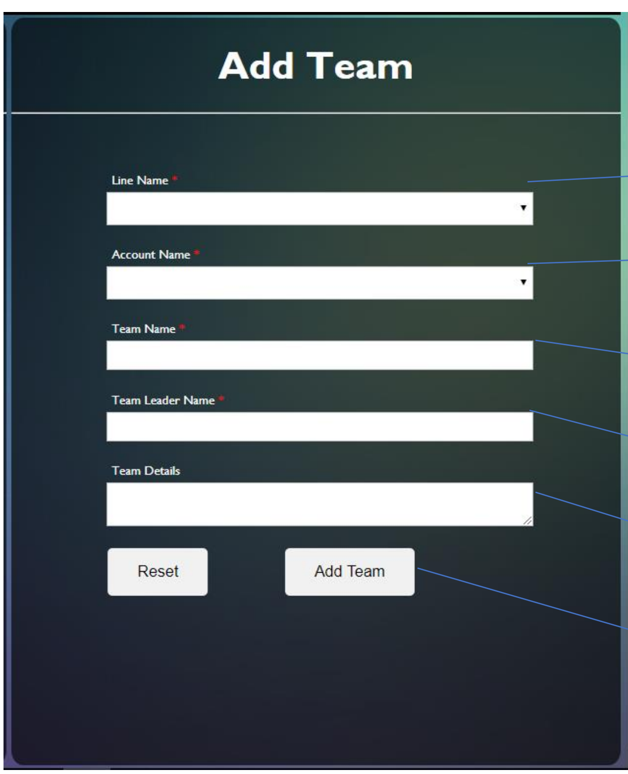
STEP-3



ADMIN Screen to add TEAM

Team Configuration: A team can be added only if its account has been previously added.

i) To Add Team:



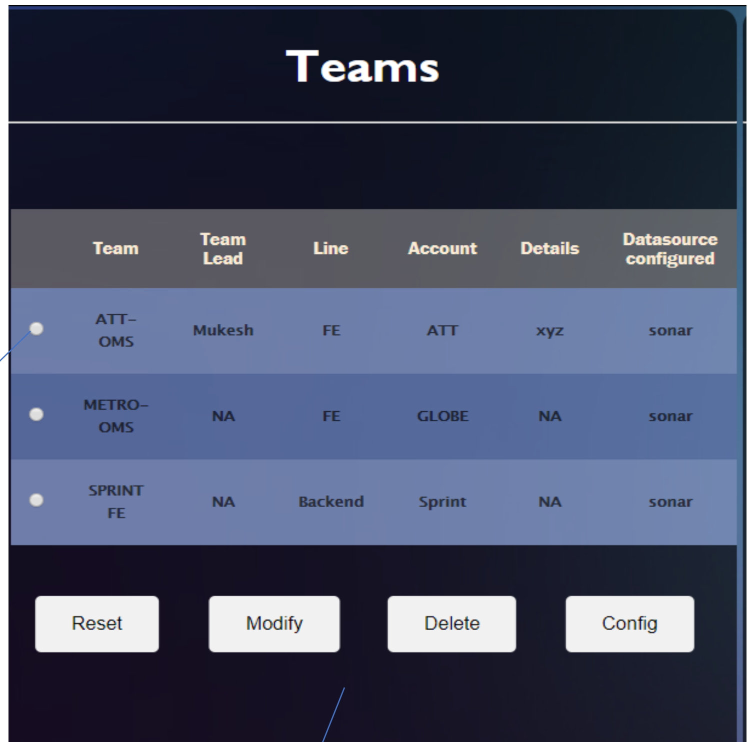
STEPS:

- Select the Team's Line from Dropdown
- Select the Team's Account from Dropdown
- Enter Team's Name
- Enter Team Lead's Name
- Enter the Team's Details (not
- Click on 'Add Team' button

ii) To Modify/Delete/Config Team:

The table on Left Hand Side gives details of all teams that have been added, and their configured data sources.

STEPS:



1. Select Team

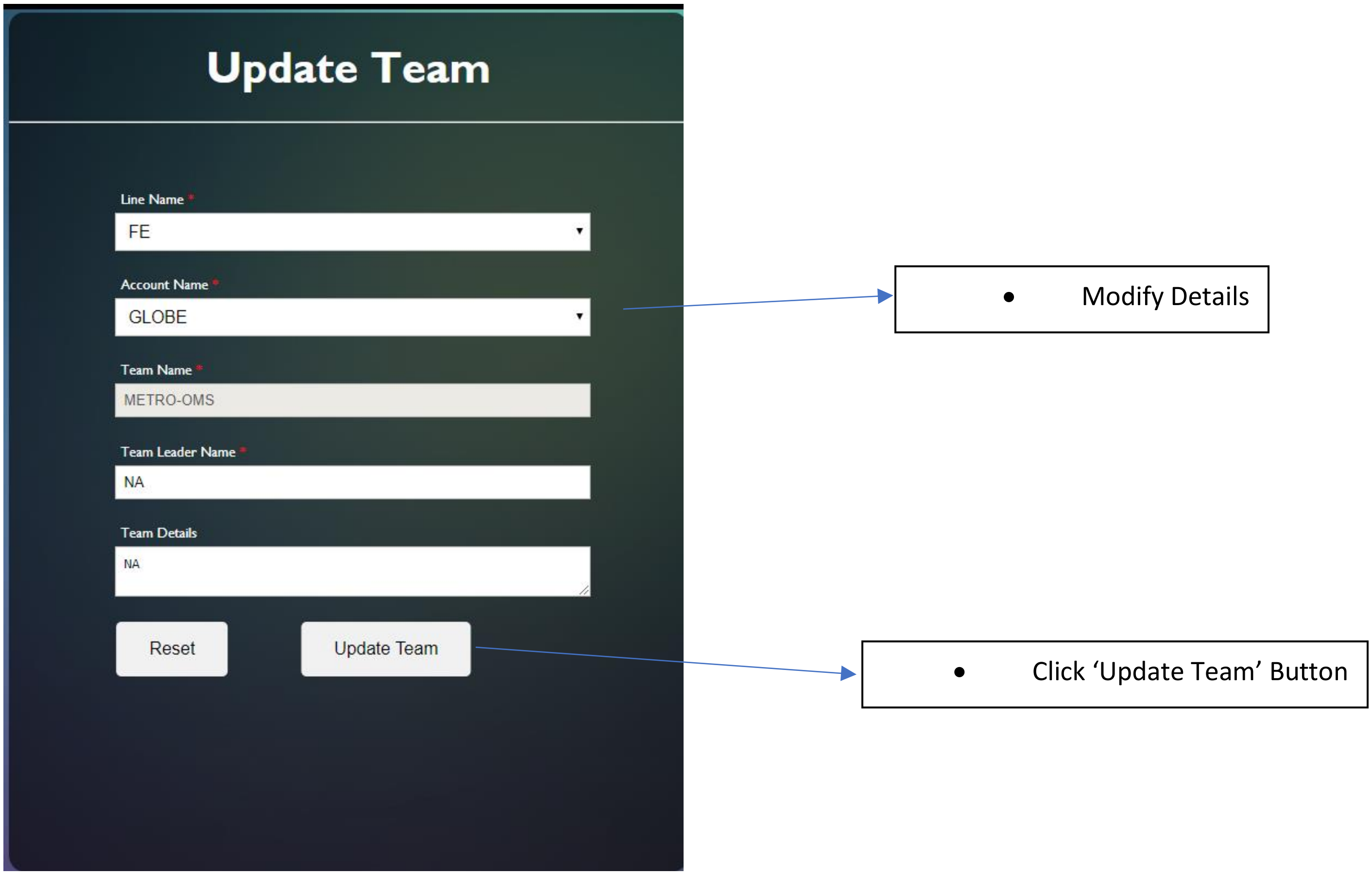
2. Choose action (Modify/Delete/Config)

a) Delete:

A warning pop up appears. If admin chooses to proceed, team is successfully deleted. A message appears confirming the same.

- **NOTE**: A team cannot be deleted if its data source has been configured.

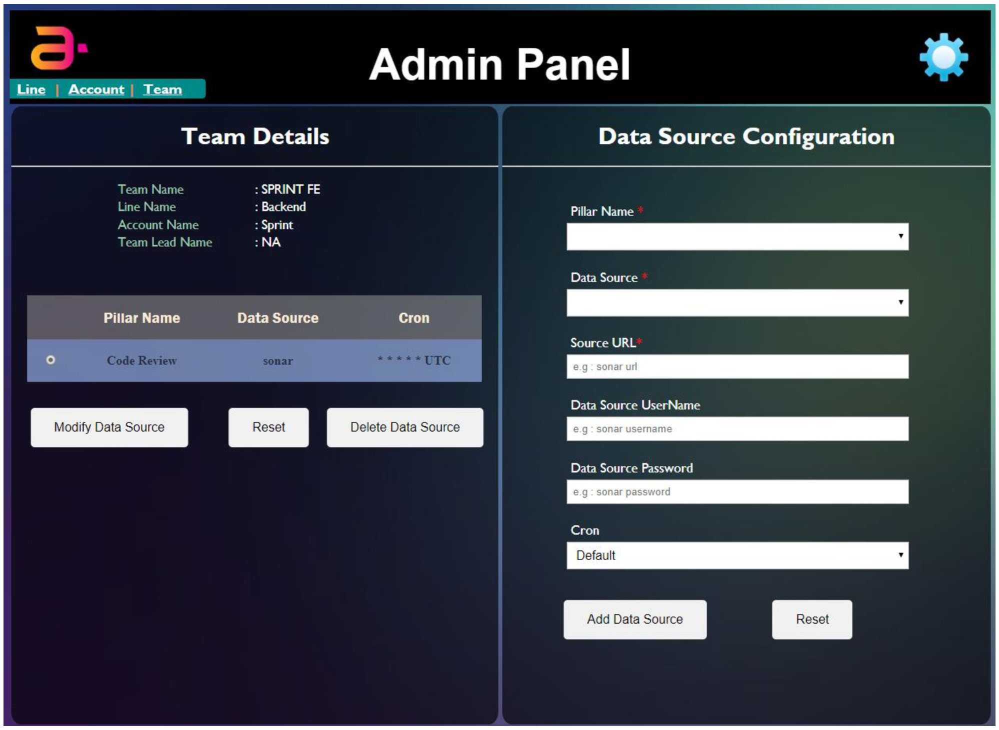
b) **Modify**:



c) **Config**:

- Once, a team has been successfully added, its data source needs to be configured from where data is pulled to Generate the PML report. The option of configure team appears as a pop-up once the ‘Add Team’ button is pressed and a team is successfully added.
- If a team’s data source was not configured when it was added, the Admin can use the config button and proceed with the configuration process as described subsequently. Admin can also delete a data source or modify a previously configured data source for the selected team.

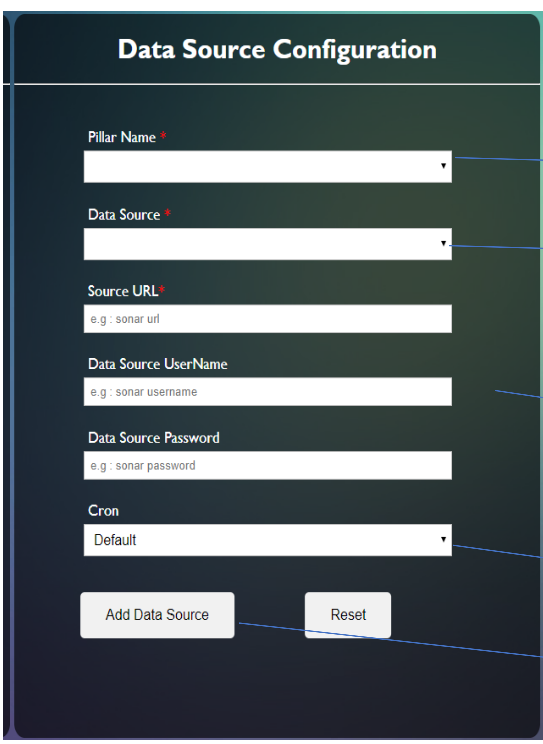
STEP-4



ADMIN Screen to configure TEAM

Data source Configuration:

i) To Add Data source:



STEPS:

- Select the Pillar to be configured

- Select the Data source

- Enter Data source details viz.:
  1. Source URL (e.g. Sonar URL)
  2. Source Username (e.g. Sonar Token)
  3. Source Password

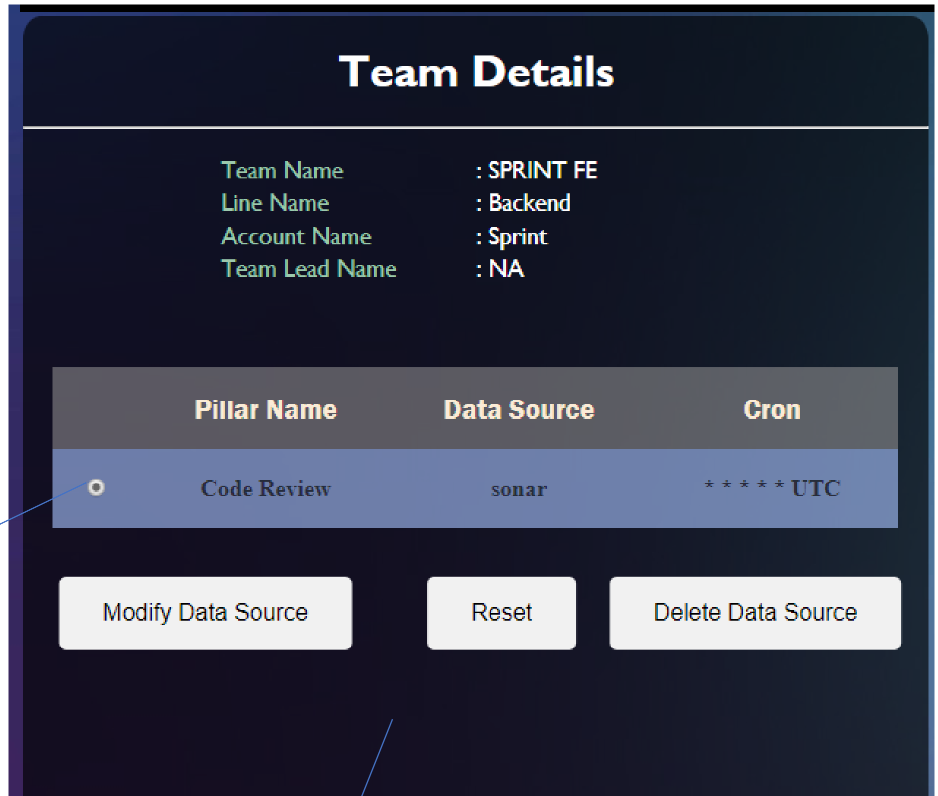
- Select the frequency of extracting data

- Click on ‘Add Data Source’ button

ii) To Modify/Delete Data source:

The table on Left Hand Side gives details of the selected team and its configured data sources.

STEPS:



1. Select Data source

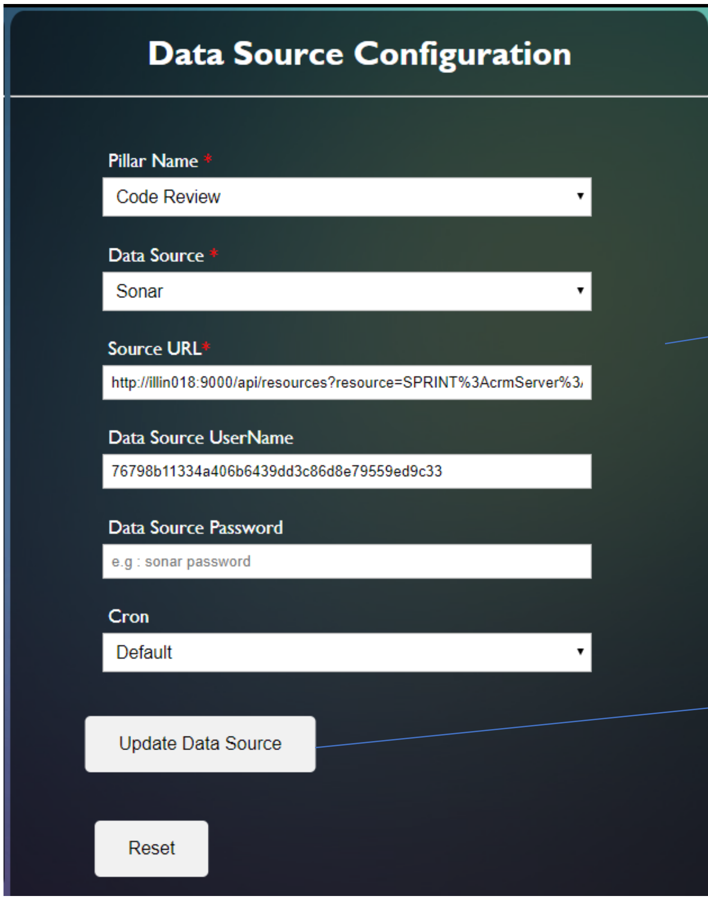
2. Choose action (Modify/Delete)

a) **Delete**:

A warning pop up appears. If admin chooses to proceed, data source is successfully deleted. A message appears confirming the same.

- **NOTE**: It is necessary to delete all data sources of a team before deleting the team itself.

b) **Modify**:



- Modify Details

- Click ‘Update Data Source’ Button