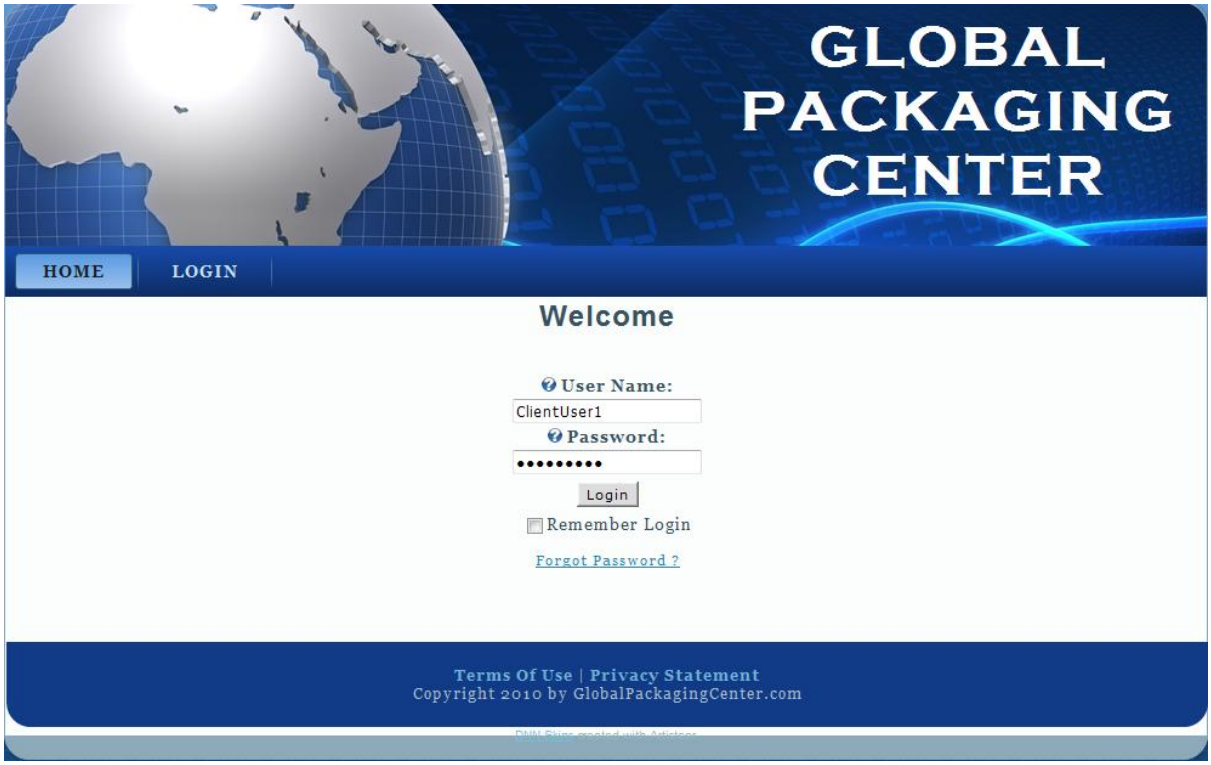
Global Packaging Centre

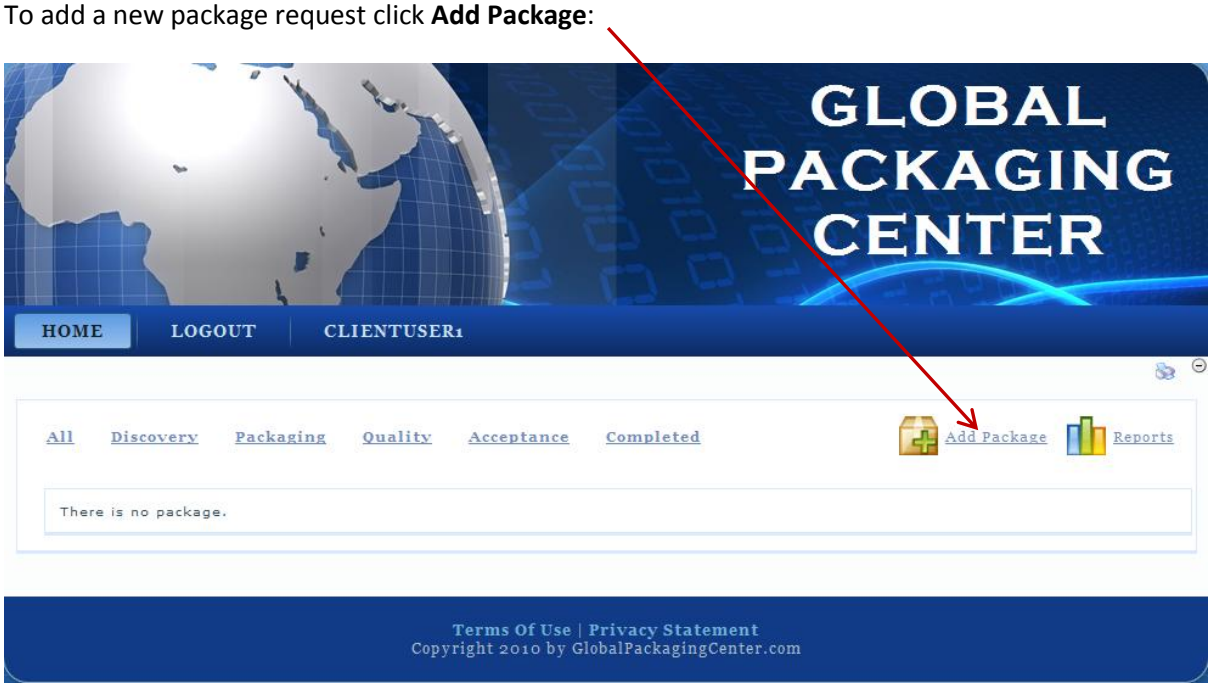
User Guide

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

Navigate to the site given to you and login:



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

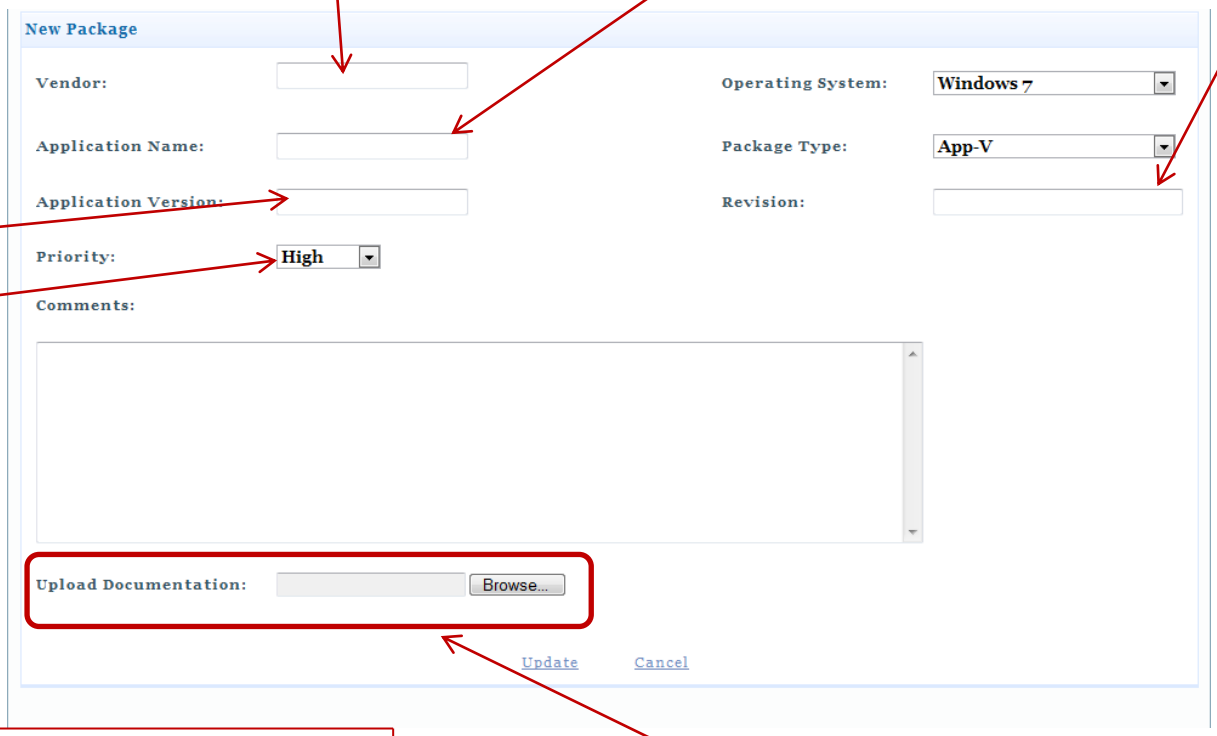


The following page will appear:

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



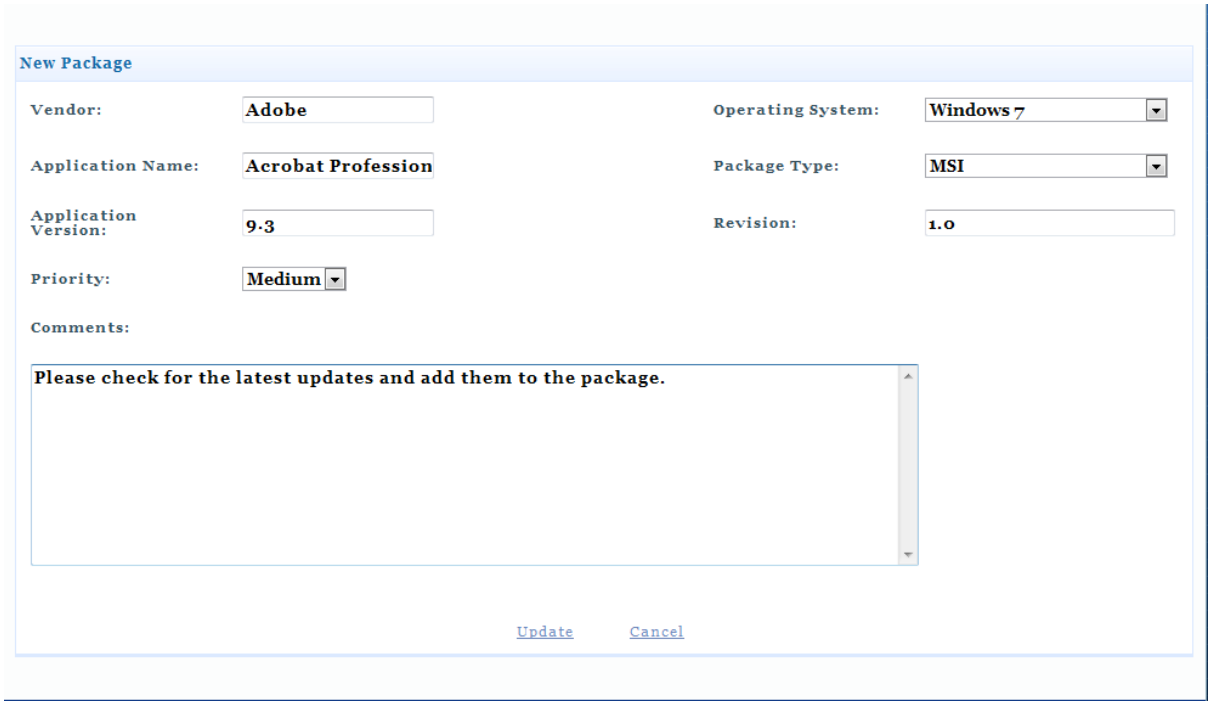
Add the version of the application

Select the Priority High, Medium or Low

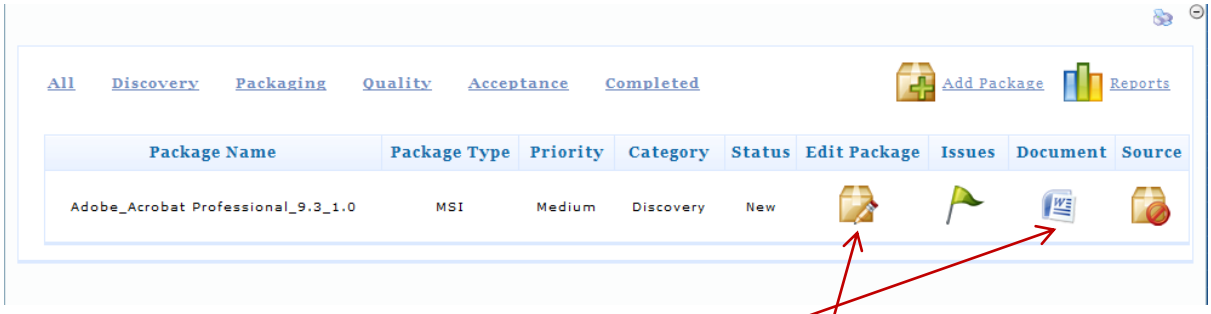
The Upload Documentation will only appear for clients that provide their own documentation. If this is not present in your page then the site will create the documentation automatically.

Click **Update** to add the package.

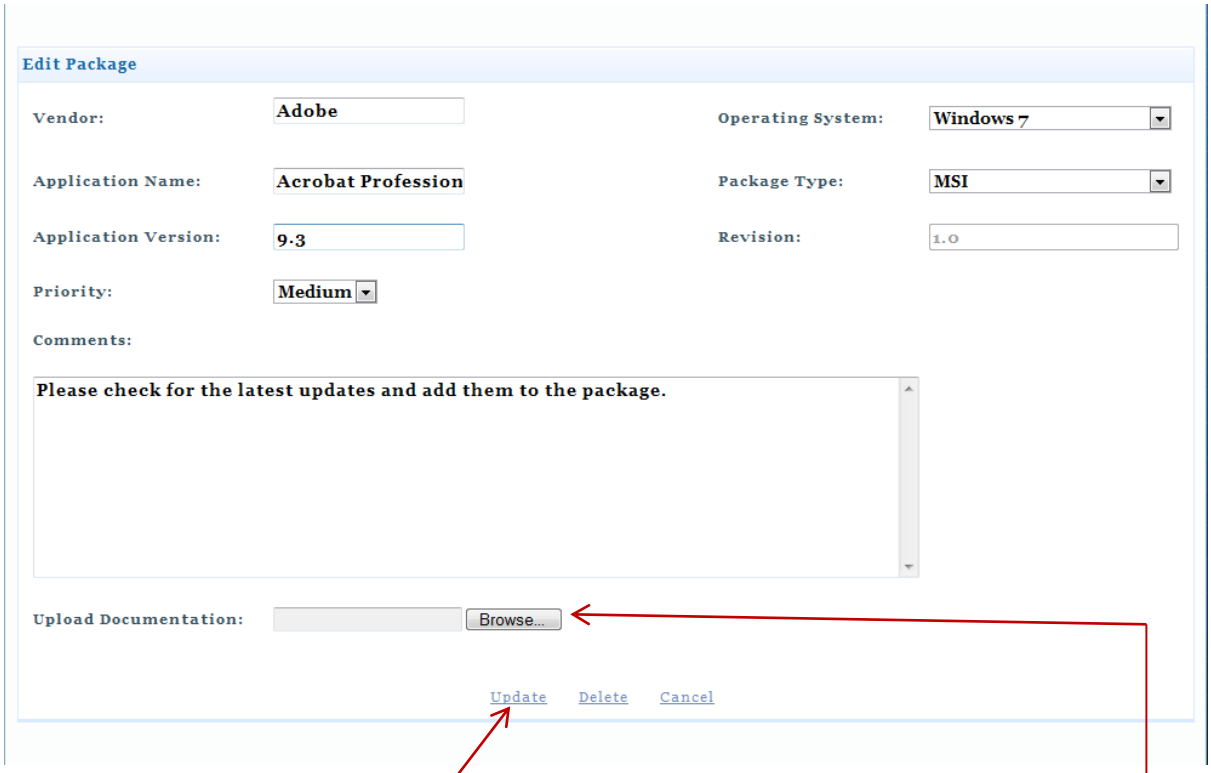
Sample Entry Below:



The new package now appears in the **Discovery Stage**:

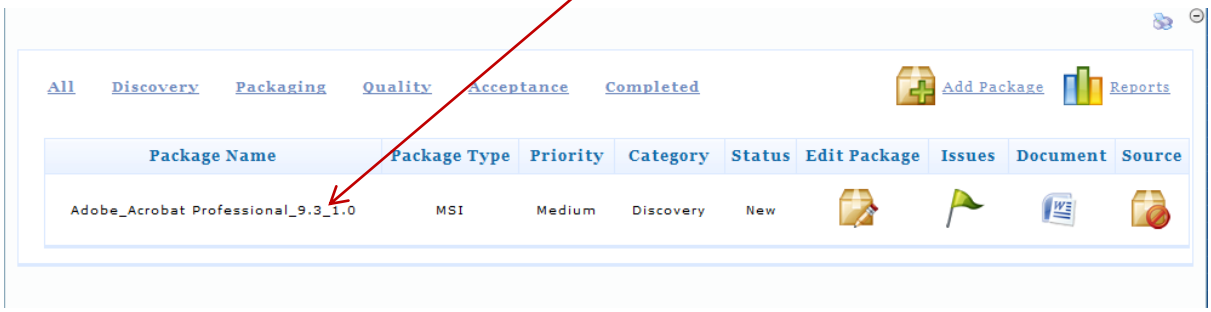


If the site creates the Discovery Document then click the **Word** icon to download and complete the Discovery document. Once the document is completed click the **Edit Package** icon to upload the updated document.

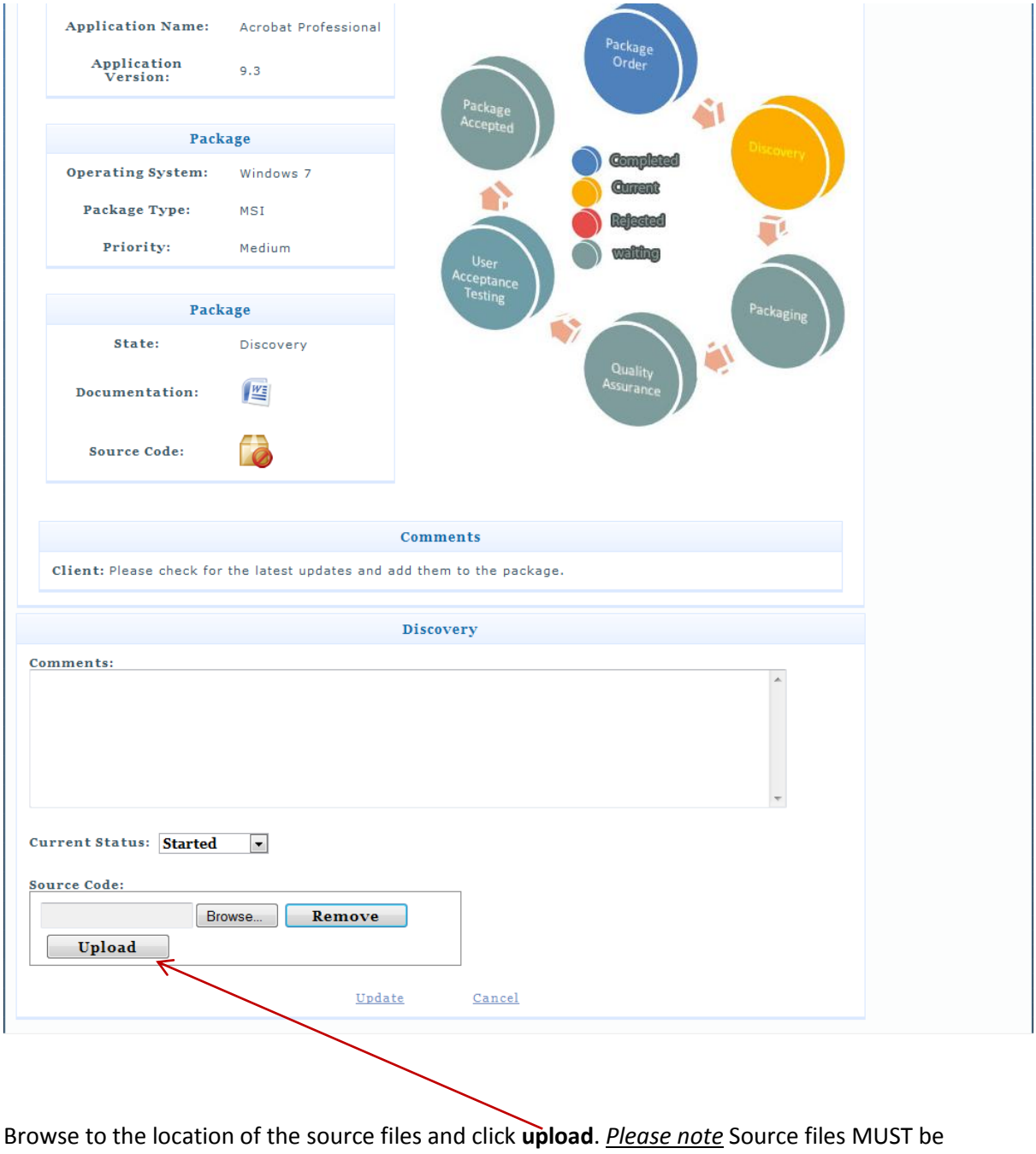


To make any changes to the package details click the edit package icon make the changes or **upload** the documentation and click "**Update**".

When all changes and Documentation have been uploaded then click on the **Package Name** link:

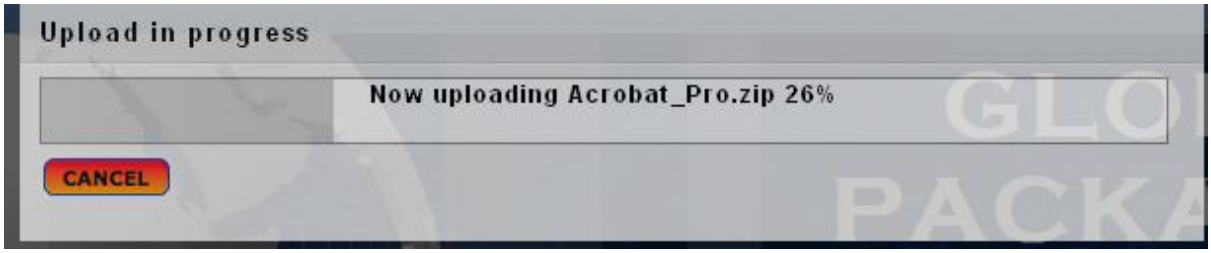


This will display the following page to enable upload of the application source files:

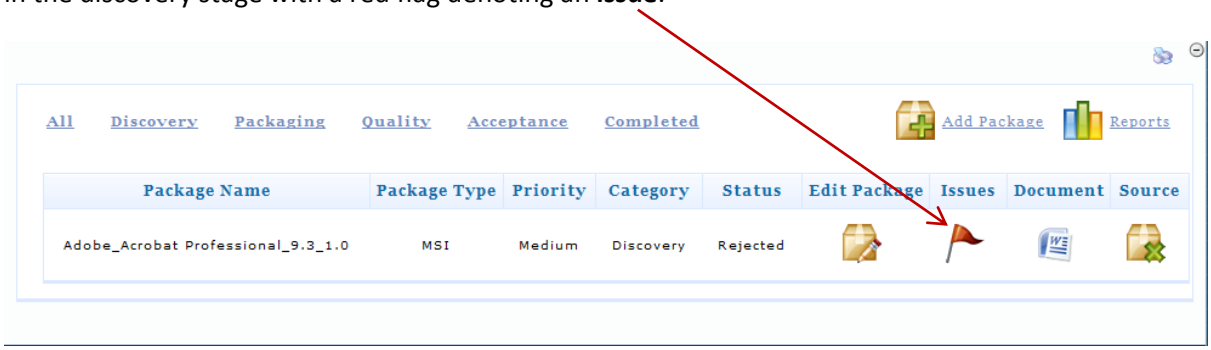


Browse to the location of the source files and click **upload**. *Please note* Source files MUST be compressed into a single zip file.

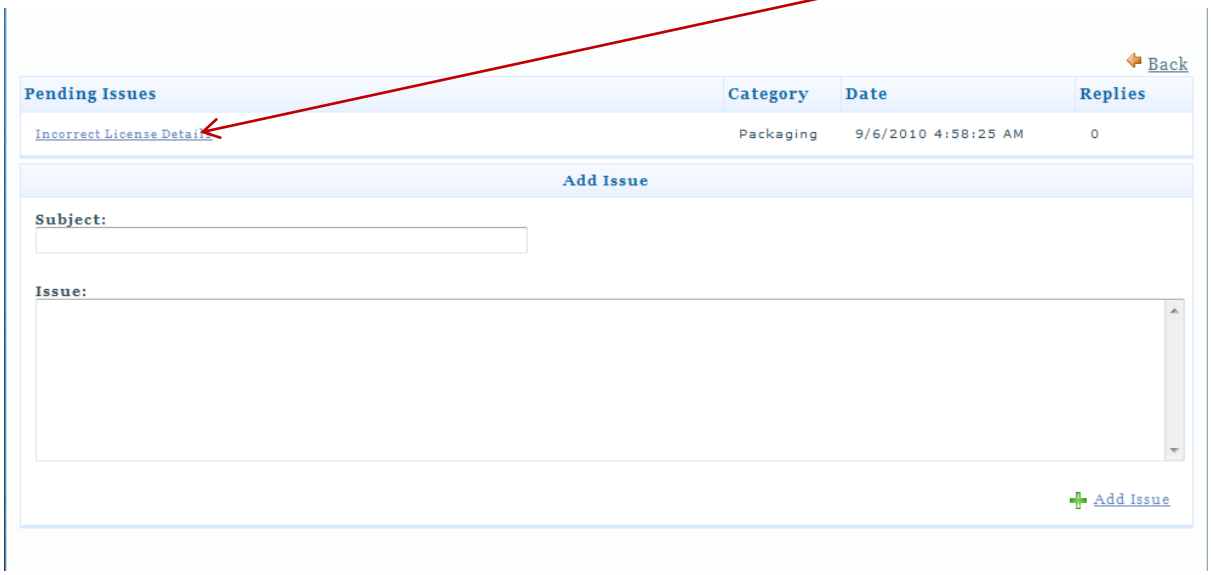
When the upload starts, a progress bar will appear and once the upload has completed the package will automatically be moved from the Discovery stage to the **Packaging Stage**.



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

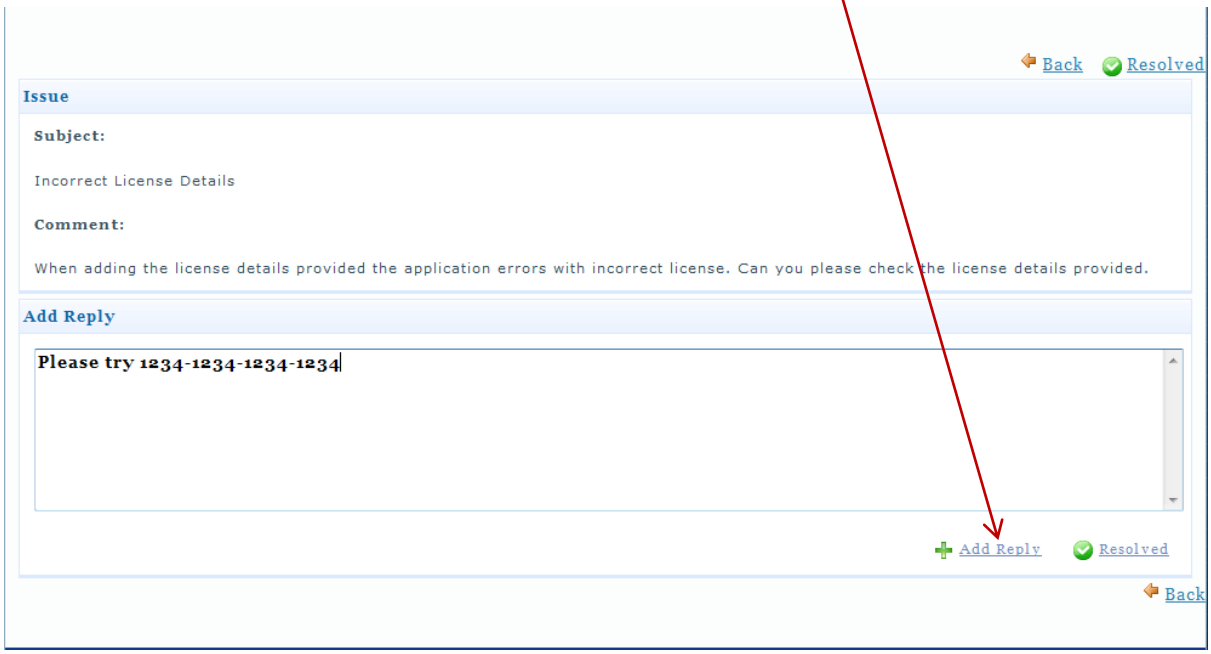


To view and resolve the issue click on the **red flag** icon, then click on the **issue** link.

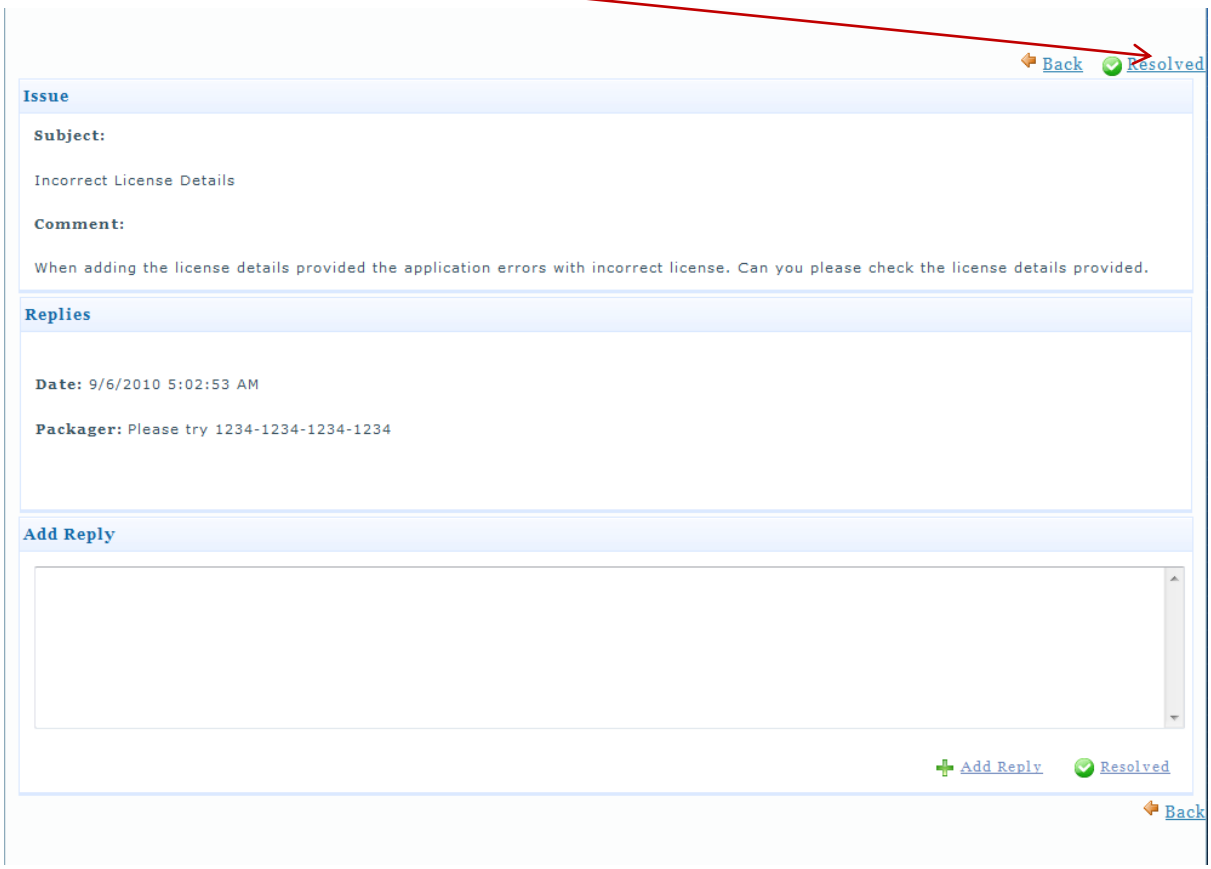


The following page will be shown:

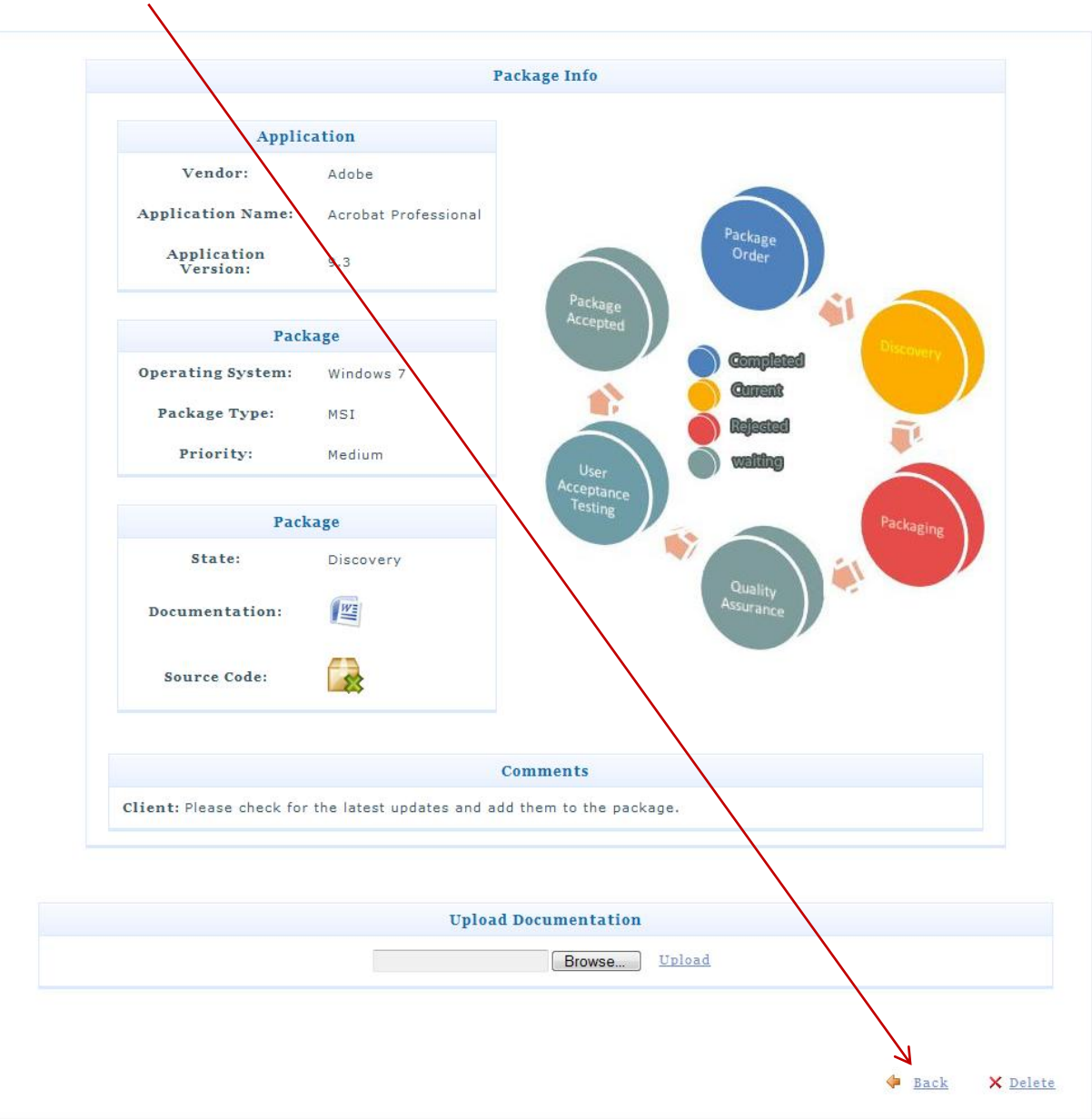
Enter the resolution in the **Add Reply** comment box and click **Add Reply**



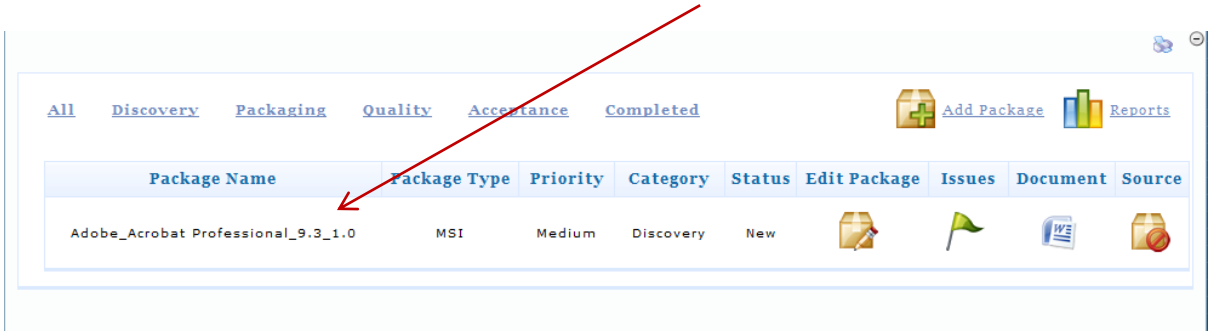
Then Click **resolved**:



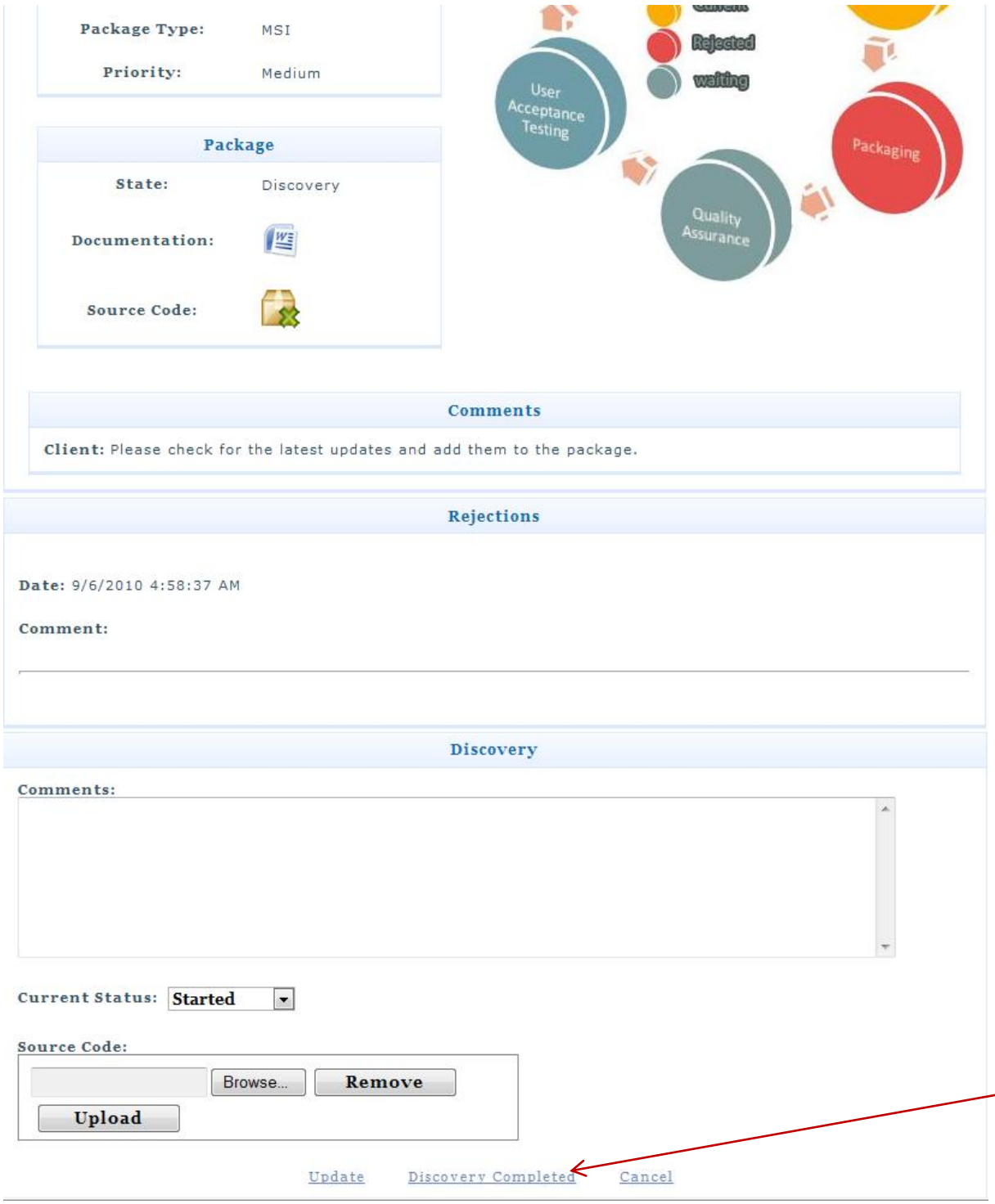
Then click **Back**:



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



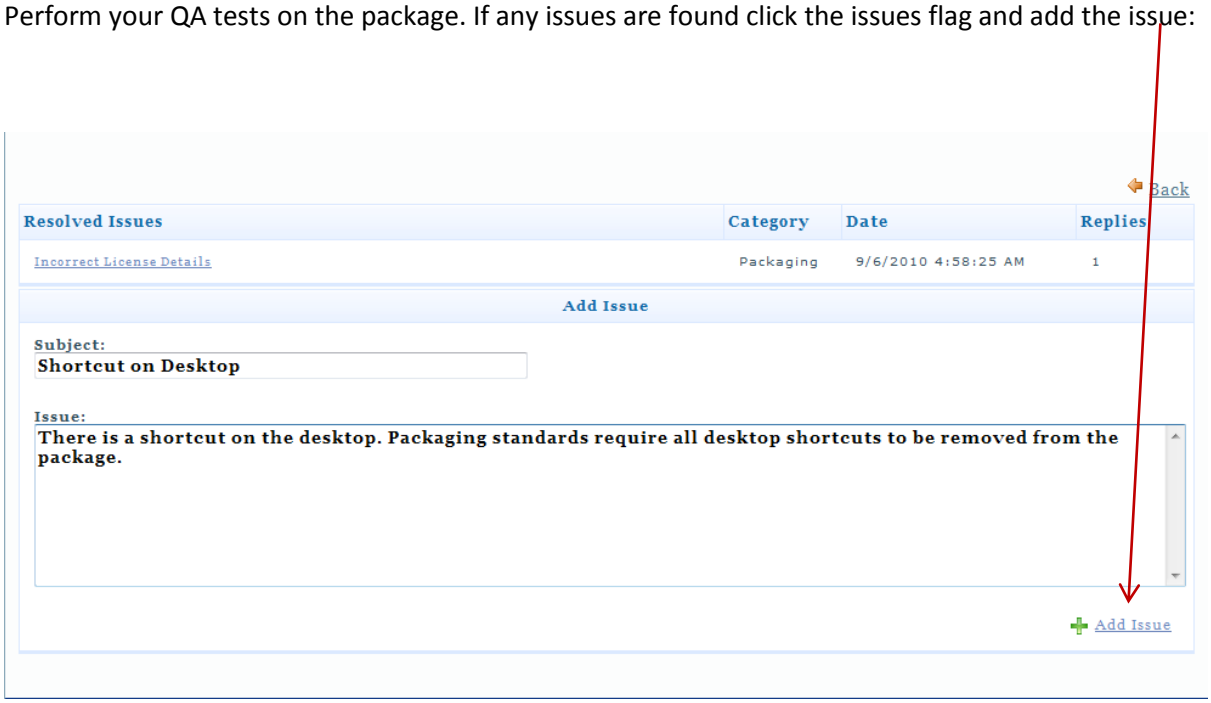
Then scroll to the bottom of the page and click **Discovery Completed**



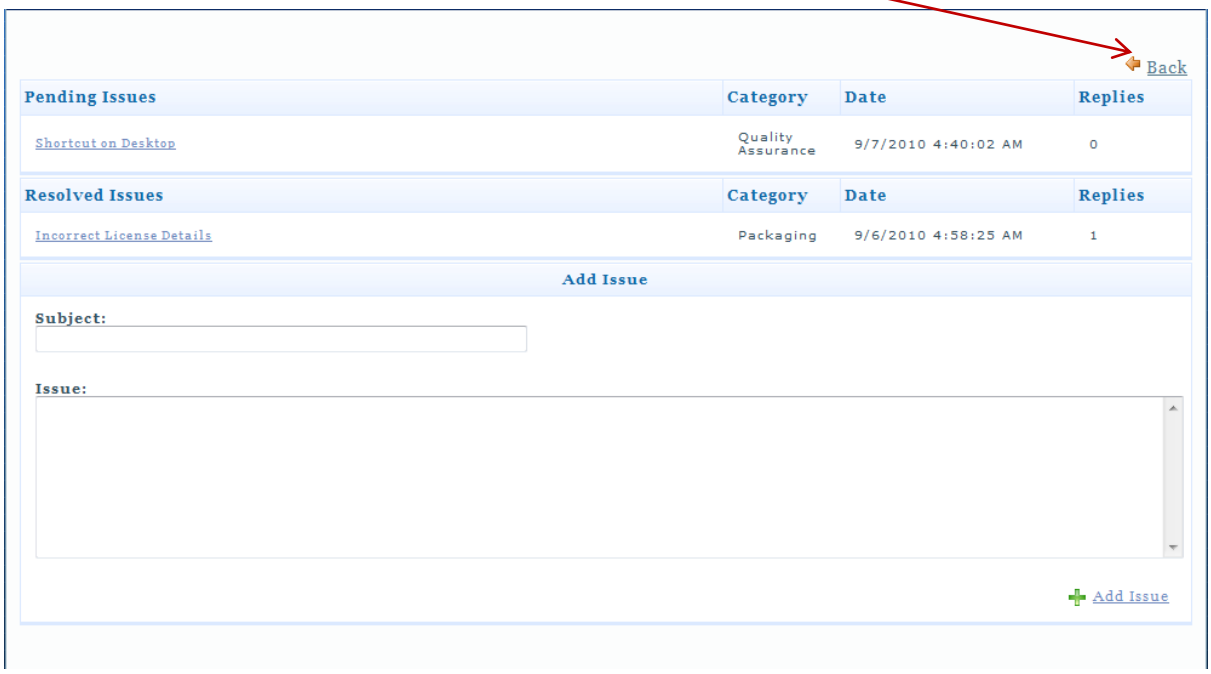
This will move the package into the **Packaging stage** again with an email sent to the packager with the resolution details.

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.

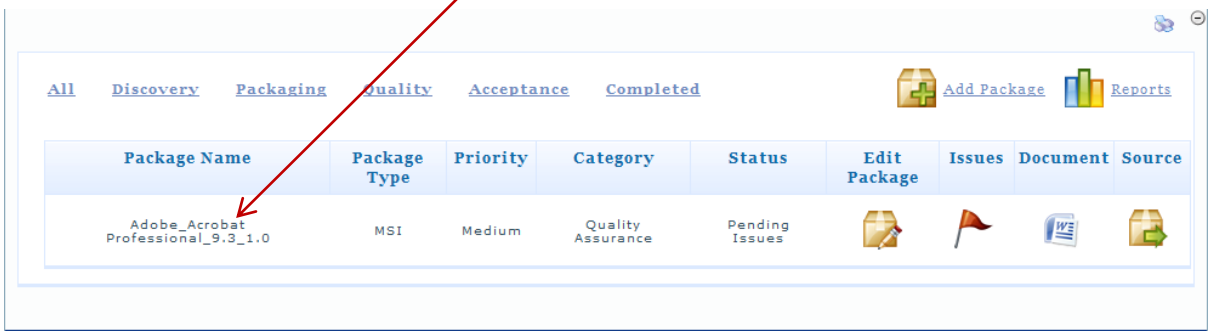
Perform your QA tests on the package. If any issues are found click the issues flag and add the issue:



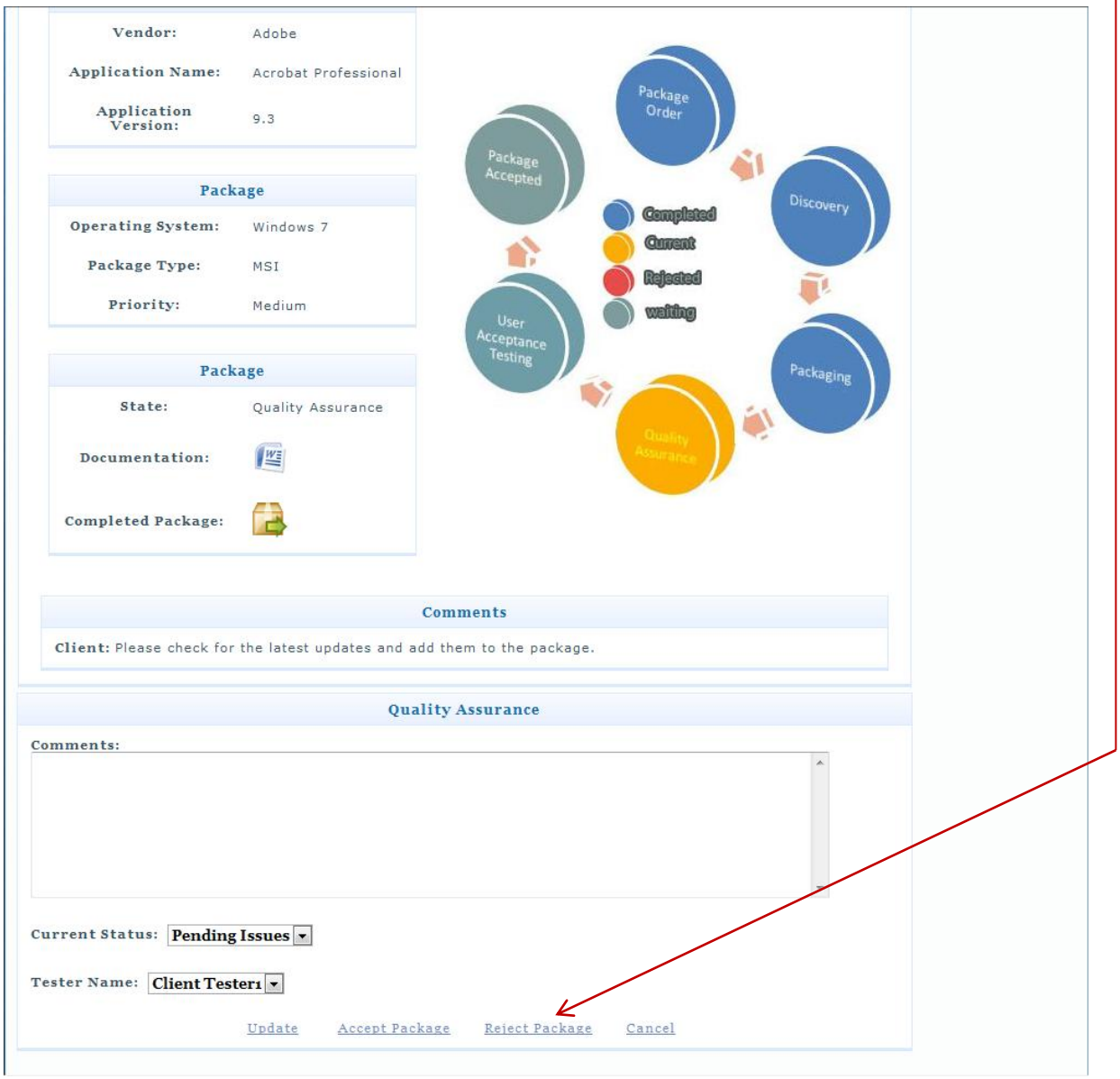
The following page is displayed. Click **back**:



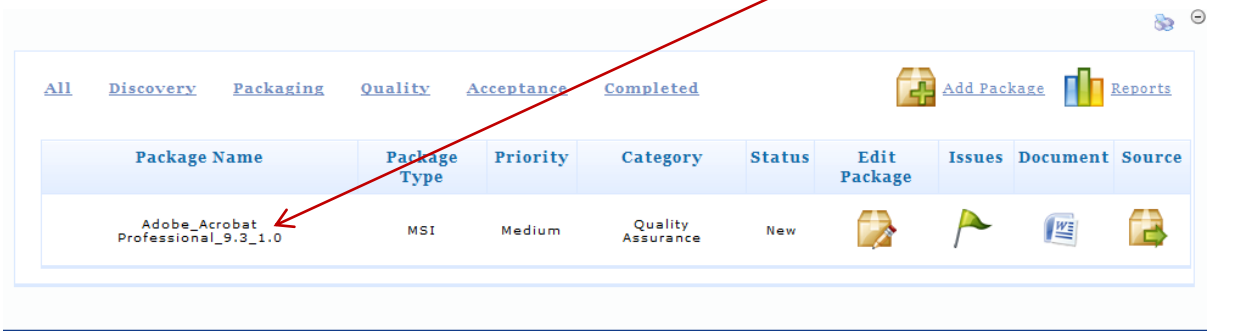
The issues flag is now red Click the **Package Name** link:



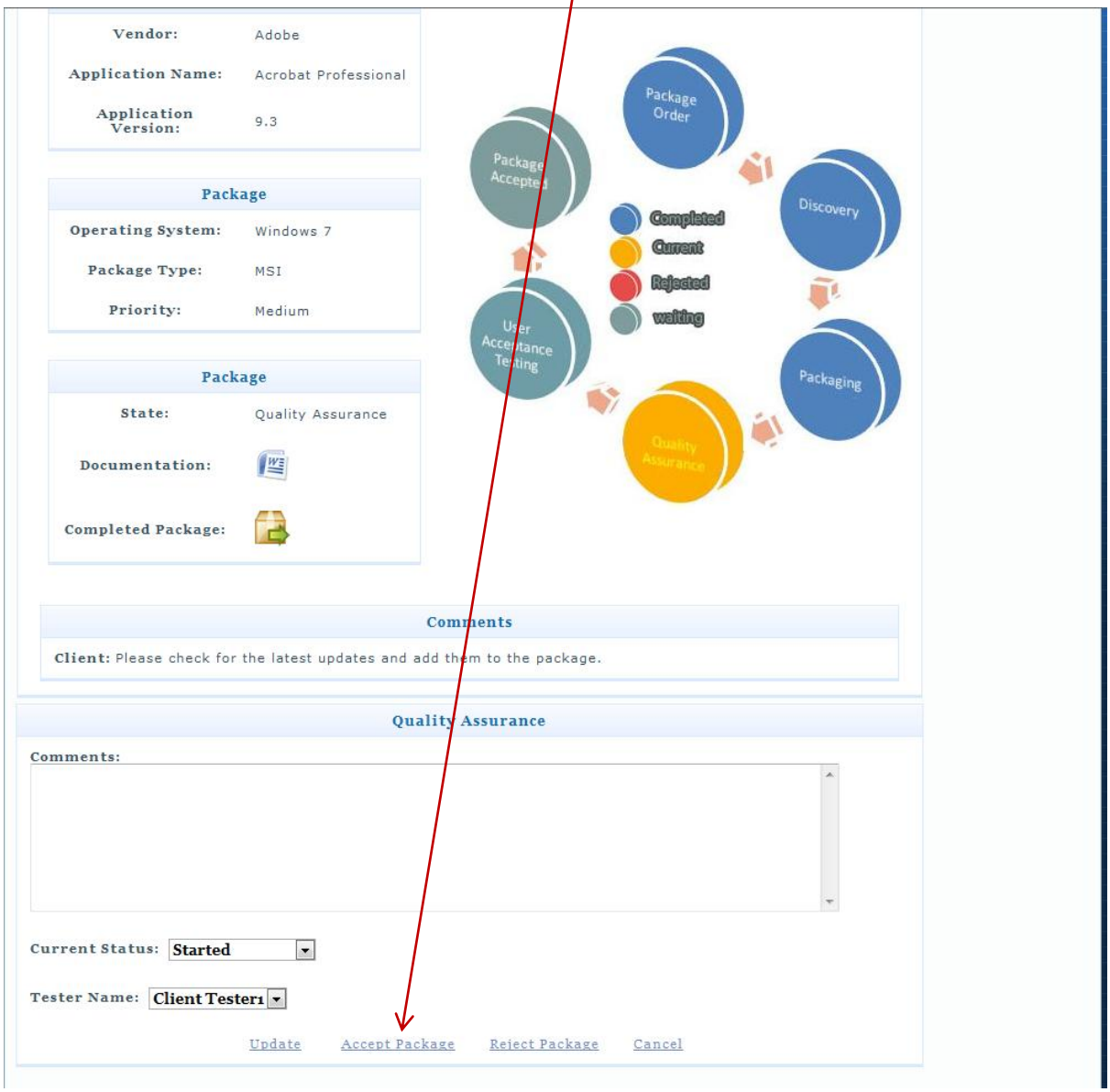
When the following page is displayed, scroll to the bottom and click **Reject Package**. This will move the package back to the package stage for the packager to resolve the issues added.



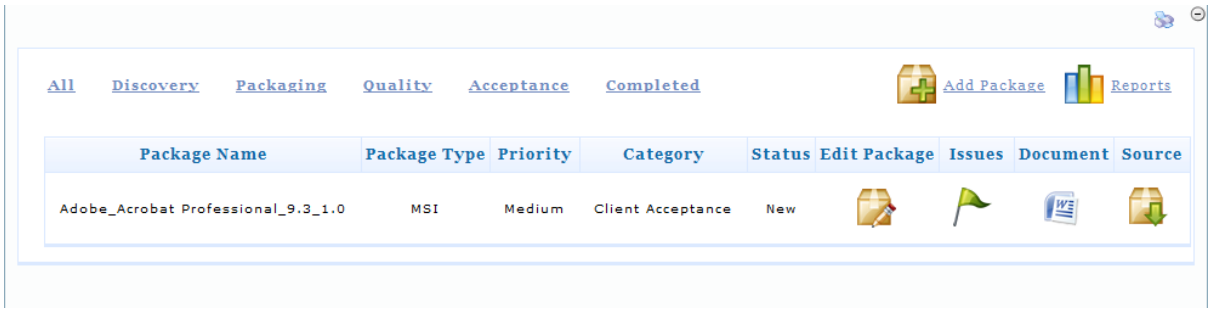
When the issues has been resolved you will receive an email to advise that it is now ready for QA testing. Once the package has passed the QA tests click on the **Package Name** link



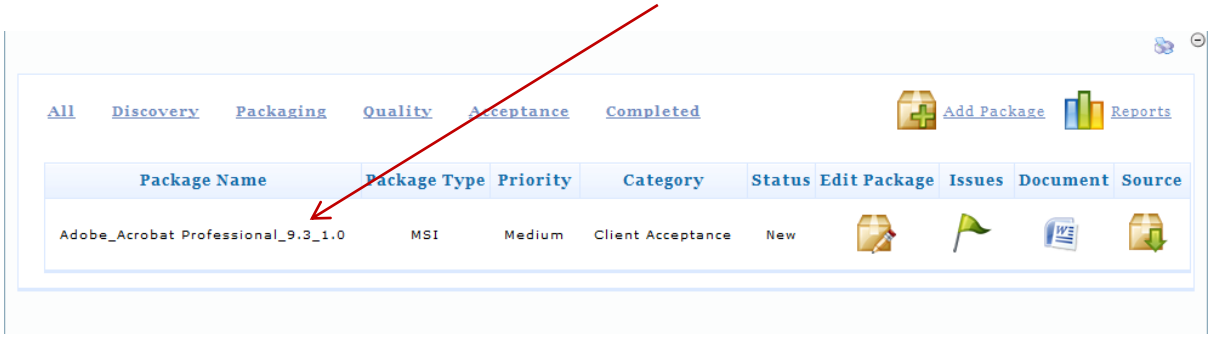
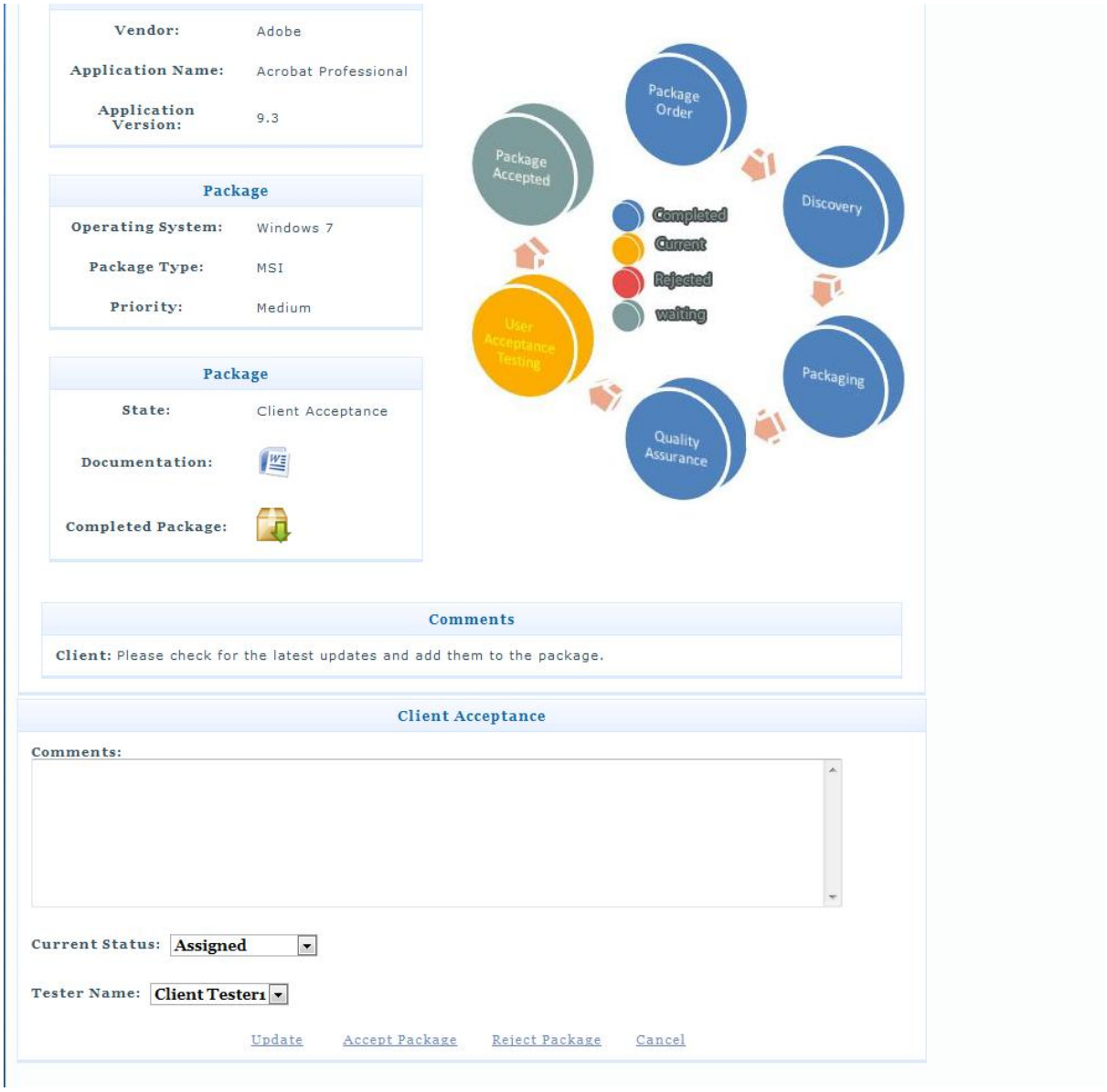
Scroll down to the bottom of the page and click **Accept Package**:



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



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:



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.