Software Release Process

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1 Initial Release

1.1 TortoiseSVN

1.1.1 Check In Code

Checking in code in Tortoise SVN is relatively simple. You can tell that code is modified and needs to be checked in based on the green check mark turning into a red exclamation point.

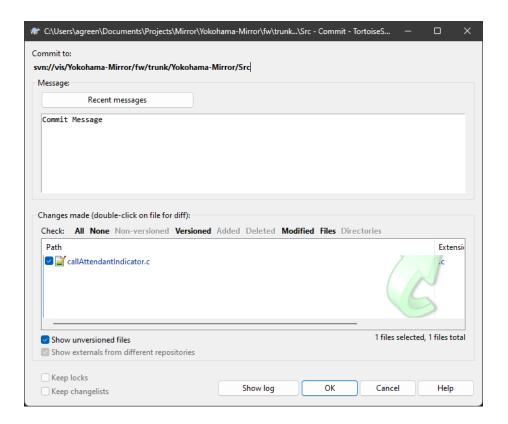




To check in, right click in the folder and select SVN Commit.... Changes will be shown in the current folder and any sub-folders. Therefore selecting SVN Commit... in the uppermost folder (folder with .svn inside of it) will show all changes, but doing it in a folder with no sub-folders will only show changes in that folder. I believe it is a good idea to do the highest folder in the hierarchy, but if you only want to check in code at that moment, doing it in the trunk directory will suffice.



The files to be committed will be in the bottom portion of the window, selecting the check box will indicate you wish to commit them. You can double click on the files to bring up a diff between the current and previous versions of the file. When you are ready, type a description of the commit in the upper window and click OK.

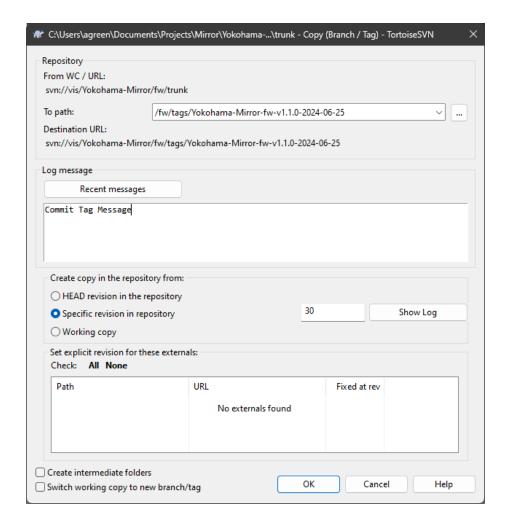


1.1.2 Create Tag

To create a tag, go to into the trunk directory and right click and select TortoiseSVN->Branch/tag....



The *To path*: on the top is where to create the tag. This should be in a folder in the *tags* folder with the <project>-<version>-<date> format. In the *Log message* section, write a message associated with this tag. And finally, you can click *Show Log* to select the version you want to include in this tag. Click OK when finished.



1.1.3 Release

To release software, create a folder in the *releases* folder with the Release_<version number> format. In this folder, create *bin* and *src* folders. Inside each of these folders should be a .zip file (of output files in *bin* and source files in *src*), a *Software Release Notes* word document, and a PDF of this document. Commit this folder to SVN using the above steps when you finish with this folder.

1.2 SmarTeam

Note: It is important to have all documents filled out in the way that they should be submitted before submitting an ECO, because any edits to the files will kick back the ECO to you. See the *ECO Kickback* section for information about this.

1.2.1 Updating Files

SmarTeam is a bit tricky to get right the first time, so follow these steps carefully. First, in SmarTeam, navigate to your project, then the files you with to update (*Design NoteBook->Detailed Design General->Top Level Design General->Software*).

```
Documents

→ FLD-0026643 A.000 C - PMO NoteBook - A2013 General

→ FLD-0026674 A.000 Phase Gate Reviews General
FLD-0026673 A 000 Engineering / Technical Data General
FLD-0026669 A 000 Procurement General
FLD-0026668 A 000 Risk General
         FLD-0026667 A.000 Action Items General
     È → FLD-0026666 A.000 Quality General
     FLD-0026663 A 000 Cost General
⊕ ► FLD-0026662 A.000 Schedule Gener

⊕ ► FLD-0026659 A.000 Scope General
FLD-0026655 A.000 CDRL General

PFLD-0026647 A.000 Correspondence General
FLD-0026644 A.000 Contract General
FLD-0026588 A.000 Design NoteBook - A2013 General
FLD-0026598 A.000 Design NoteBook - A2013 General
FLD-0026640 A.000 d. Production General
FLD-0026636 A.000 c. Verification and Validation General
        🏊 📂 FLD-0026590 A.000 i. Top Level Design General
        ⊕ ► FLD-0026693 6. Customer Received Files

⊕ ► FLD-0026694 5. Emails
            ► FLD-0026695 4. Design Reviews

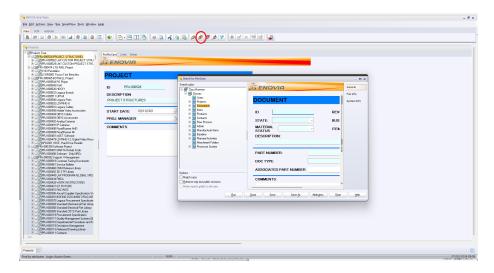
► FLD-0026696 3. SDRLs

► FLD-0026699 2. Plan Layout
            ⇒FLD-002600 1. Design Documents
⇒FLD-0030454 7. Software
□ □ ★SWP-00004318.000 SOFTWARE RELEASE FOR YOKOHAMA MIRROR LABWINDOWS GUI BINARY V1.1.0
                ⊕ □ 002140450028IN C.001 YOKOHAMA MIRROR LABWINDOWS GUI BINARY V1.1.0 ZIP
⊕ □ 02140450028IN C.001 YOKOHAMA MIRROR LABWINDOWS GUI BINARY V1.1.0 ZIP
⊕ □ 02140450028RN C.001 YOKOHAMA MIRROR LABWINDOWS GUI BINARY SOFTWARE RELEASE NOTES v1.1.0 Microsoft Word
⊕ □ 02140450028RN_PDF B.000 YOKOHAMA MIRROR LABWINDOWS GUI BINARY SOFTWARE RELEASE NOTES v1.1.0, PDF PDF
            ☐ ☐ $\text{SVP-0000433 B.001 SOFTWARE RELEASE FOR YOKOHAMA MIRROR CONTROLLER BINARY V.1.1.0
☐ ☐ 02121080025RN B.001 YOKOHAMA MIRROR CONTROLLER BINARY SOFTWARE RELEASE NOTES V1.1.0 Microsoft Word
☐ ☐ 02121080025IN B.001 YOKOHAMA MIRROR CONTROLLER BINARY V.1.1.0 ZIP
            😑 🗏 🚰 SWP-0000430 B.001 SOFTWARE RELEASE FOR YOKOHAMA MIRROR LABWINDOWS GUI SOURCE v1.1.0
                          ] 0214044002SRC B.001 YOKOHAMA MIRROR LABWINDOWS GUI SOURCE v1.10.ZIP
| 0214044002SRN B.001 YOKOHAMA MIRROR LABWINDOWS GUI SOURCE SOFTWARE RELEASE NOTES v1.1.0 Microsoft World
                           0214044002SRN_PDF B.000 YOKOHAMA MIRROR LABWINDOWS GUI SOURCE SOFTWARE RELEASE NOTES v1.1.0, PDF PDF
```

Next, right click on the SWP (Software Package) and select $Life\ Cycle>Check\ Out.$ If this does not exist, you will need to right click on the Software folder and select $Add->Design->Software\ Package$ and fill out the information.

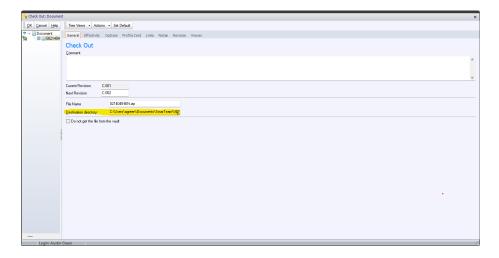


Another way of finding the files is to search for the $Part\ Number$ in SmarTeam using $Find\ by\ attribute$ and Documents. Type the $Part\ Number$ in the ID field and make sure you add an astrisk (*) after the $Part\ Number$ to include all documents with that $Part\ Number$.



Next, right click and select Update and update the DESCRIPTION and COMMENTS on the right to reflect the new version number. Additionally, update the $Part\ Number$ by increasing the number by one. Here, you are actually increasing what is known as the $slash\ number$ which is just the last three digits after the part number. Click OK when done.

Next, right click and select *Life Cycle->Check Out* any files below the *SWP* you are changing, paying attention to the *Destination directory:* field. This is where SmarTeam will place the documents. Click OK when you select the destination.



If the file does not already exist in SmarTeam, right click on the SWP and select Add->Document and fill out the information similar to the other documents.

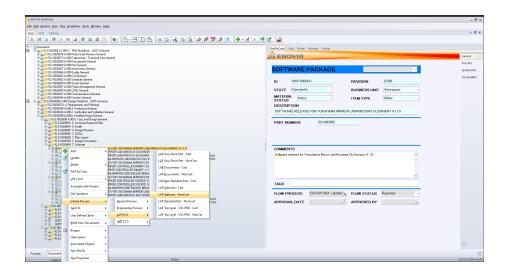
Next, using Windows Explorer, navigate to the folder you selected as the destination directory and replace the checked out files with the ones you created in the *releases* folder above.

Next, back in SmarTeam, update the file similar to the way you updated the SWP above by right clicking the file and selecting Update. You will need to update the ID and PART NUMBER by incrementing the slash number and update the DESCRIPTION and COMMENTS on the right to reflect the new version number.

Finally, right click and select $Life\ Cycle > Check\ In$ when you are done. Add a description of the change and select OK.

1.2.2 Submitting an ECO

There should be one ECO submitted per SWP. When you are done updating all of the files in an SWP and any files with the same *Part Number*, right click on the SWP and select *Initiate Process->LAP ECO-LAP Software - Cert/NonCert* depending on if this needs to be certified or not. Ask for guidance if you are unsure.



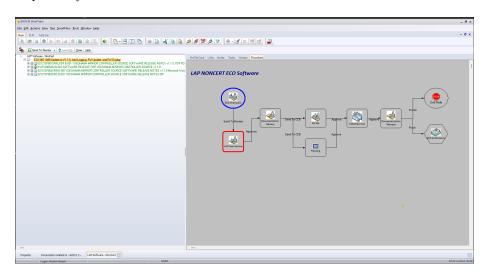
This will bring up the ECO Window.

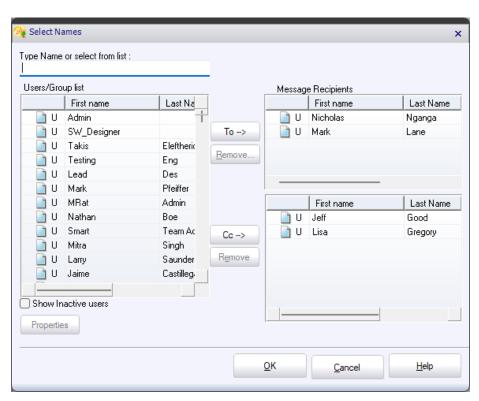


Your ECO will only have one item to start. If you are updating other files not included in the SWP, drag the rest of the files, from the Projects Documents pane (where you were checking in and out files) or search query onto the *ECO* item. The structure should look like the above with the documents being a subset of the ECO.

Next right click the ECO and click Update. Fill out all the fields, the Description of Change and Reason for Change can be the same. The Project Number is the number associated with the project you are in.

Next, select the *Flowchart* tab at the top. Right click the *LAP Peer Review* box and select *Executors*. From here click *Add New...* and add an people that you wish to review or see the the ECO by clicking the To-> or Cc-> buttons respectively.





When you are finished, select the *Send To Review* button in the top left and click *OK*. This will pull up an Outlook email which you can go ahead and send. You have now submitted an ECO!

2 ECO Kickback

If an ECO is kicked back to you (rejected) it will show up in your SmarTeam inbox.



If you double click on the message, it will open up the ECO. Resubmitting the ECO is easy, all the files you submitted are already in there, so if you need to change any go through the same Checkout-Checkin process listed above. Likewise, if you need to add more files, go through the Add files process listed above. Any modified and checked in files should automatically be reflected in the ECO. All you need to do from here is double check that the documents in the ECO are correct, and if not replace them. From there click the *Send To Review* button again.