**Note:** Print this page only when adding / amending / deleting a document. If using this document as a record, this Revision History page can be omitted.

**REVISION HISTORY**

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| --- | --- | --- | --- | --- | --- |
| Revision no | Date | Description of Changes | Reason for Revision | Revised by | Approved by: |
| 0 | 13 April 17 | Initial Check in |  | GCMiralles | RCGanal |

1. **Objective**
2. To provide a guide on create and update tasks using the Kanboard.
3. **Responsibility**
4. Product Development Manager
5. Analyst
6. Developer
7. **References**
8. **Table of Contents**
9. Creating a task
10. Moving from one column to another
11. Moving from one project to another
12. Deletion of duplicate tasks
13. Database Changes
14. **Guidelines**
15. **CREATING A TASK**
16. Format for title is <CLIENT> <#> <system process>.

Example UCPB 20001, 20002, 20003 AFPGEN 12345 GENQA 1975 OR Issuance

1. Description should be relevant to the error filed by the client. (not necessary the exact copy of client description in mantis)
2. Comment for steps to reproduce is a must
3. Provide final due date based from the SLA.
   1. Due date may be updated by the devt team upon SA approval of RCVF.
4. Please provide correct category of the error (UW-Bug, CL- Enhancement, etc)
5. RCVF (if available) should be attached. *RCVF is required if task is filed by CM team.*
   1. Provide BP/BR affected
   2. Indicated testing result at baseline environment
   3. VF should include steps to recreate, specific scenario when the error will occur.
   4. VF should be done on different record.
   5. For optimization, please include the actual speed and parameters and security rights of the user.
6. **MOVING FROM ONE COLUMN TO ANOTHER**
7. Enter comments/notes before moving.
8. **MOVING FROM ONE PROJECT TO ANOTHER**
9. Ensure that task is in the proper column.
10. Enter comments/notes before closing.
11. Do not forget to close the task.
12. **DELETION OF DUPLICATE TASKS**
13. Edit title of old task, include the other related SRs.
14. Remove new task submitted.
15. **DATABASE CHANGES**
16. Indicate before release, if there is a need to update data dictionary
    1. New tables
    2. New columns
    3. Parameters
    4. Constraints