

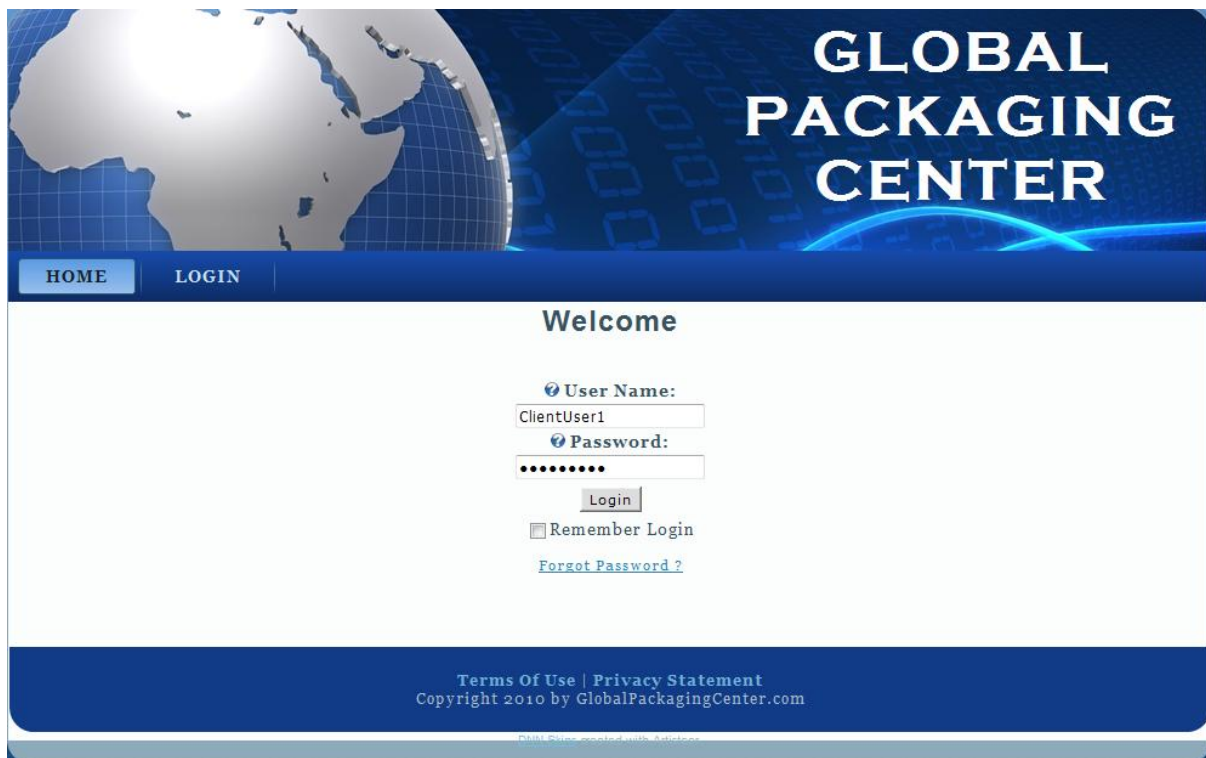


GLOBAL PACKAGING CENTRE

User Guide

For Further Help:
Phone: (07) 55 801 455
Mobile: 0412 410 435

Navigate to the site given to you and login:



The screenshot shows the login page of the Global Packaging Center. The header features a globe and the site name. Below the header is a navigation bar with 'HOME' and 'LOGIN' buttons. The main content area is titled 'Welcome' and contains a login form with fields for 'User Name' (containing 'ClientUser1') and 'Password' (masked with dots). There is a 'Login' button, a 'Remember Login' checkbox, and a 'Forgot Password?' link. The footer contains links for 'Terms Of Use' and 'Privacy Statement', and a copyright notice for 2010.

To add a new package request click **Add Package**:



The screenshot shows the dashboard of the Global Packaging Center after login. The header now includes 'HOME', 'LOGOUT', and 'CLIENTUSER1'. Below the header is a navigation bar with tabs: 'All', 'Discovery', 'Packaging', 'Quality', 'Acceptance', and 'Completed'. On the right side of this bar are two buttons: 'Add Package' (with a plus icon) and 'Reports' (with a bar chart icon). A red arrow points from the text 'To add a new package request click Add Package:' to the 'Add Package' button. Below the navigation bar is a message box that says 'There is no package.' The footer is the same as the login page.

The following page will appear:

Keep the **Vendor Name** as short as possible. Do not use Inc., Corporation, LLC, PLC, Pty etc.

Keep the **Application Name** as short as possible. If it is too long abbreviate words like Professional to Pro etc.

Enter **revision** as per your Packaging Standards

The screenshot shows a web form titled "New Package". It contains several input fields and dropdown menus. Annotations with red arrows point to specific fields: "Vendor:" (pointing to the text input), "Application Name:" (pointing to the text input), "Application Version:" (pointing to the text input), "Priority:" (pointing to the dropdown menu showing "High"), "Operating System:" (pointing to the dropdown menu showing "Windows 7"), "Package Type:" (pointing to the dropdown menu showing "App-V"), and "Revision:" (pointing to the text input). A red box highlights the "Upload Documentation:" section, which includes a text input and a "Browse..." button. Below the form are "Update" and "Cancel" links. A large text area for "Comments:" is also visible.

Add the version of the application

Select the Priority High, Medium or Low

The Upload Documentation will only appear for clients that provide their own documentation. If this is not present in your page then the site will create the documentation automatically.

Click **Update** to add the package.

Sample Entry Below:

Application Name: Acrobat Professional Application Version: 9.3	
Package Operating System: Windows 7 Package Type: MSI Priority: Medium	
Package State: Discovery Documentation: Source Code:	
Comments Client: Please check for the latest updates and add them to the package.	

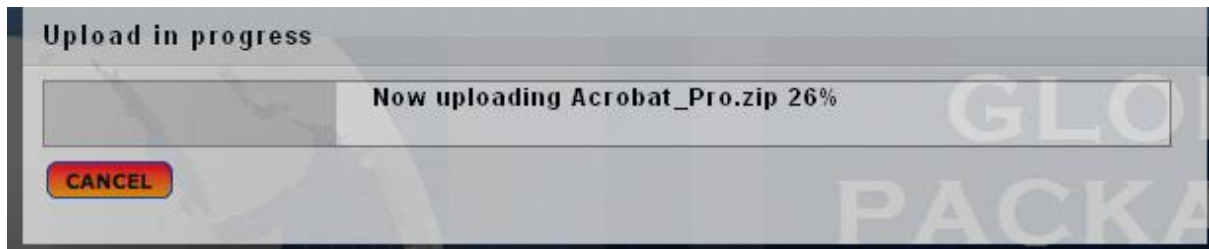
Discovery
Comments:
Current Status: Started

Source Code:

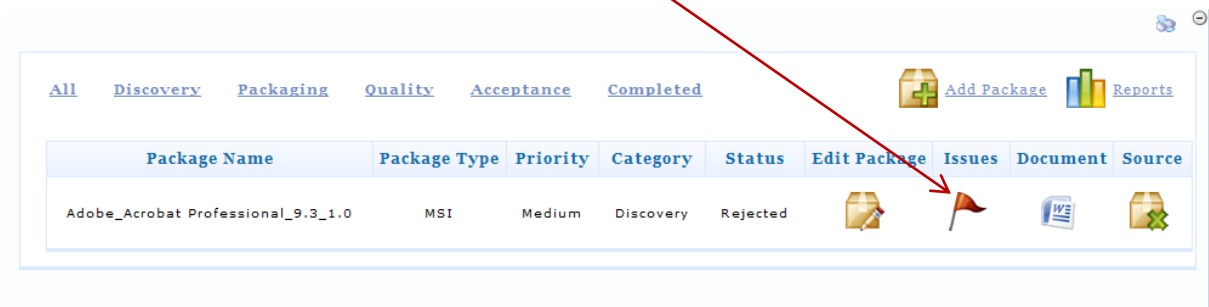
[Update](#)
[Cancel](#)

Browse to the location of the source files and click **upload**. Please note Source files MUST be compressed into a single zip file.

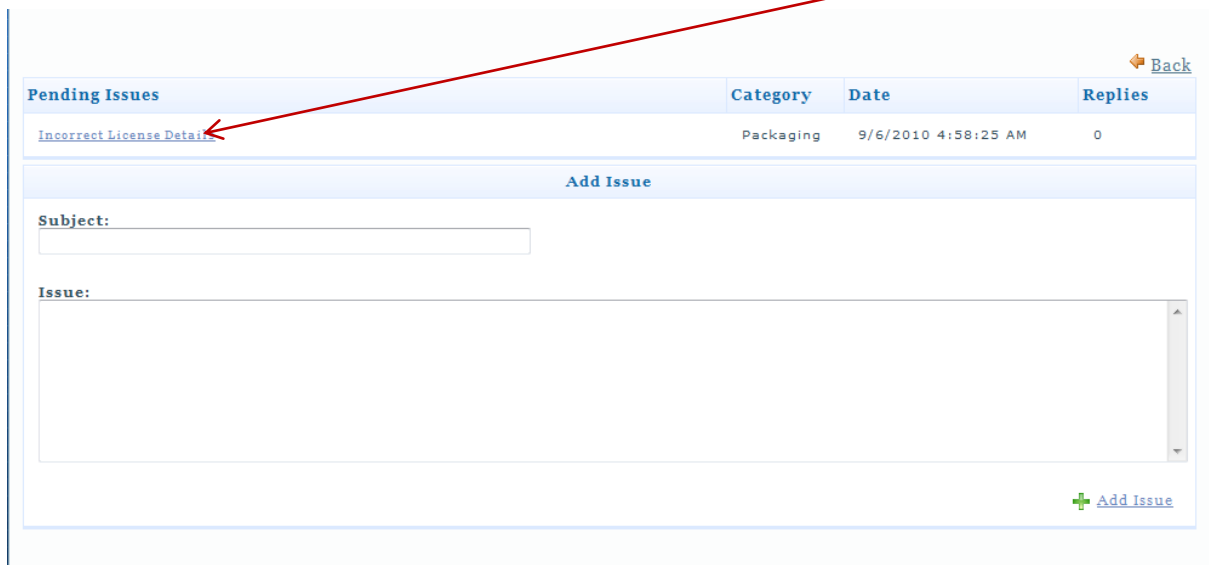
When the upload starts, a progress bar will appear and once the upload has completed the package will automatically be moved from the Discovery stage to the **Packaging Stage**.



If there is an issue when packaging the Packager will add the issue and move the package back to the Discovery stage. You will receive an email and when you log back into the site will see that package in the discovery stage with a red flag denoting an **issue**:

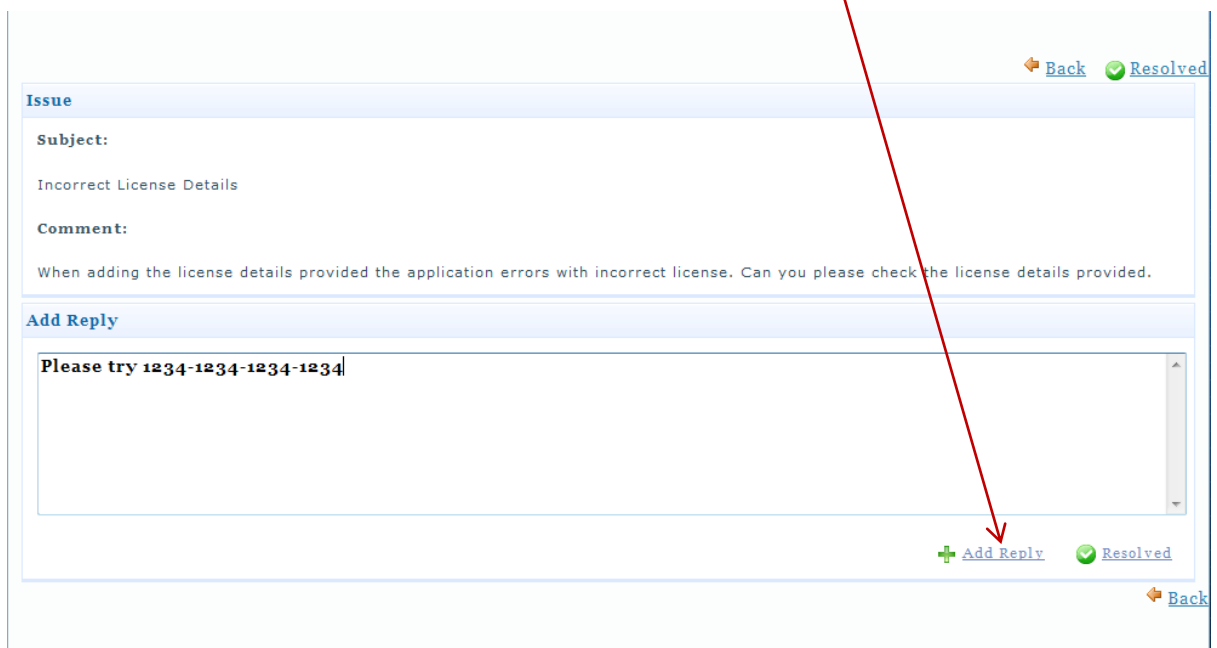


To view and resolve the issue click on the **red flag** icon, then click on the **issue** link.



The following page will be shown:

Enter the resolution in the **Add Reply** comment box and click **Add Reply**



Back Resolved

Issue

Subject:

Incorrect License Details

Comment:

When adding the license details provided the application errors with incorrect license. Can you please check the license details provided.

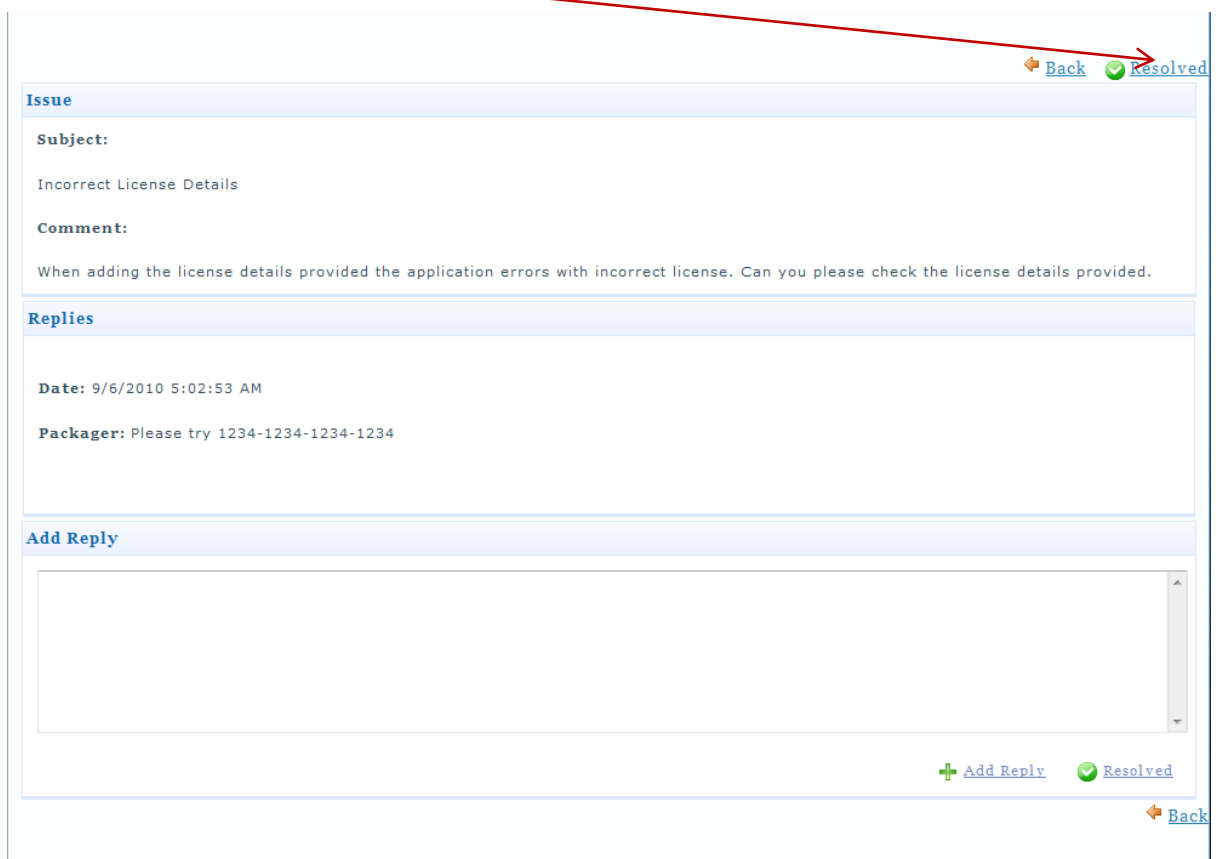
Add Reply

Please try 1234-1234-1234-1234

+ Add Reply Resolved

Back

Then Click **resolved**:



Back Resolved

Issue

Subject:

Incorrect License Details

Comment:

When adding the license details provided the application errors with incorrect license. Can you please check the license details provided.

Replies

Date: 9/6/2010 5:02:53 AM

Packager: Please try 1234-1234-1234-1234

Add Reply

+ Add Reply Resolved

Back

Then click **Back**:

Package Info

Application

Vendor: Adobe

Application Name: Acrobat Professional

Application Version: 9.3

Package


Operating System: Windows 7


Package Type: MSI

Priority: Medium

Package

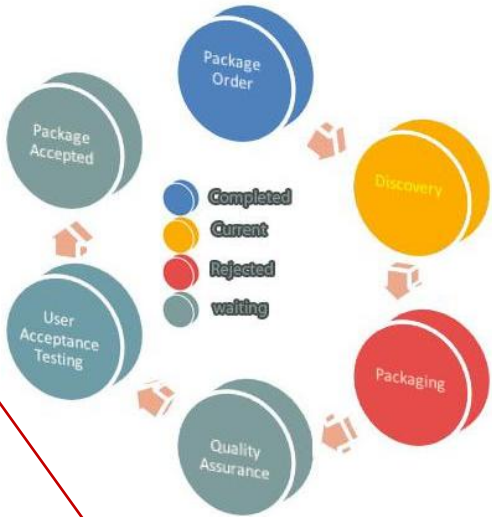
State: Discovery

Documentation: 


Source Code: 


Comments

Client: Please check for the latest updates and add them to the package.





Upload Documentation






[Back](#)


[Delete](#)

You will now see the issues flag is green, Click the **Package Name** Link.

[All](#)
[Discovery](#)
[Packaging](#)
[Quality](#)
[Acceptance](#)
[Completed](#)

 [Add Package](#)
 [Reports](#)

Package Name	Package Type	Priority	Category	Status	Edit Package	Issues	Document	Source
Adobe_Acrobat Professional_9.3_1.0	MSI	Medium	Discovery	New				


Then scroll to the bottom of the page and click **Discovery Completed**


Package Type: MSI


Priority: Medium

Package

State: Discovery

Documentation: 

Source Code: 



Comments

Client: Please check for the latest updates and add them to the package.

Rejections

Date: 9/6/2010 4:58:37 AM

Comment:

Discovery

Comments:

Current Status: Started

Source Code:

Browse...

Remove

Upload

[Update](#)

[Discovery Completed](#)

[Cancel](#)

This will move the package into the **Packaging stage** again with an email sent to the packager with the resolution details.

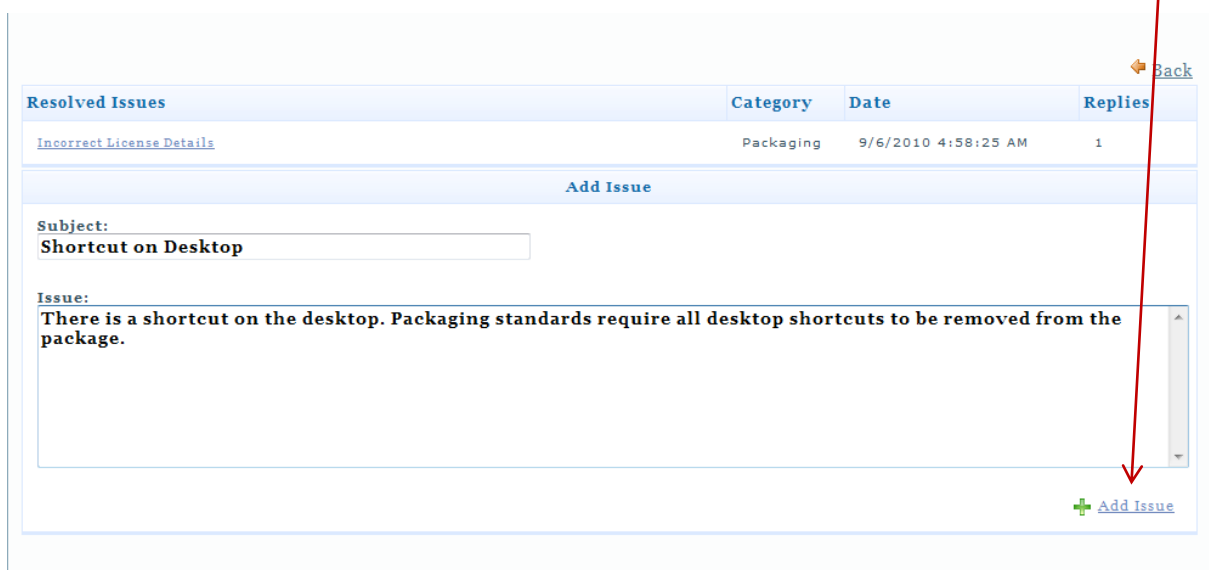
When the packaging is completed you will receive an email to advise that the packaging has been completed and to commence **Quality Assurance**. Log back into the site and you will see the package now in the **Quality Assurance** stage.



The screenshot shows a web application interface with a navigation bar at the top containing links: [All](#), [Discovery](#), [Packaging](#), [Quality](#), [Acceptance](#), and [Completed](#). To the right of these links are icons for [Add Package](#) and [Reports](#). Below the navigation bar is a table with the following columns: Package Name, Package Type, Priority, Category, Status, Edit Package, Issues, Document, and Source. A single row of data is visible, representing the package 'Adobe_Acrobat Professional_9.3.1.0' with a Package Type of 'MSI', Priority of 'Medium', Category of 'Quality Assurance', and Status of 'New'. The 'Edit Package', 'Issues', 'Document', and 'Source' columns for this row contain icons: a box with a plus sign, a green flag, a document icon, and a box with a plus sign respectively.

Package Name	Package Type	Priority	Category	Status	Edit Package	Issues	Document	Source
Adobe_Acrobat Professional_9.3.1.0	MSI	Medium	Quality Assurance	New				

Perform your QA tests on the package. If any issues are found click the issues flag and add the issue:



The screenshot shows the 'Add Issue' form. At the top right is a [Back](#) link. Below it is a table with the following columns: Resolved Issues, Category, Date, and Replies. A single row of data is visible, representing the issue 'Incorrect License Details' with a Category of 'Packaging', Date of '9/6/2010 4:58:25 AM', and Replies of '1'. Below the table is a section titled 'Add Issue'. It contains a 'Subject:' label followed by a text input field containing 'Shortcut on Desktop'. Below this is an 'Issue:' label followed by a text area containing the text 'There is a shortcut on the desktop. Packaging standards require all desktop shortcuts to be removed from the package.' At the bottom right of the form is a green plus icon followed by the text 'Add Issue'.

Resolved Issues	Category	Date	Replies
Incorrect License Details	Packaging	9/6/2010 4:58:25 AM	1

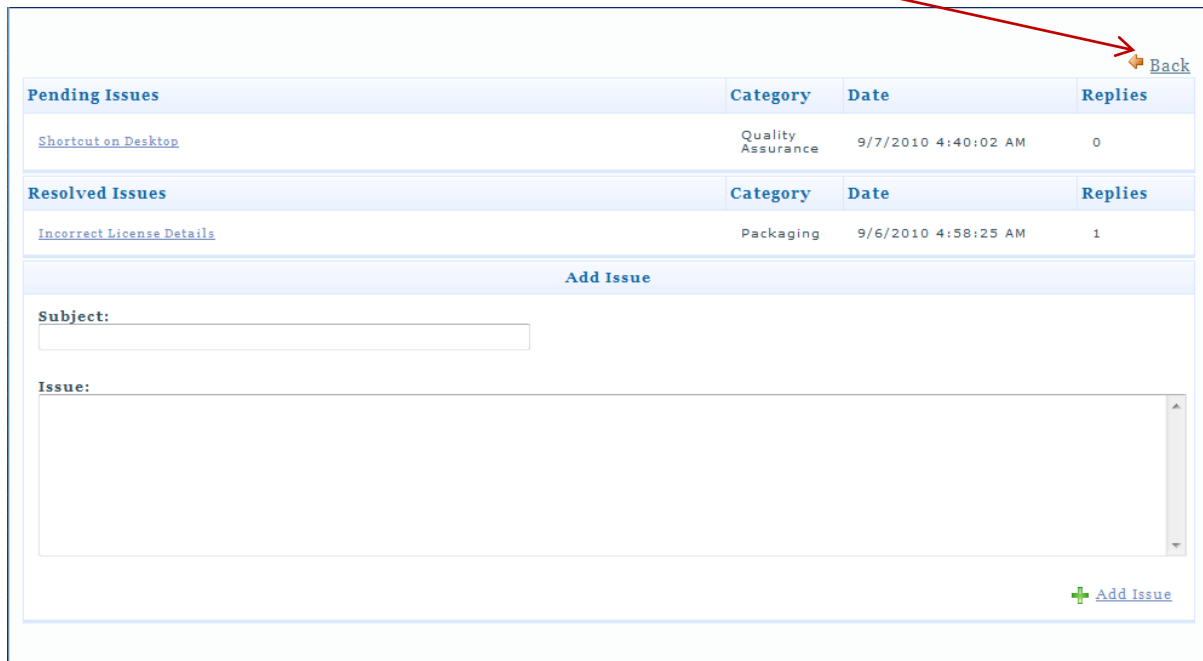
Add Issue

Subject:

Issue:
 There is a shortcut on the desktop. Packaging standards require all desktop shortcuts to be removed from the package.

[+ Add Issue](#)

The following page is displayed. Click **back**:



The screenshot shows a web interface for adding an issue. At the top right, there is a [Back](#) link with a red arrow pointing to it. Below this, there are two tables: 'Pending Issues' and 'Resolved Issues'. The 'Pending Issues' table has one row with the subject 'Shortcut on Desktop', category 'Quality Assurance', date '9/7/2010 4:40:02 AM', and 0 replies. The 'Resolved Issues' table has one row with the subject 'Incorrect License Details', category 'Packaging', date '9/6/2010 4:58:25 AM', and 1 reply. Below these tables is an 'Add Issue' section with a 'Subject:' label and a text input field, and an 'Issue:' label and a larger text area. At the bottom right of the 'Add Issue' section is a green plus icon and the text 'Add Issue'.

Pending Issues	Category	Date	Replies
Shortcut on Desktop	Quality Assurance	9/7/2010 4:40:02 AM	0

Resolved Issues	Category	Date	Replies
Incorrect License Details	Packaging	9/6/2010 4:58:25 AM	1

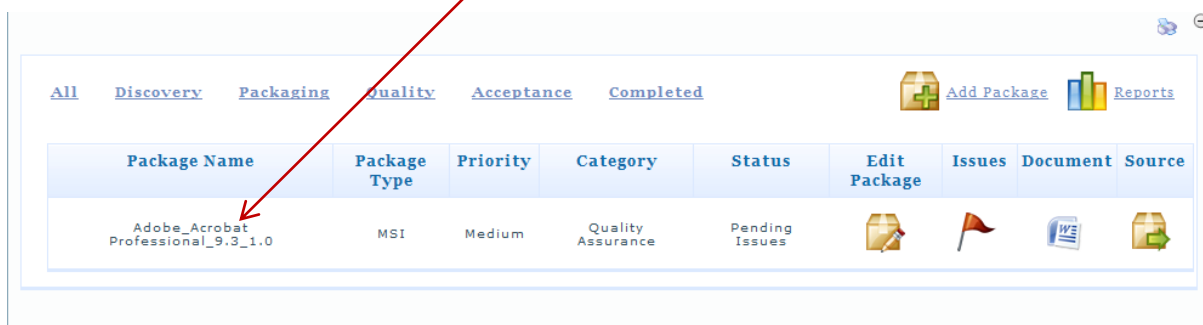
Add Issue

Subject:

Issue:

[+ Add Issue](#)

The issues flag is now red Click the **Package Name** link:



The screenshot shows a web interface for managing packages. At the top, there are tabs for 'All', 'Discovery', 'Packaging', 'Quality', 'Acceptance', and 'Completed'. To the right of these tabs are links for 'Add Package' and 'Reports'. Below the tabs is a table with the following columns: 'Package Name', 'Package Type', 'Priority', 'Category', 'Status', 'Edit Package', 'Issues', 'Document', and 'Source'. The first row of the table has the following values: 'Adobe_Acrobat Professional_9.3.1.0', 'MSI', 'Medium', 'Quality Assurance', 'Pending Issues', an 'Edit Package' icon, a red flag icon, a 'Document' icon, and a 'Source' icon. A red arrow points to the 'Package Name' link in the first row.

Package Name	Package Type	Priority	Category	Status	Edit Package	Issues	Document	Source
Adobe_Acrobat Professional_9.3.1.0	MSI	Medium	Quality Assurance	Pending Issues				

When the following page is displayed, scroll to the bottom and click **Reject Package**. This will move the package back to the package stage for the packager to resolve the issues added.

Vendor: Adobe
Application Name: Acrobat Professional
Application Version: 9.3

Package
Operating System: Windows 7
Package Type: MSI
Priority: Medium

Package
State: Quality Assurance
Documentation:
Completed Package:

Comments
Client: Please check for the latest updates and add them to the package.

Quality Assurance
Comments:
Current Status: Pending Issues
Tester Name: Client Tester1

[Update](#) [Accept Package](#) [Reject Package](#) [Cancel](#)

When the issues has been resolved you will receive an email to advise that it is now ready for QA testing. Once the package has passed the QA tests click on the **Package Name** link

[All](#) [Discovery](#) [Packaging](#) [Quality](#) [Acceptance](#) [Completed](#) [Add Package](#) [Reports](#)

Package Name	Package Type	Priority	Category	Status	Edit Package	Issues	Document	Source
Adobe_Acrobat Professional_9.3.1.0	MSI	Medium	Quality Assurance	New				

Scroll down to the bottom of the page and click **Accept Package**:

Vendor: Adobe
Application Name: Acrobat Professional
Application Version: 9.3

Package
Operating System: Windows 7
Package Type: MSI
Priority: Medium

Package
State: Quality Assurance
Documentation:
Completed Package:

Comments
Client: Please check for the latest updates and add them to the package.

Quality Assurance
Comments:
Current Status: Started
Tester Name: Client Tester1

[Update](#) [Accept Package](#) [Reject Package](#) [Cancel](#)

Process Flow Diagram:
 A circular flow diagram showing the stages of package management: Package Order (blue), Discovery (blue), Packaging (blue), Quality Assurance (yellow), User Acceptance Testing (green), and Package Accepted (green). A legend indicates: blue circle = Completed, yellow circle = Current, red circle = Rejected, green circle = waiting. Arrows show the flow from Package Order to Discovery to Packaging to Quality Assurance to User Acceptance Testing to Package Accepted, with a return arrow from Package Accepted to Package Order.

The package is now moved to the **Client Acceptance** stage (UAT) and an email alert advising that the package is now ready for UAT:

[All](#)


[Discovery](#)

[Packaging](#)


[Quality](#)

[Acceptance](#)





[Completed](#)



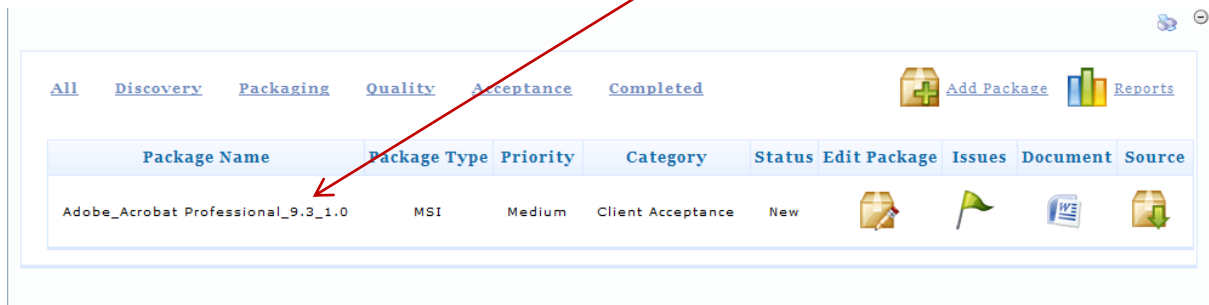
[Add Package](#)



[Reports](#)

Package Name	Package Type	Priority	Category	Status	Edit Package	Issues	Document	Source
Adobe_Acrobat Professional_9.3_1.0	MSI	Medium	Client Acceptance	New				

Follow the procedures for UAT and add any issues and reject the package as described previously. The only difference is that the package is rejected back to the packaging stage and once the issue is resolved the package must go through Quality Assurance again and then to Client Acceptance (UAT). When the package has passed UAT click on the **Package Name** link:



Package Name	Package Type	Priority	Category	Status	Edit Package	Issues	Document	Source
Adobe_Acrobat_Professional_9.3_1.0	MSI	Medium	Client Acceptance	New				

Scroll down to the bottom of the page and click **Accept Package**. The package is now moved to the Completed stage and is ready for deployment to the Production environment.

Vendor: Adobe

Application Name: Acrobat Professional

Application Version: 9.3

Package

Operating System: Windows 7

Package Type: MSI


Priority: Medium

Package

State: Client Acceptance

Documentation:

Completed Package:



Comments

Client: Please check for the latest updates and add them to the package.

Client Acceptance

Comments:

Current Status: Assigned

Tester Name: Client Tester1

[Update](#)
[Accept Package](#)
[Reject Package](#)
[Cancel](#)