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HS Onboarding Kit

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## 1.0 Introduction

This handbook is a generic onboarding document for the use by Ciox Healthsource project. It provides guidance and onboarding material which is intended to assist the relevant management or a new technical staff whether Ciox employee or vendor, in producing a project specific onboarding document. It is also useful background reading for anyone involved in development or quality assurance management.

This handbook will guide you what are the tasks you need to perform as soon as you receive your ciox credentials starting from downloading software, connecting to ciox portal using okta and what are the roles of various options.

Developers or QA can jump into project setup section to set up project in your system after all the initial steps are completed. Logging time in JIRA and PPM as well as updating leaves in the confluence is one of the most important tasks in Ciox. For detailed steps you can refer to Leaves and Timesheet Section of this document. Quick Links are also provided in Important Links sections for your reference.

## 2.0 Initial Onboarding Steps

1. After receiving the Ciox credentials following are the steps need to perform:
  - **Log in to OKTA (Ciox’s Single Sign-On Tool). OKTA provides access to Ciox Health applications. Turn off your pop-up blockers for full access to applications.**
  - **Navigate to [cioxhealth.okta.com](https://cioxhealth.okta.com)**
  - **Enter your Ciox email address and temporary password (if your hiring manager has not received your credentials or if you are unable to log in, contact the Ciox Solutions Center at 877.358.6939)**
  - **Tip - When setting up your Okta password, choose the secret question option for verification**
2. Make sure that GlobalProtect and VMWare Horizon client software are installed on your machine to connect the CIOX VDI.
3. For this step you will required Ciox credentials. Open the GlobalProtect and enter portal address as “**[sslaws.cioxhealth.com](https://sslaws.cioxhealth.com)**”. Click on connect it will open a new window where you need to enter ciox username , password and pass verification process what you choose for the account.
4. Open VMware Horizon Client and click on “Add Server” and enter Server address as “**<https://horizon.cioxhealth.com>**” and click on Connect. Then it will prompt you to enter Ciox username and password.

## 3.0 Document Acknowledgement and Academy Training

### 3.1 UltiPro

- Inside Ciox VDI navigate to <https://cioxhealth.okta.com/> upon successful login you will see Ultipro option in home screen.

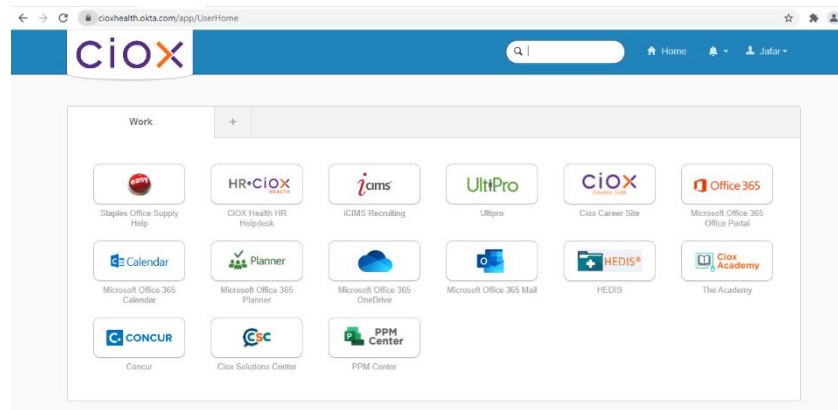


Figure 3.1.0 Ciox Dashboard

- In ultipro navigate to Menu -> Myself. Please confirm the following information in the Personal Section:
  - Name/Address/Phone
  - Contacts (please enter an emergency contact if you have not done so already)
  - Tap UTA Time and Attendance to log all hours worked – Training and a User Guide are available in Academy (or search UTA Hourly Clock On Clock Off)

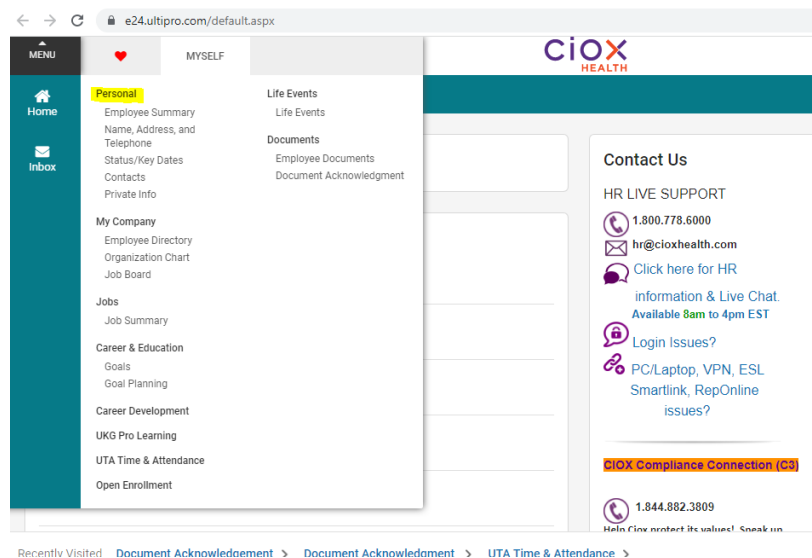


Figure 3.1.1 UltiPro

### 3.2 Document Acknowledgement

- To acknowledge the document in “UltiPro” option click on Menu -> Myself Tab -> Documents -> Document Acknowledgement -> Ciox Code of Conduct

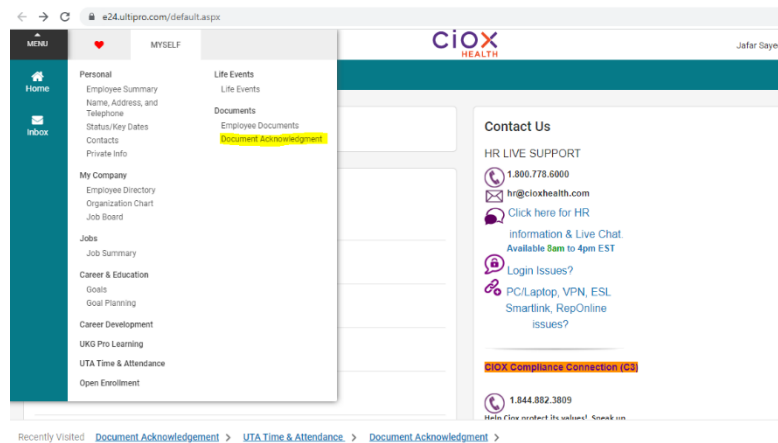


Figure 3.2.0 Document Acknowledgement

### 3.3 Ciox Academy

- When clicking the Academy option in Okta, a credentials screen will pop up for Academy. Click on the blue Use SSO (Corporate Credentials) button. Do not enter a Username or Password here
- There will be 4 regulatory compliance courses (other courses are assigned according to your role and responsibilities) which you need to complete as soon as you receive ciox credentials.

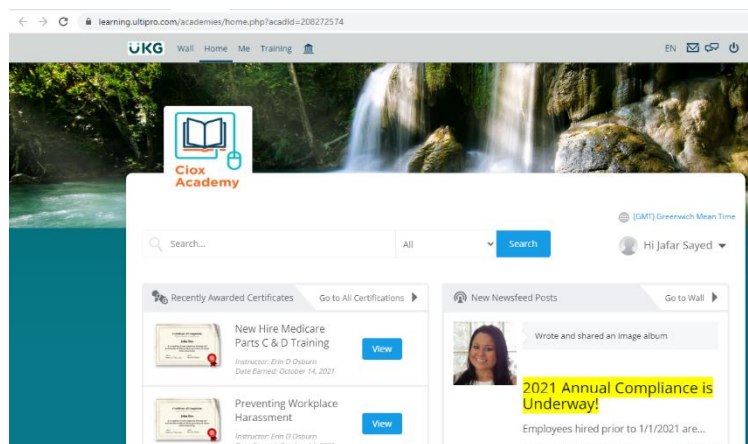
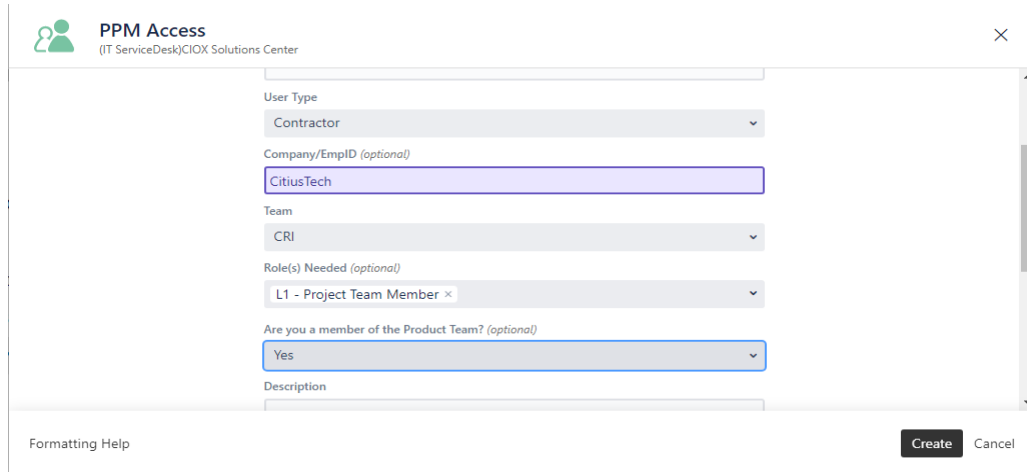


Figure 3.3.0 Academy

### 4.0 PPM Access

- Click on PPM Access and fill the form. For Manager field enter the Ciox email id of your manager, User Type as contractor, Team field as CRI, Roles field as L1 and some description.



**PPM Access**  
(IT ServiceDesk)CIOX Solutions Center

User Type  
Contractor

Company/EmpID (optional)  
CitiusTech

Team  
CRI

Role(s) Needed (optional)  
L1 - Project Team Member ×

Are you a member of the Product Team? (optional)  
Yes

Description

Formatting Help Create Cancel

Figure 4.0.0 PPM Access Form

## 5.0 GitLab Access

- To access the project, you will need SmartCorp credentials.
- If you do not have the credentials you have to raise a [CSC](#) (Ciox Solutions Center) ticket. You can select Category as “Request” -> SmartCorp -> New Account and User Severity as “Cannot Work at All”. Alternatively, you can also chat with Service desk team by clicking “Request a chat with us now” in bottom right corner.

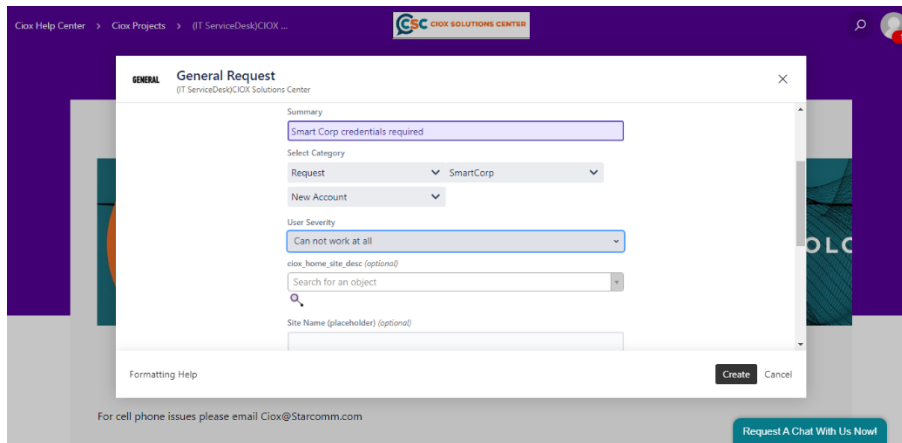


Figure 5.0.0 GitLab Access

- After getting the credentials navigate to [SmartCorp](#) and enter username and password. Upon login you will see the projects. If you are unable to see the projects you might not have access to it. Talk to your manager about this access issue.

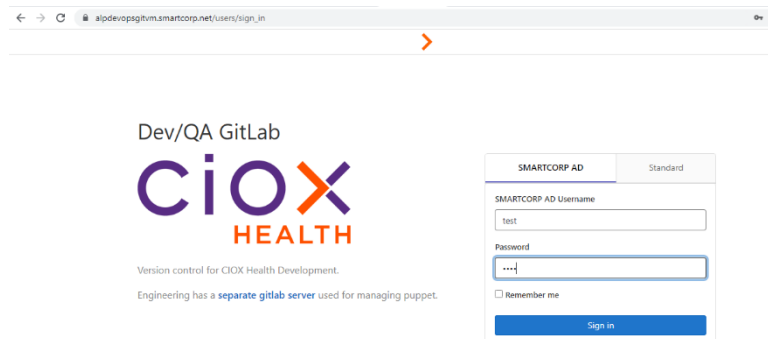


Figure 5.0.1 SmartCorp login

## 6.0 Project Setup

### 6.1 Development

#### 6.1.1 Software Prerequisite

### Software Prerequisite for CIOX Health Source Application

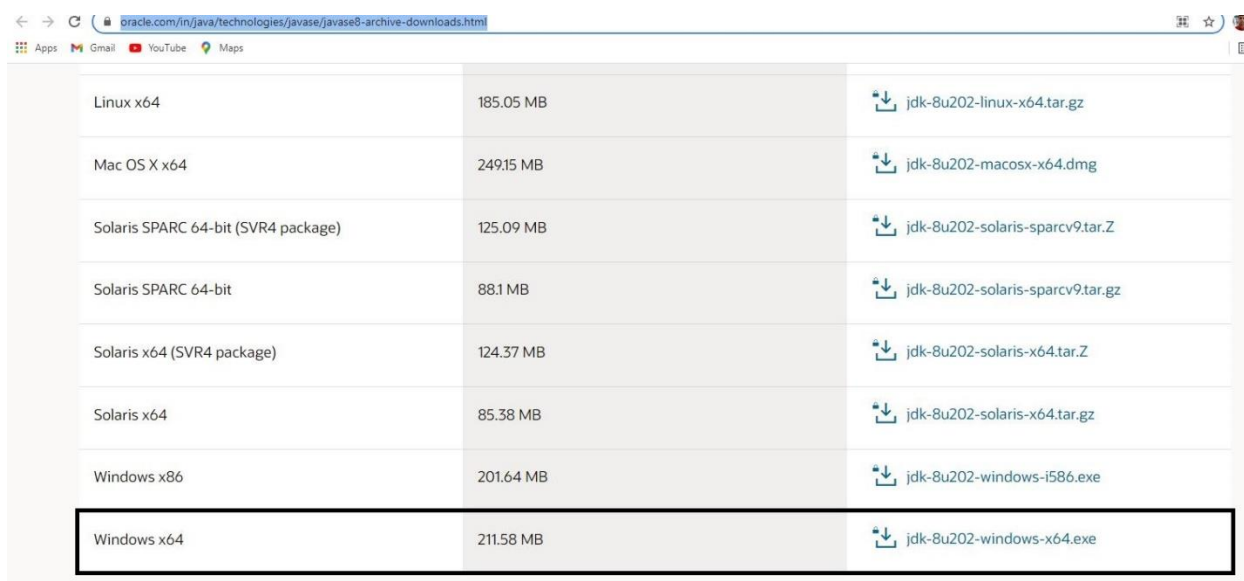


Below are the list of software's to be installed in your machine or VDI to setup the CiOX Health Source project and run the application

- 1) Java 8
- 2) Tomcat 9
- 3) Eclipse 2020-06/r Package (IDE for Enterprise JAVA Developers)
- 4) DBeaver Community version (to connect Postgres DB)
- 5) Node JS (14.16.0)

### Software Installation Guidelines for JAVA 8

Please find the below references (<https://www.oracle.com/in/java/technologies/javase/javase8-archive-downloads.html>) to download JAVA 8 for different platform and highlighted installer is for windows 64-bit machine.



Linux x64	185.05 MB	<a href="#">jdk-8u202-linux-x64.tar.gz</a>
Mac OS X x64	249.15 MB	<a href="#">jdk-8u202-macosx-x64.dmg</a>
Solaris SPARC 64-bit (SVR4 package)	125.09 MB	<a href="#">jdk-8u202-solaris-sparcv9.tar.Z</a>
Solaris SPARC 64-bit	88.1 MB	<a href="#">jdk-8u202-solaris-sparcv9.tar.gz</a>
Solaris x64 (SVR4 package)	124.37 MB	<a href="#">jdk-8u202-solaris-x64.tar.Z</a>
Solaris x64	85.38 MB	<a href="#">jdk-8u202-solaris-x64.tar.gz</a>
Windows x86	201.64 MB	<a href="#">jdk-8u202-windows-i586.exe</a>
Windows x64	211.58 MB	<a href="#">jdk-8u202-windows-x64.exe</a>

Figure 6.1.1.0 Jdk Download Page

Once you click on exe file, it will redirect to Oracle login page. You have to enter your login credentials or register to download the required installer file.

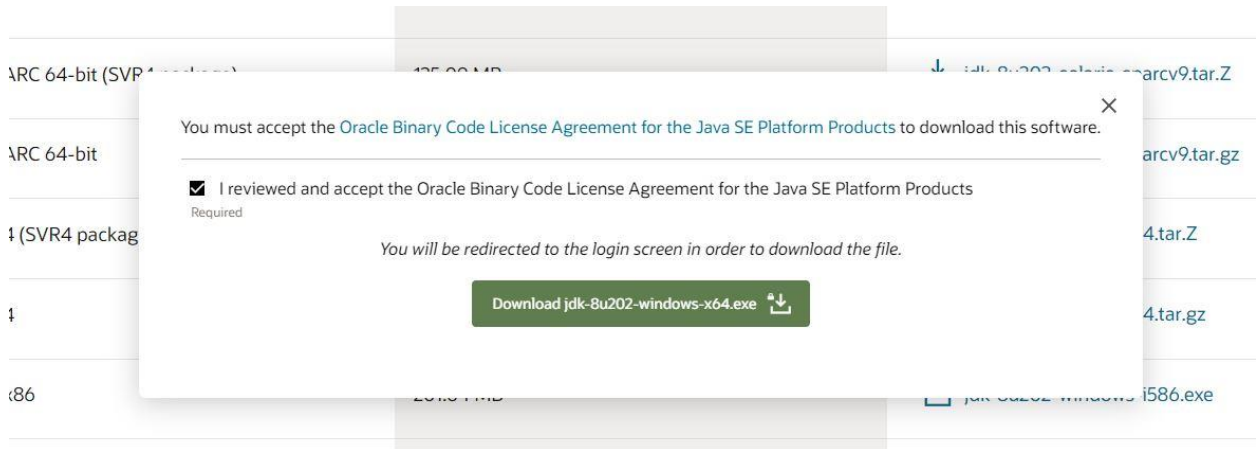


Figure 6.1.1.1 Terms and Agreement

## Software Installation Guidelines for Tomcat 9

Please find the below references ( <https://tomcat.apache.org/download-90.cgi> ) to download Tomcat version 9 for different platform and highlighted installer is for windows 32/64-bit machine.

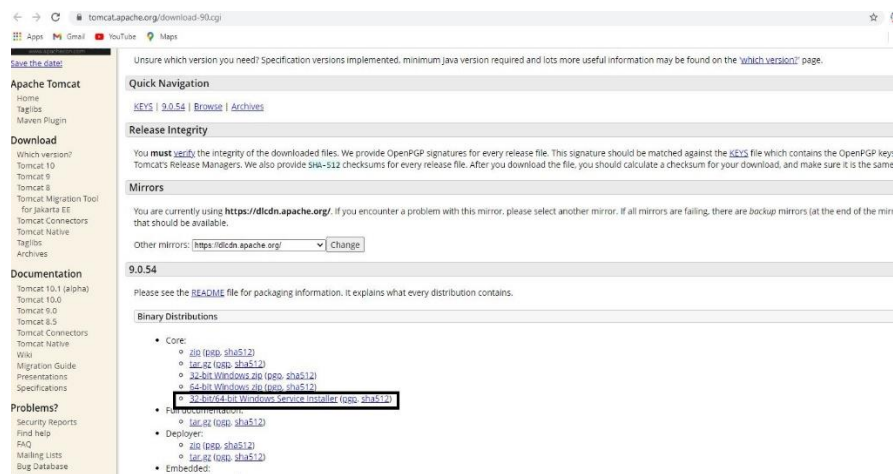


Figure 6.1.1.2 Tomcat Download Page

Once this is downloaded in your machine, please install the tomcat in default directory location.

## Software Installation Guidelines for Eclipse Installer 20-06 R package

Please find the below references (<https://www.eclipse.org/downloads/packages/release/2020-06/r>) to download eclipse installer for windows 32/64-bit machine.

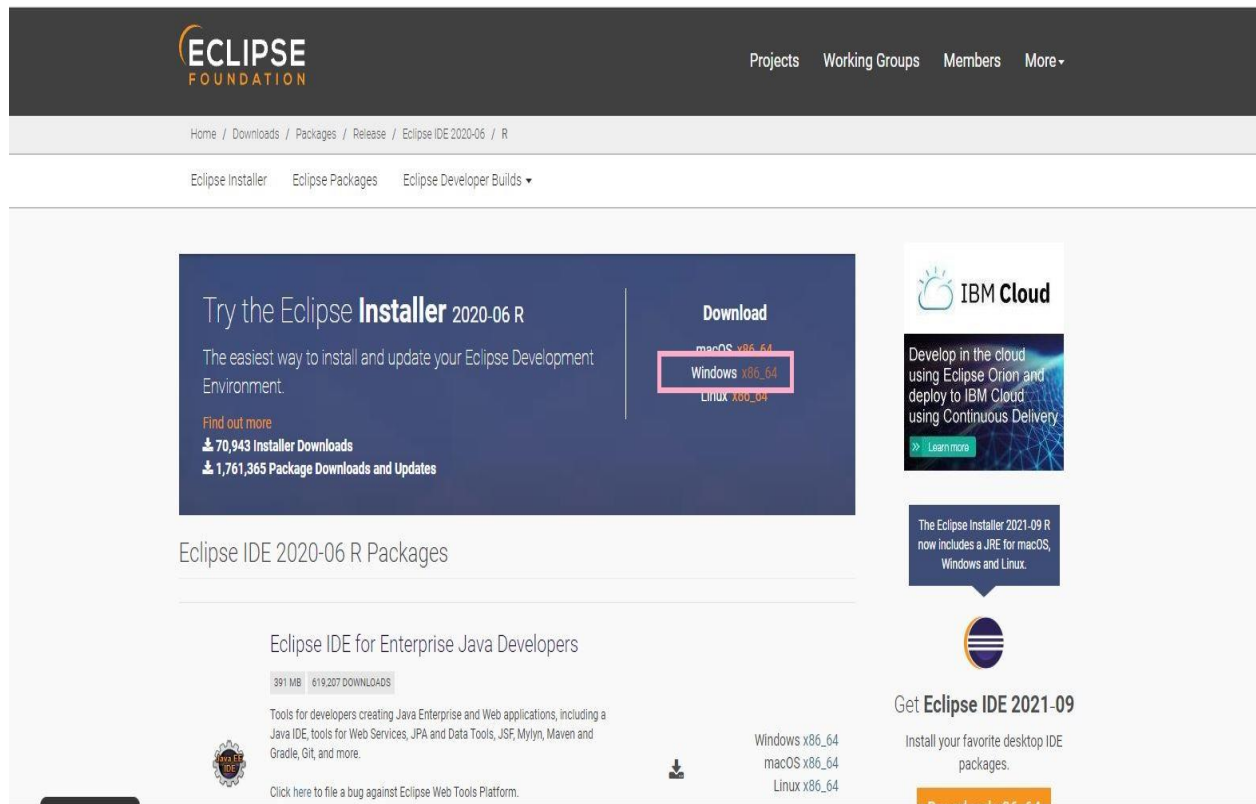


Figure 6.1.1.3 Eclipse Download Page

Once this is downloaded in your machine, the next step is to run exe file and select the IDE for Enterprise Java and Web Developers edition to complete the Eclipse installation as mentioned in below screenshot

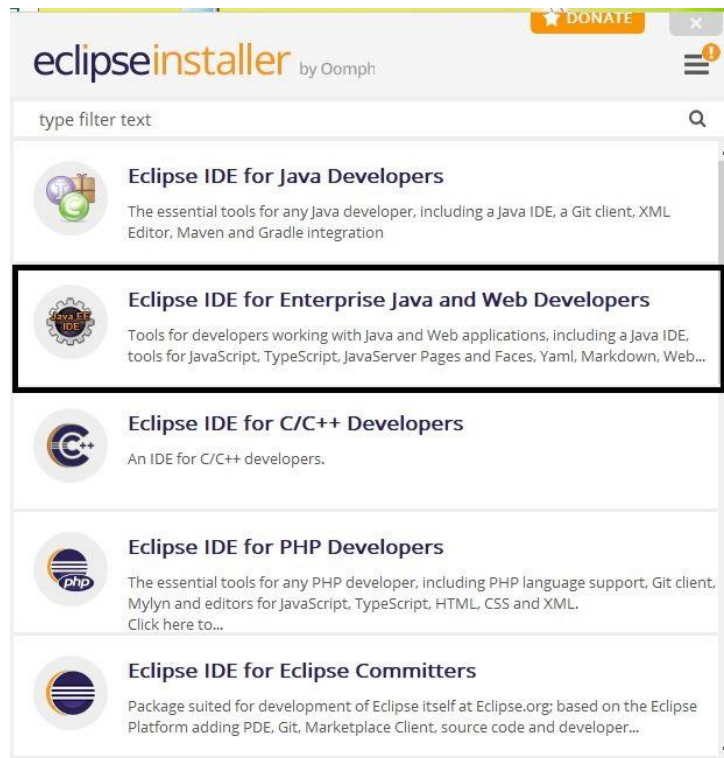


Figure 6.1.1.4 Eclipse Installer

## Software Installation Guidelines for DBeaver Community

Please find the below references (<https://dbeaver.io/download/>) to download highlighted dbeaver installer for windows 64-bit machine.

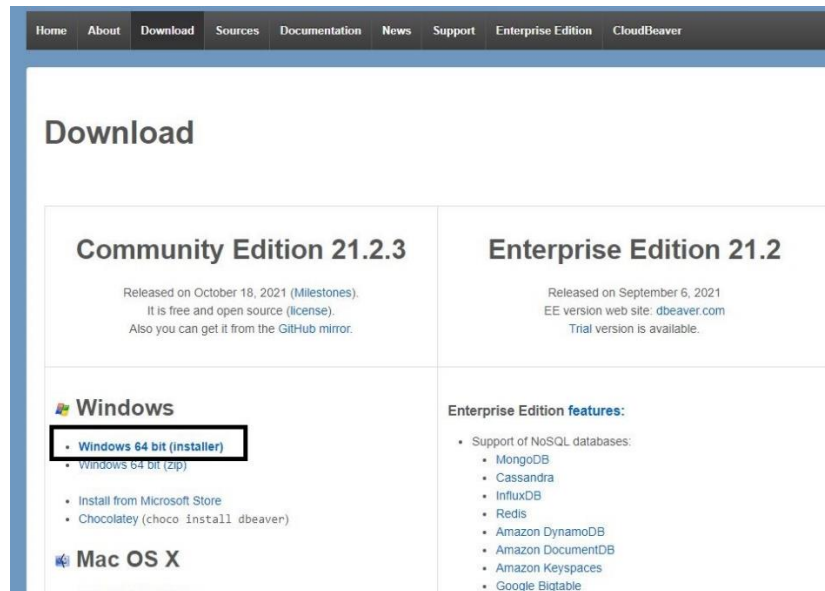


Figure 6.1.1.5 DBeaver Download Page

Once this is downloaded in your machine, the next step is to run exe file and select the default location to complete the installation.

## Software Installation Guidelines for Node JS

Please find the below references <https://nodejs.org/de/blog/release/v14.16.0/> to download highlighted Node JS installer msi for windows 64-bit machine.

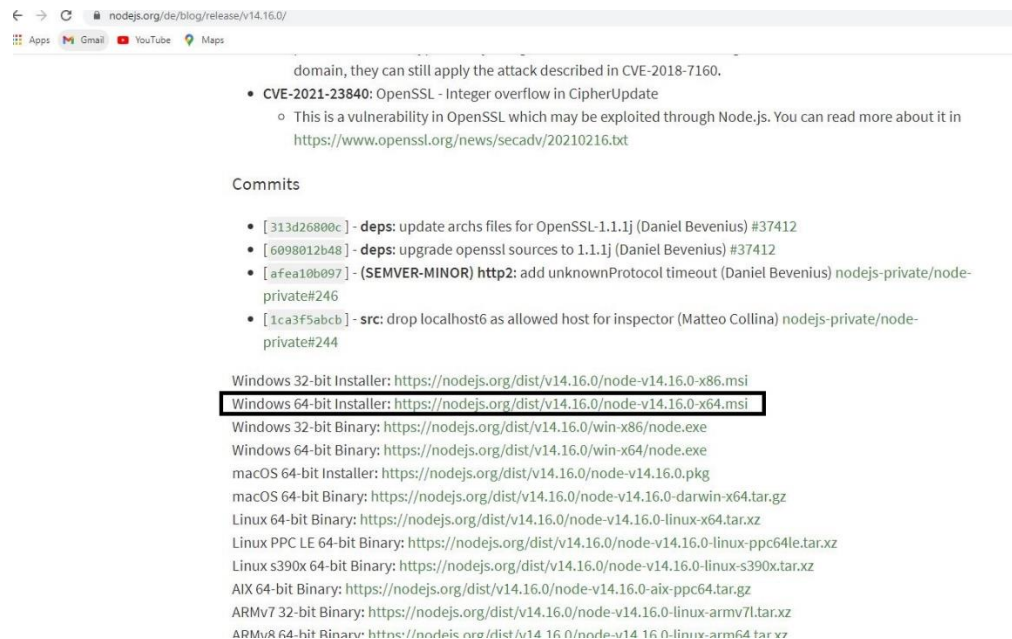


Figure 6.1.1.6 NodeJs Download Page

Once this is downloaded in your machine, the next step is to run .msi file and select the default location to complete the installation.

During installation you have to tick the checkbox in **Tools for Native modules window** as mentioned the below screenshot

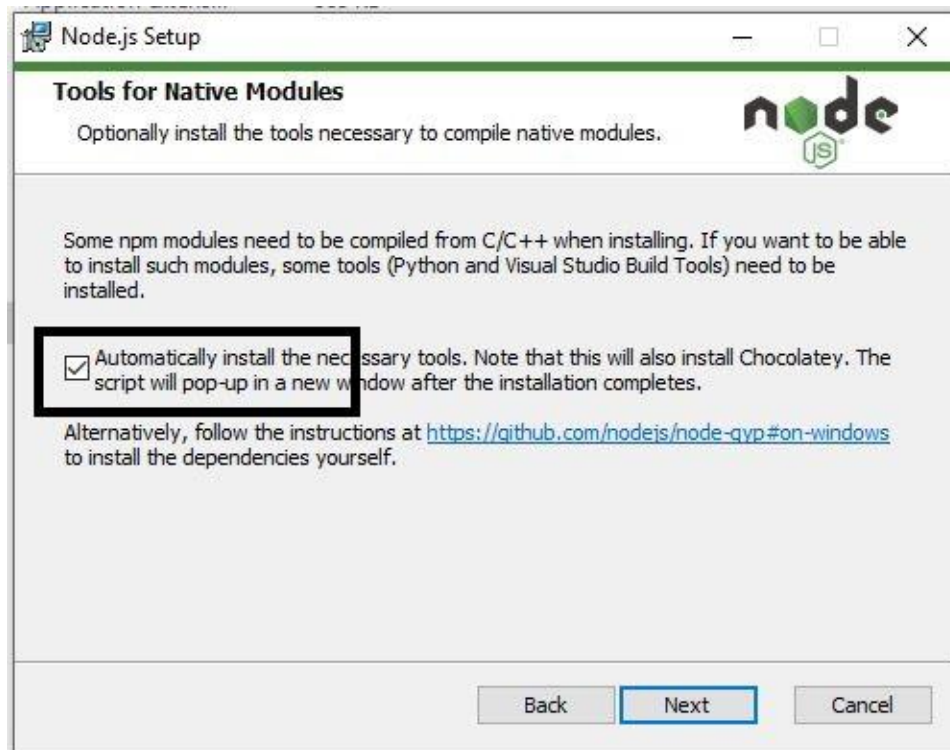


Figure 6.1.1.7 NodeJs Setup

## 6.1.2 Project Configuration

- Create folder to store project for example C:\Ciox.
- Login to Smart Corp using credentials and clone these projects in newly created folder of Ciox
  - ciox-maven-parent
  - eip

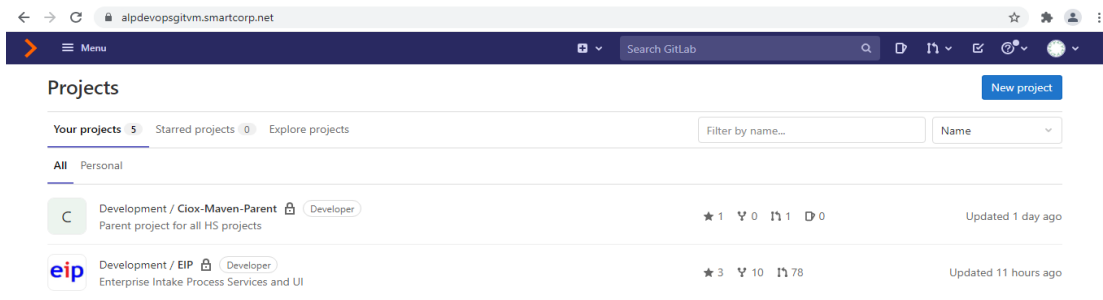


Figure 6.1.2.0 Projects in GitLab

- Create a separate folder name workspace in C:\Ciox
- Open eclipse and choose your current workspace as C:\Ciox\workspace.
- Import the cloned projects into this workspace
- Alternate way to clone repository from gitlab
  - Download and install gitbash.
  - Download "CloneCioxRepo.sh" script file from (CIOX Onboarding kit->Project Configuration->DEV->Files).
  - run the script by clicking on downloaded script file.
  - Workspace folder will be created with name CioxWorkspace in C:/\{UserHome} and inside that all the required repositories will be cloned.
- Go to Window->Preferences->Java->Installed JRE-> Add -> Standard VM -> Select Directory -> Select jdk 1.8



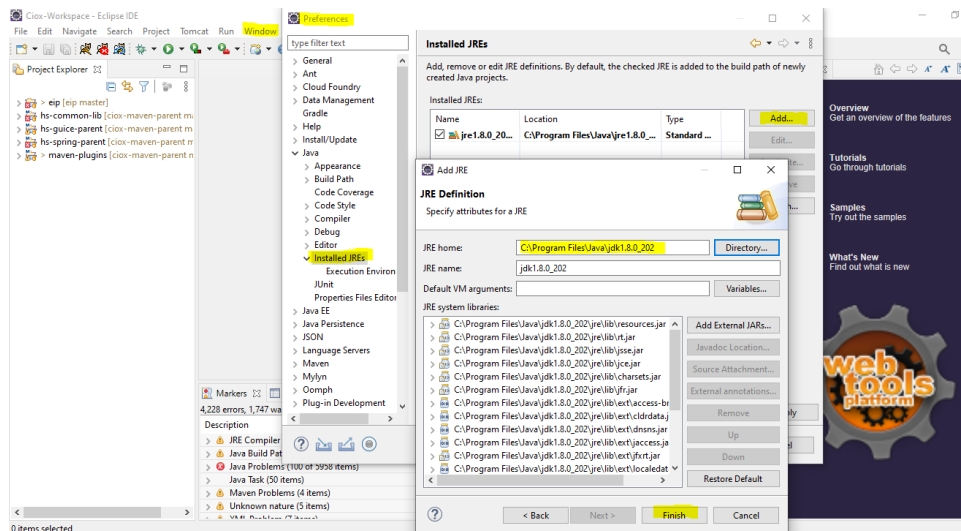


Figure 6.1.2.1 Installed JREs

- Go to Window->Preferences->Java->Installed JRE->Execution Environment-> Select jdk 1.8

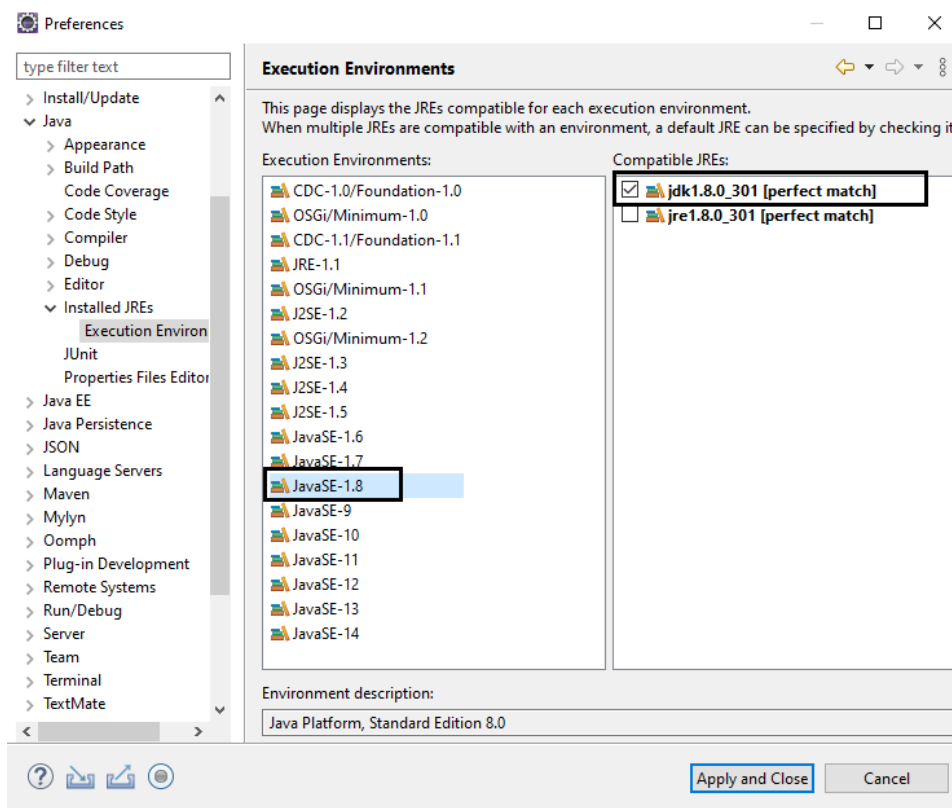


Figure 6.1.2.2 Execution Environment

- Go to Help -> Eclipse Market Place -> Search for Tomcat 9 and install it.

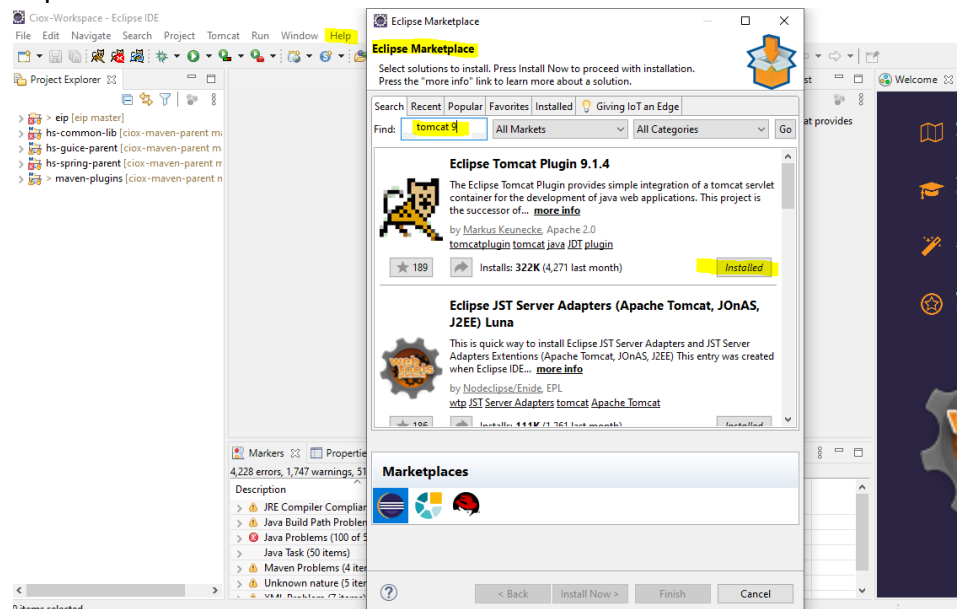


Figure 6.1.2.3 Eclipse Marketplace

- Get the settings.xml file from the KIT (CIOX Onboarding kit->Project Configuration-> DEV->Files) and put this file into C:\Users\{USER\_NAME}\.m2 location.
- For "ciox-maven-parent" project do the Maven clean and Maven install in sequence
- Replace both the files database.properties and eipservices.properties for eipservices-->eip-webservices project from the location CIOX Onboarding kit->Project Configuration-> DEV->Files).
- For eipservices project right click on eipservices project->Run as->Run as configuration->Maven-> select the workspace as **eipservices** and add goals as **clean install -DskipTests** -> Click checkbox skip test and then Apply and Run

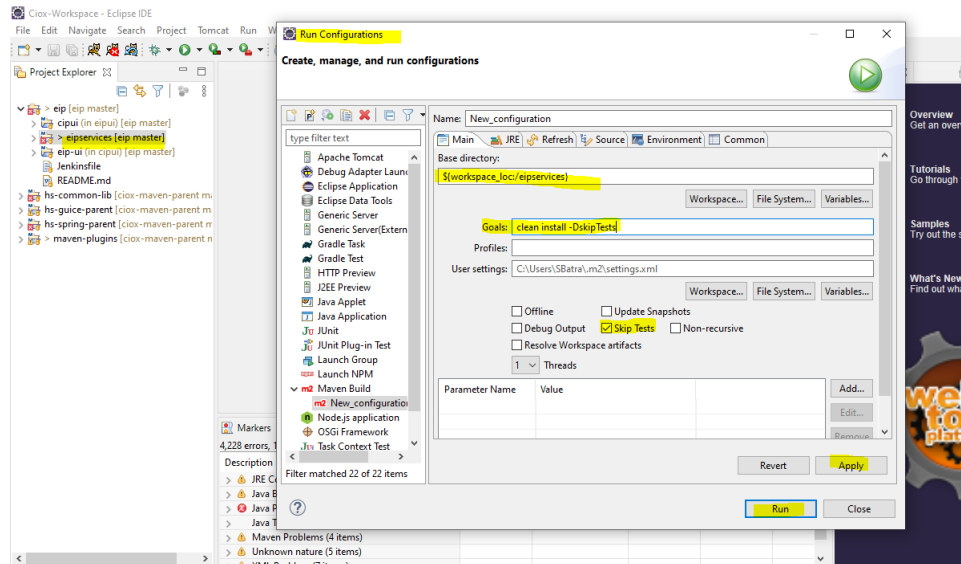


Figure 6.1.2.4 Run Configuration

- Open Tomcat server XML file from the location "C:\Program Files\Apache Software Foundation\Tomcat 9.0\conf\server.xml" or Highlighted tomcat location can be different if you have installed in different path

Add this tag '**<Context path="/eipservices" docBase="C:\Ciox\eip-master\eip-master\eipservices\eip-webservices\target\eipservices" reloadable="true" />**' inside the <Host> tag.

**NOTE:** Above docbase project path may be different in your case, depends upon your folder and project structure

### Tray-App

- Get both the tray app installer from (CIOX Onboarding kit->Project Configuration-> DEV-> TrayApp Installer)
  - First you need to install "**healthsource-unity-prerequisite-setup**"
  - Second you need to install "**healthsource-unity-launcher**"

- After successfully installation of both tray app you will find newly created folder named as "**HealthSource-Unity**" in C: drive.
- After completion of both the installation you will see Healthsource icon in the taskbar
- Click on the Healthsource icon and then click on About where you will find application information e.g *Build Number, Healthsource TrayApp Server Url, Updated server URL and Last change date* which will be initially pointing to QA environment
- To change the QA environment, you need to make changes in two files as described in below steps
- Open **getdown.txt** file from the location "C:/ HealthSource-Unity" and change the value of two keys ( appbase and latest) in this file

**appbase**=https://unityqa01.cioxhealth.com/healthsource\_unity\_installs (QA)

**latest**=https://unityqa01.cioxhealth.com/healthsource\_unity\_installs/getdown.txt (QA)

**appbase**=https://unitydev.cioxhealth.com/healthsource\_unity\_installs (DEV)

**latest**=https://unitydev.cioxhealth.com/healthsource\_unity\_installs/getdown.txt (DEV)

- Open **env.properties** file from the location "C:\HealthSource-Unity\TrayApp\conf" and change the value of two keys (domain.url and app.url)
  - e.g domain.url=https://unityqa01.cioxhealth.com ( QA)  
app.url=https://unityqa01.cioxhealth.com/eipservices/v1 (QA)
  - domain.url=https://unitydev.cioxhealth.com (Dev Env)  
app.url=https://unitydev.cioxhealth.com/eipservices/v1 (Dev Env)

- Set preference for tomcat server, go to Windows -> Preferences -> Tomcat -> Select Version as 9.x -> Tomcat Home -> Select server.xml of Installed tomcat-> Apply and Close

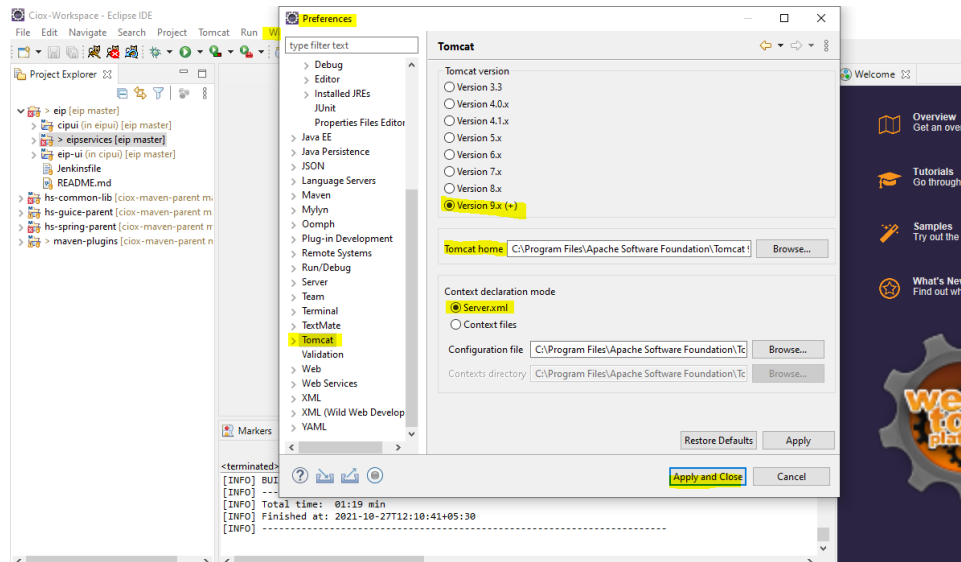


Figure 6.1.2.5 Preferences

- Start tomcat server

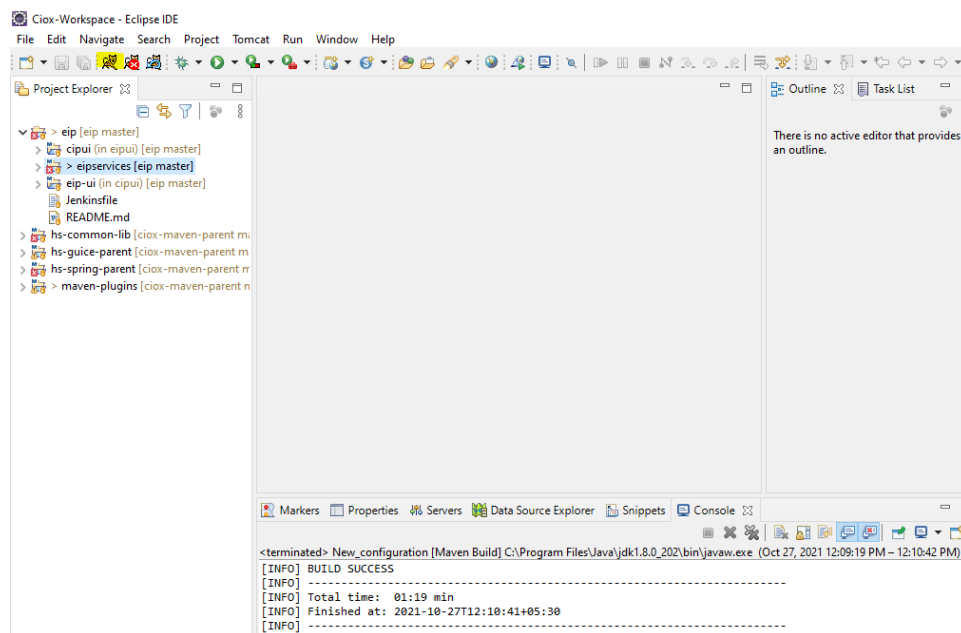


Figure 6.1.2.6 Eclipse Tomcat Server

- Open command prompt with the project path "**C:\Ciox\eip-master\eip-master\cipui**" and execute this command "**npm install -g http-server**" only once.
- To run the web application every time, execute this "**http-server -p 9091**" in command prompt with the "**C:\Ciox\eip-master\eip-master\cipui**" project path

**NOTE:** Above project path may be different in your case, depends upon your folder and project

- Now open browser and enter address localhost:9091. Clear the cache of browser whenever you make any changes in the code.
- Login to app using credentials (csr.manual@hsdev.com / Test@test01).

## **6.2 Quality Assurance (QA)**

### **6.2.1 Software Prerequisite**

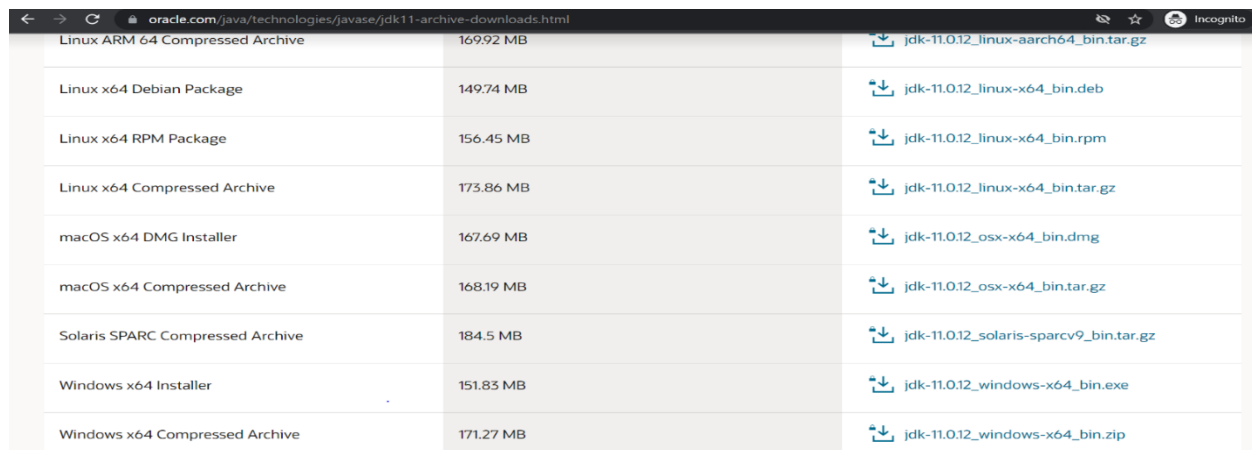
#### **Software Prerequisite for CIOX Health Source Application (QA)**

Below are the list of software's to be installed in your machine or VDI to setup the CiOX Health Source automation project

- 1) Java 11
- 2) Eclipse 4.21.0 (IDE for Enterprise Java and Web Developers)
- 3) TestNG
- 4) Cucumber
- 5) Natural
- 6) Git Bash
- 7) Fork
- 8) My SQL Workbench

## Software Installation Guidelines for JAVA 11

Please find the below references (<https://www.oracle.com/in/java/technologies/javase/jdk11-archive-downloads.html>) to download JAVA 11 for different platform and highlighted installer is for windows 64-bit machine.



Linux ARM 64 Compressed Archive	169.92 MB	<a href="#">jdk-11.0.12_linux-aarch64_bin.tar.gz</a>
Linux x64 Debian Package	149.74 MB	<a href="#">jdk-11.0.12_linux-x64_bin.deb</a>
Linux x64 RPM Package	156.45 MB	<a href="#">jdk-11.0.12_linux-x64_bin.rpm</a>
Linux x64 Compressed Archive	173.86 MB	<a href="#">jdk-11.0.12_linux-x64_bin.tar.gz</a>
macOS x64 DMG Installer	167.69 MB	<a href="#">jdk-11.0.12_osx-x64_bin.dmg</a>
macOS x64 Compressed Archive	168.19 MB	<a href="#">jdk-11.0.12_osx-x64_bin.tar.gz</a>
Solaris SPARC Compressed Archive	184.5 MB	<a href="#">jdk-11.0.12_solaris-sparcv9_bin.tar.gz</a>
Windows x64 Installer	151.83 MB	<a href="#">jdk-11.0.12_windows-x64_bin.exe</a>
Windows x64 Compressed Archive	171.27 MB	<a href="#">jdk-11.0.12_windows-x64_bin.zip</a>

Figure 6.2.1.0 Java Download Page

Once you click on exe file, it will redirect to Oracle login page. You have to enter your login credentials or register to download the required installer file.

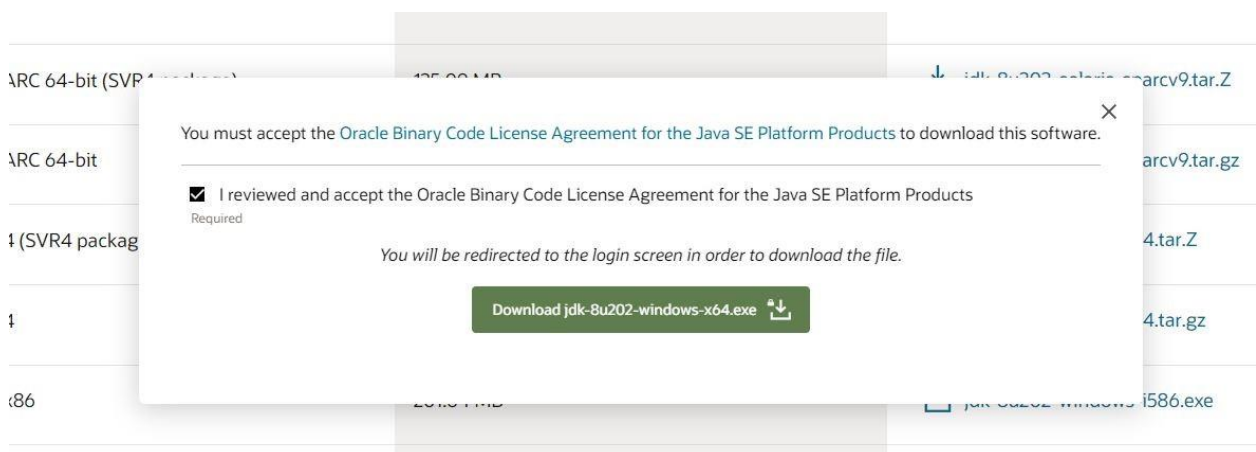


Figure 6.2.1.1 Terms And Agreement Page

### Software Installation Guidelines for Eclipse

Please find the below references (<https://www.eclipse.org/downloads/packages/release/2020-06/r>) to download eclipse installer for windows 32/64-bit machine.





Figure 6.2.1.2 Eclipse Download Page

Once you download the installer in your machine, the next step is to run exe file and select the IDE for Enterprise Java and Web Developers edition to complete the Eclipse installation as mentioned in below screenshot.

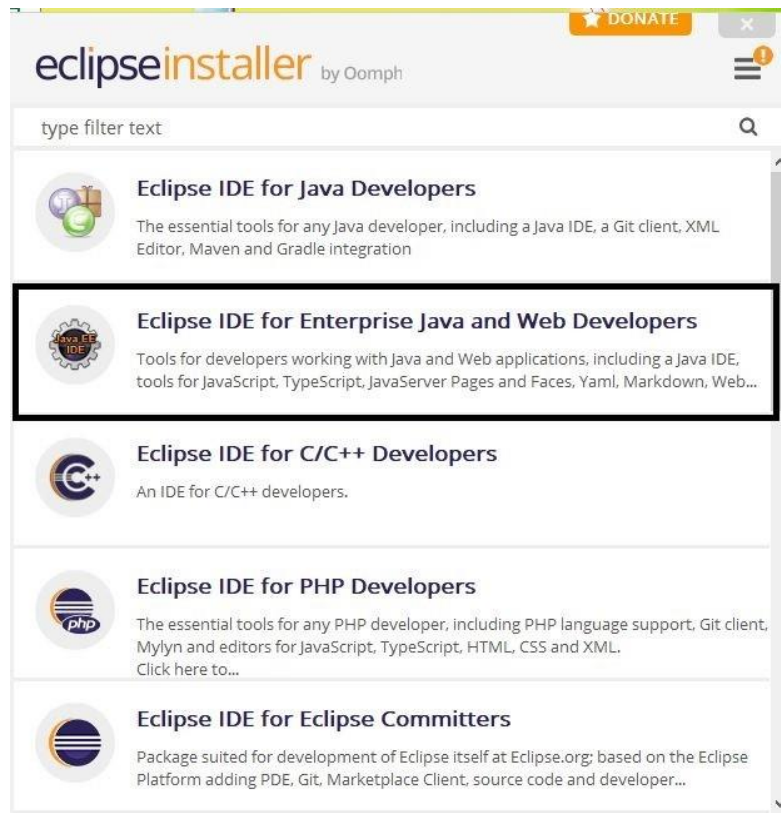


Figure 6.2.1.3 Eclipse Installer

## Cucumber plugin Installation Guidelines

Launch the Eclipse IDE navigate to Help -> Install new Software

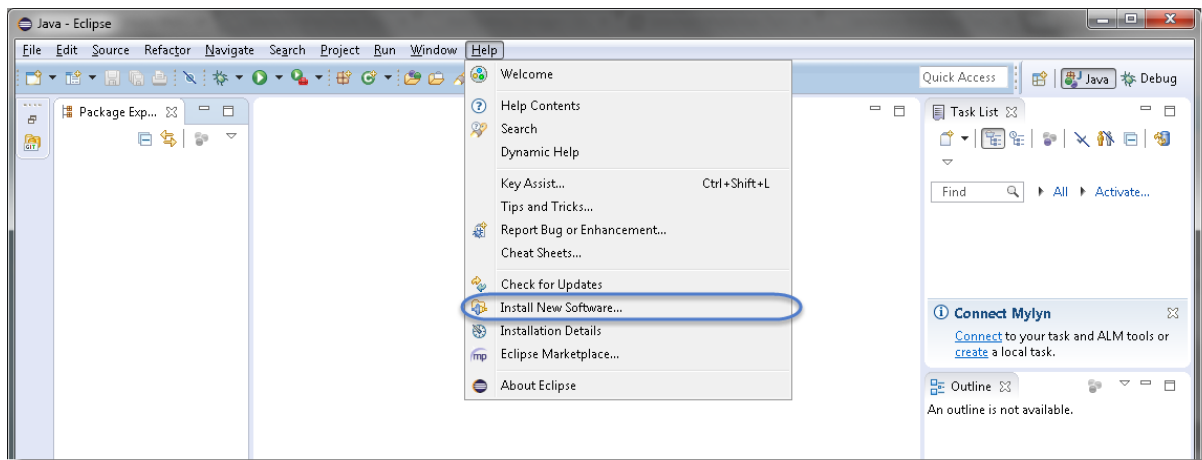


Figure 6.2.1.4 Eclipse

Click on Add button

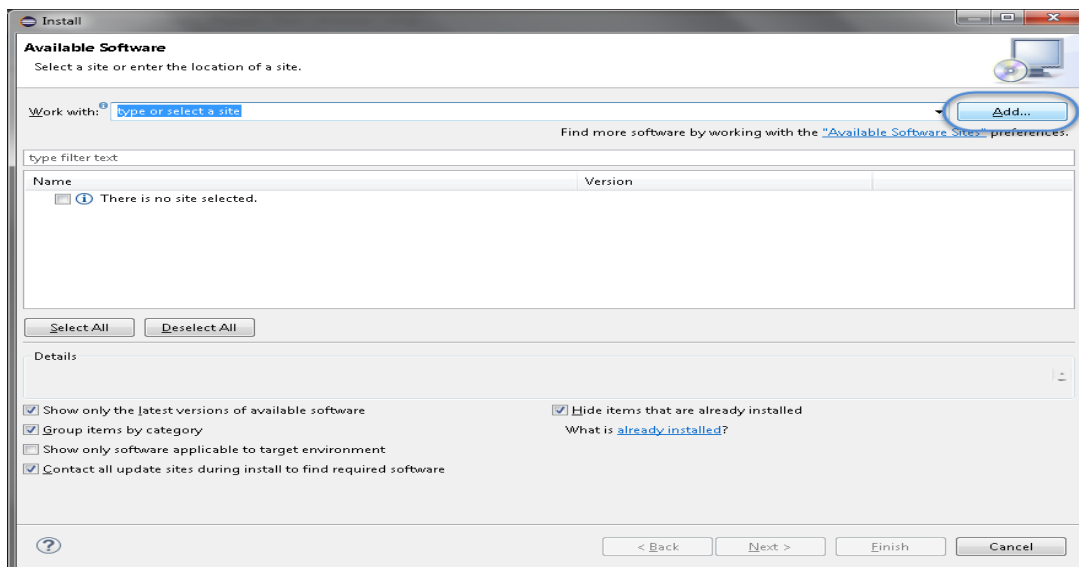


Figure 6.2.1.5 Install New Software

Enter Name and mention below URL in Location.

Location: <http://cucumber.github.com/cucumber-eclipse/update-site>

And click on OK button

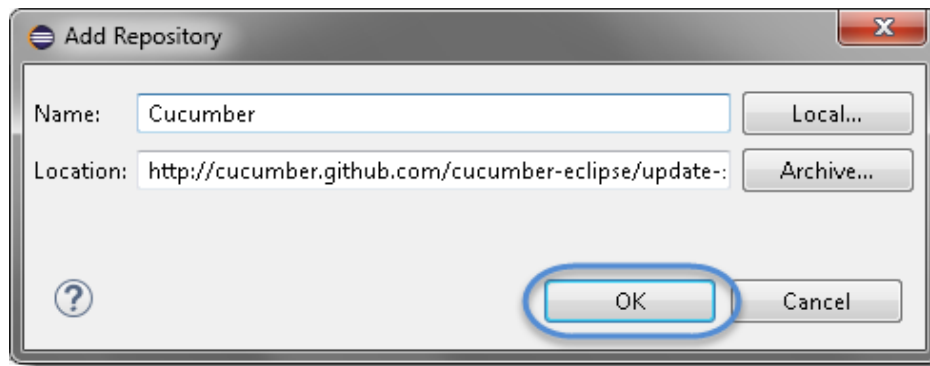


Figure 6.2.1.6 Add Repository

Then Select the Cucumber checkbox and click on Next button.

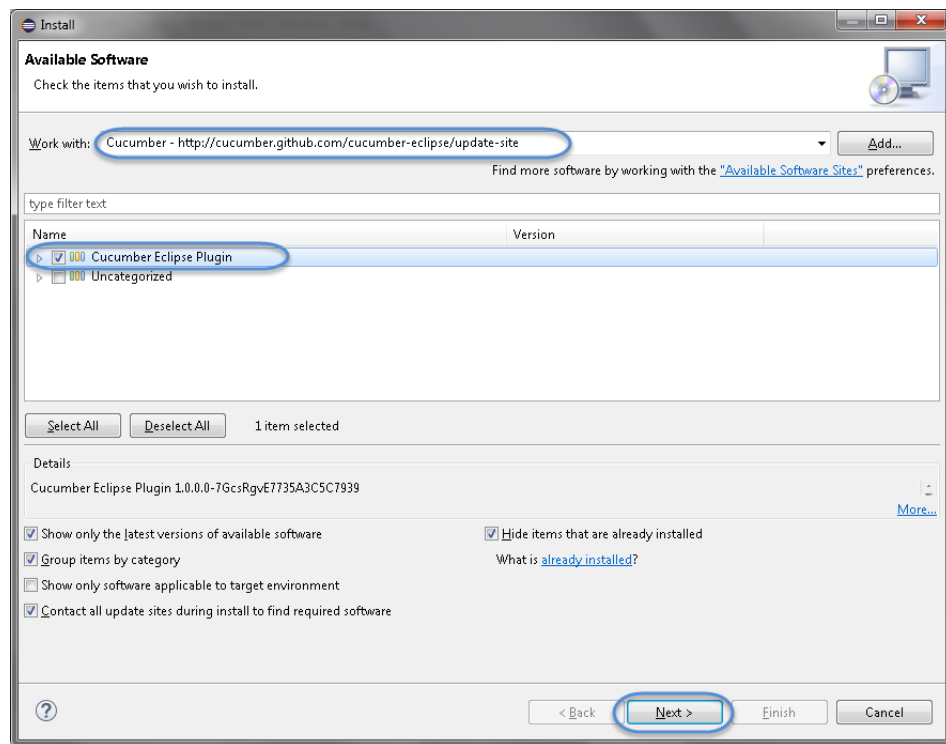


Figure 6.2.1.7 Install Software

Click on Next button.

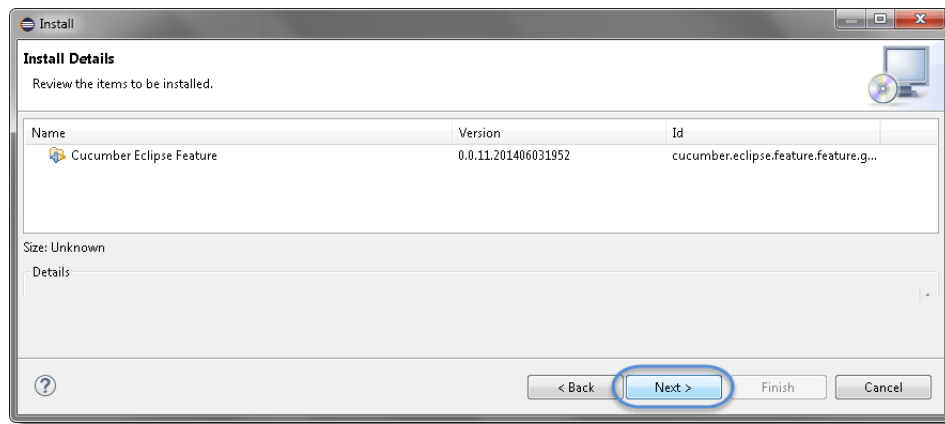


Figure 6.2.1.8 Install

Accept Terms and Agreements and Click Finish button.

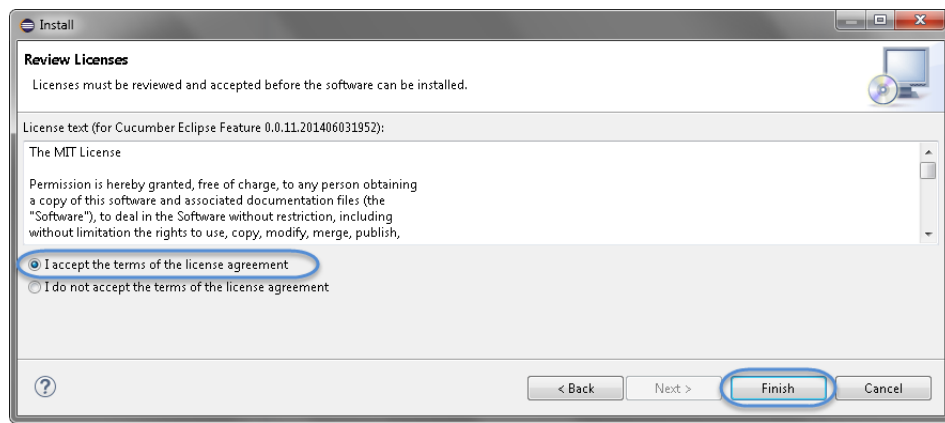


Figure 6.2.1.9 Terms And Agreements

Let it install, it will take few seconds to complete.

**Note:** Same way we can install TestNG and BDD plugin.

## 6.2.2 Project Configuration

- Create a folder with name **Source** in your user directory.

- Keep below 2 Jar files in the same path. (For Jar files [Click Here](#))
- Create folder by name **Repo** in Source folder.

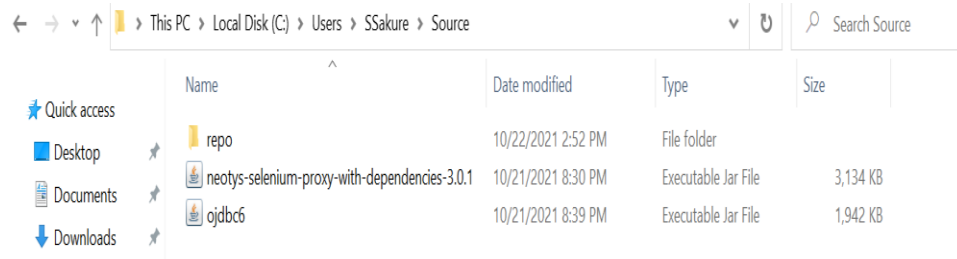


Figure 6.2.2.0 Folder Structure

- Now login the GitLab using your creds.

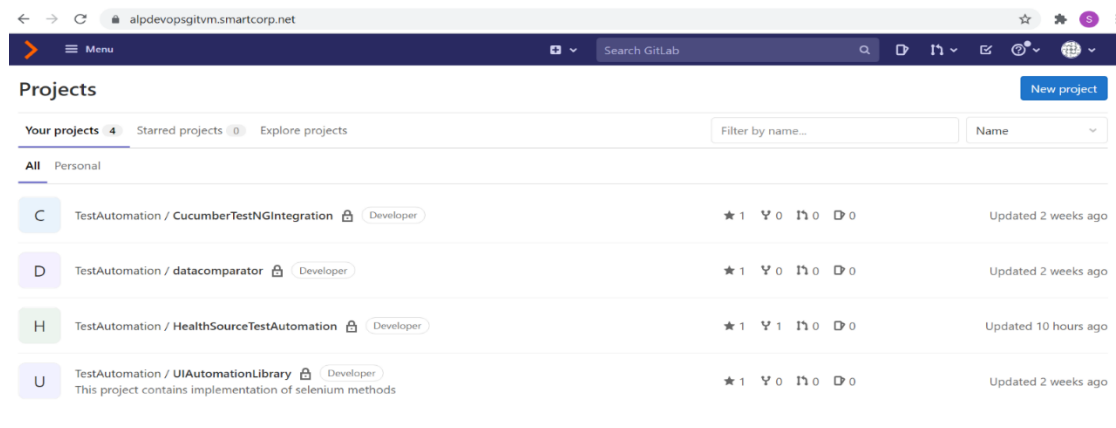


Figure 6.2.2.1. GitLab Projects

- Click on the project and again click on the Clone button.

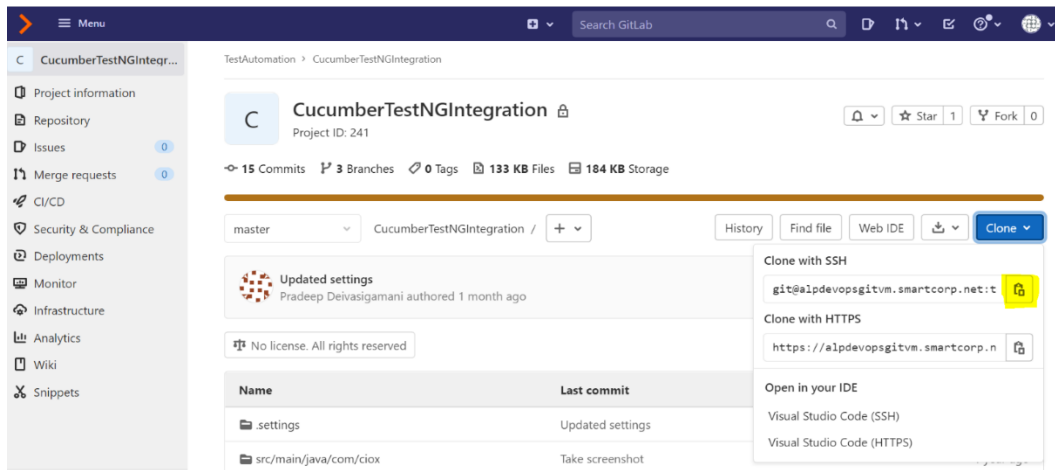


Figure 6.2.2.2 Project

- Copy Clone with SSH link.
- Now go to the Repo folder which we have created in step 3.
- Do right click and select Git Bash here.
- Then one command prompt will get open.
- Type command as Git Clone and paste that copied path next to command and hit Enter.

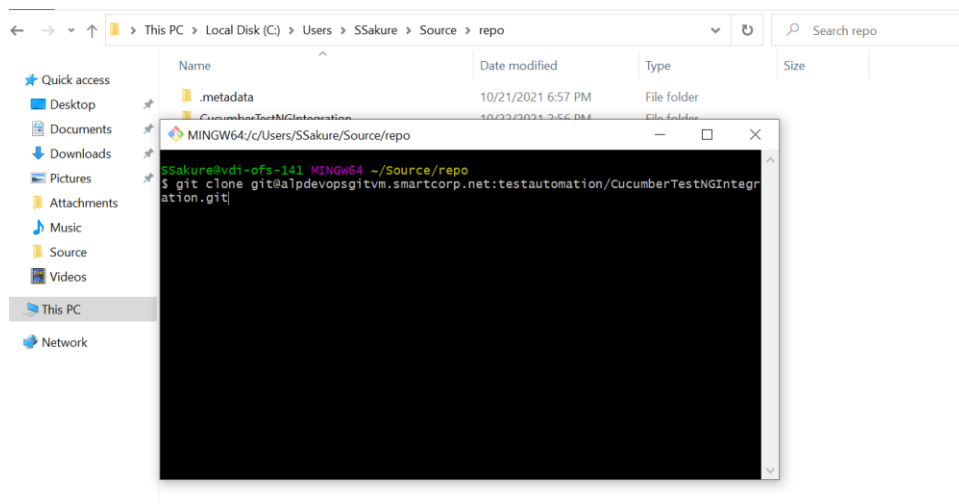


Figure 6.2.2.3 Clone Project using GitBash

- Once process is completed 100% then you can continue for the next step.
- Same way also we can import/clone other projects.

Follow below link to check recorded video for in details steps: [Click Here](#)

**Dependency tag:** <scope>system</scope>  
<systemPath>C:\Users\SSakure\source\ojdbc6.jar</systemPath>

### 6.2.3 References

Application Overview Videos: [Click Here](#)

Automation framework Overview: [ClickHere](#)

Jira Overview: [ClickHere](#)

Application URLs: <https://confluence.cioxhealth.com/display/HQ/HS+URLs>

Application Creds:

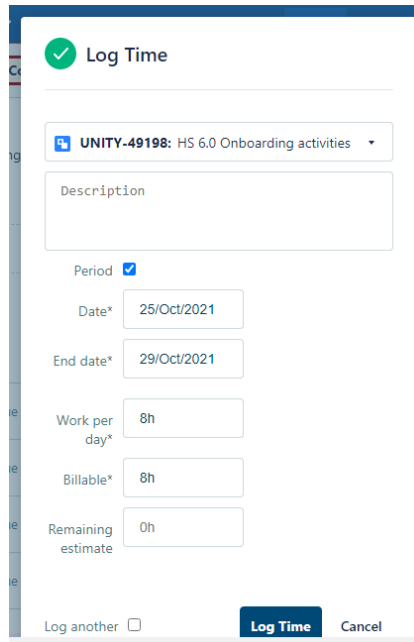
<https://confluence.cioxhealth.com/pages/viewpage.action?spaceKey=HQ&title=Test+Credentials>



## 7.0 Leaves and Timesheet

### 7.1 JIRA

- To log your work open [JIRA](#) and open the ticket assigned to you where you need to log your time.
- Click on “Log Time” button Enter the date if you are filling for current day else for date range select the period checkbox and “8h” in both textbox “Work Per Day” and “Billable”. You need to do this on daily basis or once in a week.



Log Time

UNITY-49198: HS 6.0 Onboarding activities

Description

Period ☒

Date\* 25/Oct/2021

End date\* 29/Oct/2021

Work per day\* 8h

Billable\* 8h

Remaining estimate 0h

Log another ☐ Log Time Cancel

Figure 7.1.0 LogTime in JIRA

## 7.2 PPM

- Click on PPM Center option after logging in Ciox using okta.

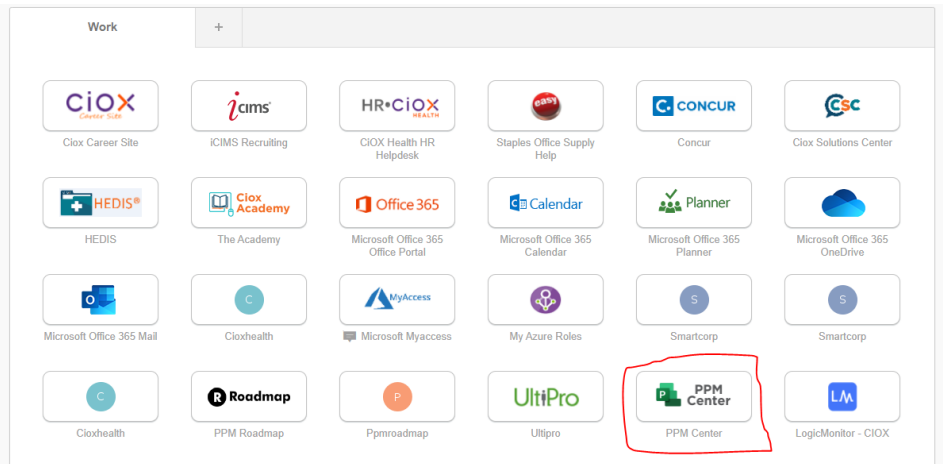


Figure 7.2.0 PPM Option

- You will see a Timesheet Option on the left side. After clicking on it, you will get Timesheet window where you will see your project. In Build section inside your project the **Planned** hours will be pre-populated you need to enter hours in **Actual** of only build section. For any **Holiday** and **Non-project** work there is separate section in which you can log the work hours.

BROWSE TIMESHEET OPTIONS

Timesheet

SHARE FOLLOW

Projects

Project Requests

Reports

Approvals

Timesheet

Manage Timesheets

Server Settings

Request Access to PPM Center

Knowledgebase and Training

Support (CSC Service Desk)

Jira Time Entry & Initiatives

Instructions

FAQs

① Your timesheet has been approved by Kunal Brose Total: 40h Period: 10/25/2021 12:00 AM - 10/31/2021 11:59 PM

Task Name/Descrip	Comment	Billing Category	Process Status	Time Type	Mon 10/25	Tue 10/26	Wed 10/27	Thu 10/28	Fri 10/29	Sat 10/30	Sun 10/31
Project Name: A											
<input type="checkbox"/> Holidays and P		Holidays and P		Actual							
<input type="checkbox"/> Planned				Planned							
<input type="checkbox"/> Non Project W		Non Project W		Actual							
<input type="checkbox"/> Planned				Planned							
Project Name: H											
<input type="checkbox"/> Build		Standard	Awaiting Appro	Actual	8h	8h	8h	8h	8h		
<input type="checkbox"/> Planned				Planned	8h	8h	8h	8h	8h		
<input type="checkbox"/> Plan		Standard		Actual							
<input type="checkbox"/> Planned				Planned							
<input type="checkbox"/> Warranty		Standard		Actual							
<input type="checkbox"/> Planned				Planned							
				Actual	8h	8h	8h	8h	8h		
				Planned	8h	8h	8h	8h	8h		

Figure 7.2.1 PPM Timesheet

- In the Timesheet tab Click on Save. Then after reviewing your timesheet Select Send -> Turn in the Final Timesheet. This needs to be filled as per timeline.

The screenshot shows the 'Project' timesheet interface. The 'Turn in Final Timesheet' dropdown menu is open, showing options: 'Turn in your timesheet for approval. This is typically done at the end of the period. After you turn in your timesheet it will be locked to edit unless you recall it.', 'Send Progress for All Tasks', 'Send Progress for Selected Tasks', and 'Send Progress for Selected Tasks'. The main table displays timesheet entries for a project named 'Project Name: A'. The table has columns for Task Name/Description, Comment, Billing Category, Process Status, Time Type, and dates from Mon 10/25 to Sat 10/30. The 'Process Status' column shows 'Awaiting Approval' for some entries.

Task Name/Description	Comment	Billing Category	Process Status	Time Type	Mon 10/25	Tue 10/26	Wed 10/27	Thu 10/28	Fri 10/29	Sat 10/30	Sun 10/31
Project Name: A											
Holidays and PTO		Holidays and PTO		Actual							
				Planned							
				Actual							
				Planned							
Non Project Work		Non Project Work									
Project Name: B											
Build		Standard	Awaiting Approval	Actual	8h	8h	8h	8h	8h		
				Planned	8h	8h	8h	8h	8h		
Plan		Standard		Actual							
				Planned							
Warranty		Standard		Actual							
				Planned							
				Actual	8h	8h	8h	8h	8h		

Figure 7.2.2 Submit Timesheet

## 7.3 Confluence

- Go to [Confluence](#) link to see the leave plan dashboard for SCRUM CRI Team as shown in below screenshot

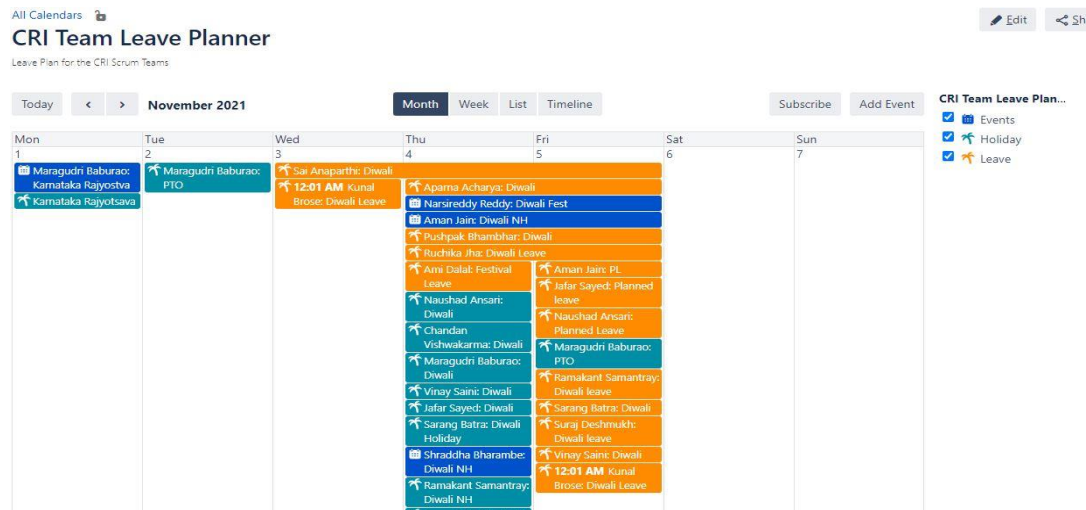


Figure 7.3.0 Confluence Dashboard

- select the day on which you are planning to take leave. Select Event Type as Holiday if the day comes under NH.

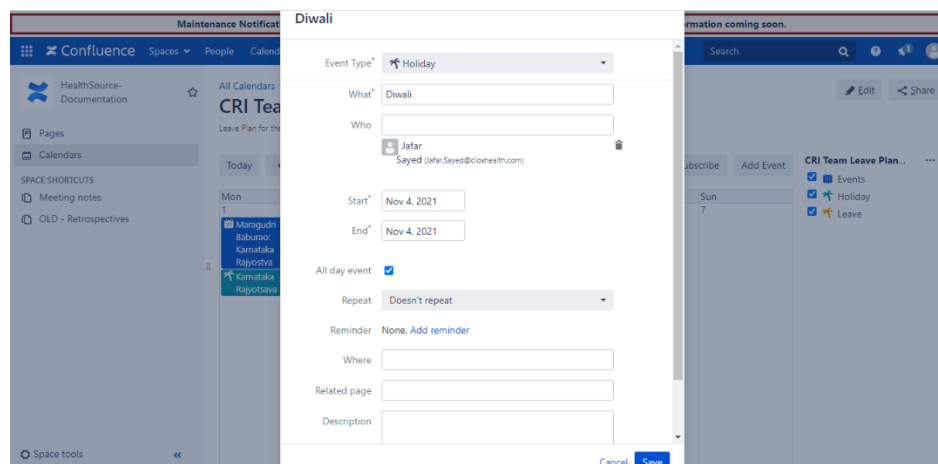


Figure 7.3.1 Holiday Confluence

- Select Event Type as Leave if you are taking Planned Leave.

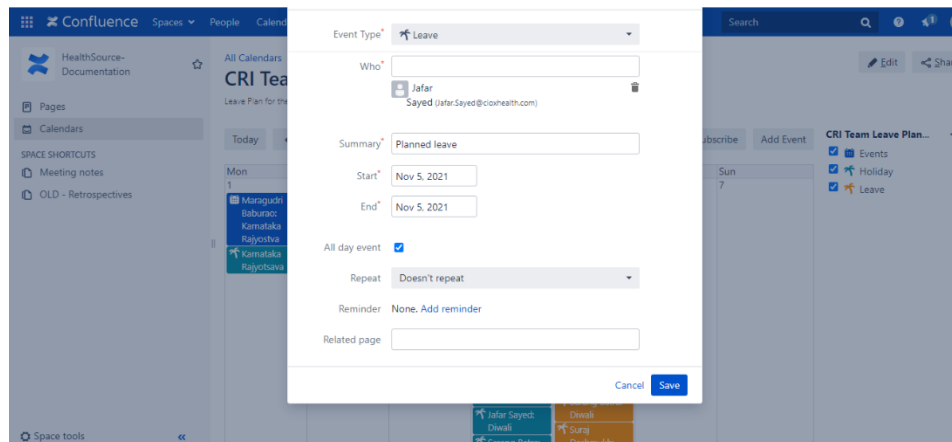


Figure 7.3.2 Ciox Dashboard 1

## 8.0 Appendix

### 8.1 Important Links

- Ciox Okta Link- <https://cioxhealth.okta.com/>
- JIRA link – <https://jira.cioxhealth.com/>
- Confluence link- <https://confluence.cioxhealth.com/>
- SmartCorp Link – [https://alpdevopsgitvm.smartcorp.net/users/sign\\_in](https://alpdevopsgitvm.smartcorp.net/users/sign_in)
- CSC Ticket Link -<https://csc.cioxhealth.com/plugins/servlet/desk/portal/2/create/795>
- Application Overview Videos: [Click Here](#)