AN Developer 1st Week Survival

# Confirm facilities are ready

* Desktop and seat arranged.
* Get computer (desktop or laptop) from IT. Be able to login windows using the domain credential provided by local manager or IT.
* Setup outlook and WebEx. Be able to receive and send emails/instant messages.

# Say hello to the team

* Refer below document to know about the team structure.
  + [Teams.xlsx](https://activexperience.active.local/gpmo/projects/communities/ActiveNet_New/Shared%20Documents/General%20Team%20Docs/Teams.xlsx)
* Introduce to the local team members face to face with local manager.
  + DEV teams; QA team; Automation QA team; BA team.
* 1:1 mentor assigned.
  + (Mentor is the one who will answer your question/help you for everything in details in your probation period. Every new member has a mentor assigned.)
* Send “hello mail” to the team.
  + Send to mail group “.ActiveNet Development”; CC to “.ActiveNet QA”.

# Setup DEV Environment

* Install the following development tools. (Most ISO can be found at file server [\\wsfscn01](file:///\\wsfscn01))
  + Visual Studio
  + SQL Server
  + Eclipse
  + Git Tools
* Refer below document to setup DEV environment for AUI & Report.
  + [AN Java setup.html](https://gitlab.dev.activenetwork.com/ActiveNet/dev-document/blob/master/Setup/AN%20Java%20setup.html)(Both Windows and Mac)
  + [Setup All AN Dev From Zero (Windows).docx](https://gitlab.dev.activenetwork.com/ActiveNet/dev-document/blob/master/Setup/Setup%20All%20AN%20Dev%20From%20Zero%20(Windows).docx)(for report part)
* Refer below document to setup DEV environment for CUI.
  + [How to Setup or Refresh CUI DEV Environment.docx](https://gitlab.dev.activenetwork.com/ActiveNet/dev-document/blob/master/Setup/Old%20Setup%20Guides/How%20to%20Setup%20or%20Refresh%20CUI%20DEV%20Environment.docx)

# Knows about DEV Process

* Download and read below book to know about Scrum (if you are not familiar with it).
  + <http://www.infoq.com/cn/minibooks/scrum-xp-from-the-trenches>
* Refer below document to understand AN JIRA Process
  + [ActiveNet JIRA Process.docx](https://gitlab.dev.activenetwork.com/ActiveNet/dev-document/blob/master/Process/SDLC/ActiveNet%20JIRA%20Process.docx)
* Refer below document to understand AN Code review Process
  + [ActiveNet Code Review Process.docx](https://gitlab.dev.activenetwork.com/ActiveNet/dev-document/blob/master/Process/SDLC/ActiveNet%20Code%20Review%20Process.docx)
* Refer below document to understand AN Git Workflow Process
  + ActiveNet GIT Workflow.docx
* Ask Scrum Master to add you to all Sprint meetings (standup, retro, grooming…)

# Apply accounts credential

Check if you have the access to blow tools. Apply on Service-Now if you don’t have.

* Service-Now (<https://activenetwork.service-now.com/>)
  + Active’s IT service management application. You can get support from it for any IT-related issues.
* JIRA (<http://jirafnd.dev.activenetwork.com/browse/ANE/>)
  + JIRA is the process control tool used in Active and AN.
  + Submit ticket on Service-Now to get the developer access to project “ANE”. (You can ask to copy all roles setting from an existed AN developer like “Lester Li”.)
* GitLab
  + AN uses Gitlab as the source code management and version control tool.
  + Click below link to get the access to repository: <https://gitlab.dev.activenetwork.com/ActiveNet>
* SharePoint
  + SharePoint is used as the knowledge library in AN.
  + Apply read & write access to AN site <https://activexperience.active.local/gpmo/projects/communities/ActiveNet_New/>
* Oracle EBS (<https://selfserve.activenetwork.com/>)
  + Used to submit weekly timecard.
  + Check if you have access to menu “INTL Self Service (Project based only) Time and Expenses”. Submit Service-Now ticket if not.
* PTO System (<https://pto.activenetwork.com>)
  + Used to apply PTO days off.

# Join AN mail groups

Submit Service-Now ticket to join below mail groups (DL):

* .ActiveNet Development
* .ActiveNet DEV China

# Other Resource

* Refer below document to get English mail tips in communication
  + [Tips Email Communication.doc](https://gitlab.dev.activenetwork.com/ActiveNet/dev-document/blob/master/Process/SDLC/Tips%20-%20Email%20Communication.doc)
* AN most documents like requirements, release notes, test cases can be found in SharePoint site:
  + <https://activenetworkllc.sharepoint.com/sites/GpmoProjects/communities/ActiveNet_New/SitePages/Home.aspx>
* Below is the standard signature (format and font) that all ACTIVE employees should use:

(Red highlight part should be replaced your information)

**John Smith**

Job Title Here

**ACTIVE Network**

ActiveNet

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Huanpu I-Park

211 Tiangu Eighth Road

Xi'an, China 710068

(o) 029.6868.5958 ext.1234

(m)123.4567.8901

[Your.Name@ACTIVEnetwork.com](mailto:Your.Name@ACTIVEnetwork.com)

**My ACTIVE is…**

Sample. Sample. Sample.

**What's Your ACTIVE?**

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