Jama

LOGIN

1. Navigate to the Jama login page by clicking on the Jama logo on the DEF Homepage
   a. Alternatively use the following link:
      https://uofaengineering.jamacloud.com/login.req#/home
2. Click on the "Log in with SSO" button
3. Enter NetID information
4. Upon proper verification, you will gain access to the Jama homepage

LOGOUT

1. Select the "Log Out" button in the top right of the window
2. You will be returned to the login page

EXPLORING THE JAMA WORKSPACE

1. Explore and Manage Projects – Select the tabs at the top of the left panel to expand these views: Explorer, Filters, Releases, Baselines, and Test Plans.
2. View item details – View the details for specific items. Content from Components, Sets, Folders, Filters, and individual items are displayed in this pane.
3. Create trace relationships – Add relationships between items for traceability or add items to a change request. Open this section from the Relationships tab and close it when it's not needed.

4. Mange item information – Manage information associated with comments, relationships, attachments, versions, and activities.
5. Use keywords to navigate the workspace- Navigate to items grouped by keywords.

Exporting Documents from Jama

6. To export specific items within a Jama project, first use the following menu to select the appropriate format:
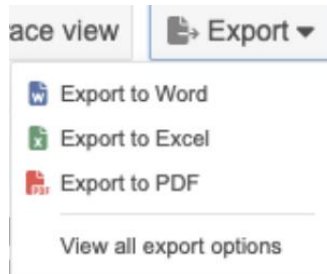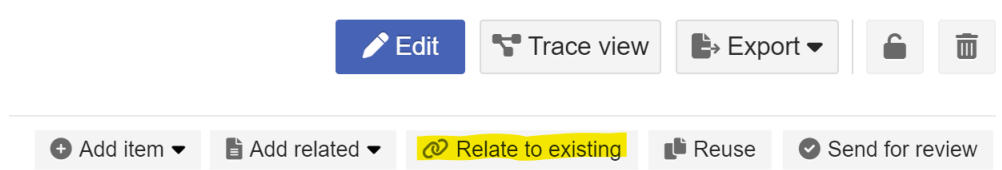
7. Once a report is downloaded, click the "here" button on the banner to download it to your device.
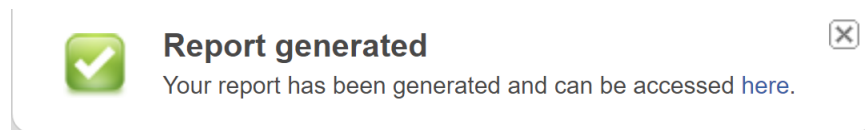
Establishing a Relationship

- Navigate to a single item in your project (requirement, test case, etc.)
- Click the "Relate to Existing" button in the top right corner of the main panel

- Double click the item that you would like to trace your item back to by locating and double clicking it on the right panel that appears
- Select the appropriate relationship (downstream/upstream)
- Click the "Create Relationship" button
- The two items are now linked with a relationship

ADMIN: Adding a User Group

- Select Admin > Organization > User groups, and then select the "Add group" button
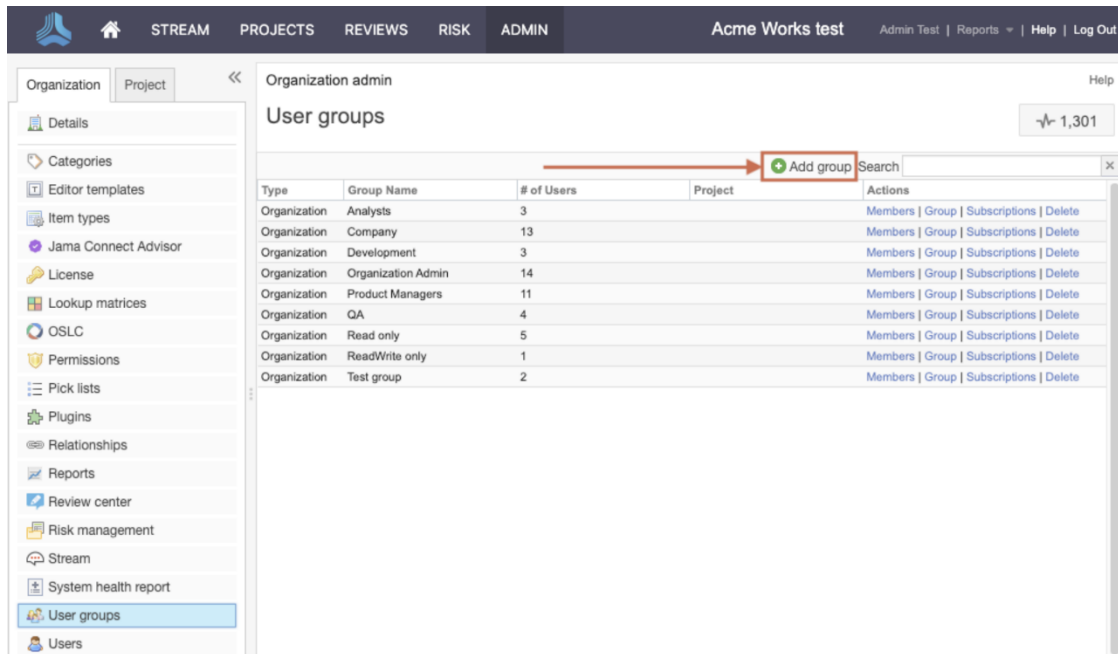
- In the window that opens, enter the name of the group and provide a brief description
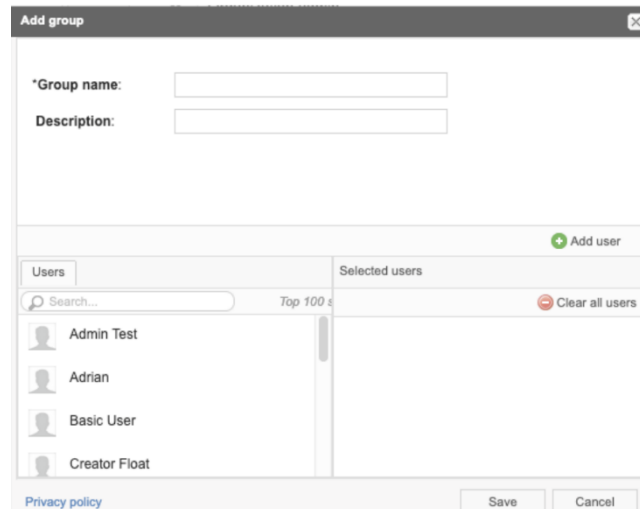
- Select members for the group via the column in the bottom left of the panel

- Selected users will appear on the right
- Click "save" to create the group

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EXPLORING THE JAMA WORKSPACE

https://help.jamasoftware.com/ah/en/get-started/exploring-the-jama-connect-workspace.html

Exporting Documents from Jama

https://help.jamasoftware.com/ah/en/get-started/exporting-documents-from-jama-connect.html

Requirement Traceability

https://help.jamasoftware.com/ah/en/get-started/traceability-from-requirements-to-test.html

ADMIN: Adding a User

https://help.jamasoftware.com/ah/en/administration/organization-administrator/managing-users-and-groups/add-a-user.html

ADMIN: Adding a User Group

https://help.jamasoftware.com/ah/en/administration/organization-administrator/managing-users-and-groups/user-groups/add-a-user-group.html

ADMIN: Granting Permissions

https://help.jamasoftware.com/ah/en/administration/organization-administrator/managing-users-and-groups/grant-permissions.html

ADMIN: Edit Project Details

https://help.jamasoftware.com/ah/en/get-started/traceability-from-requirements-to-test.html

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