# **Staging Documentation Set on the Doc Site**

September 2013



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# Chapter 1 Staging Product Documentation Set on Doc Site

This chapter explains how to stage a product documentation set on the Doc Site, docs.tibco.com.

#### **Topics**

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#### **Downloading Documents**

1. Download all the documents of a particular product version, from the site, https://download.tibco.com.



You should have an account on download site. Please contact your manager if you do not have an account.

Note that after the docs are decoupled from the installer, the documents can be downloaded from the path - \\builder\pkg\ga\_archives\_docs.

2. Store the documents on your local drive in a temporary folder.

Use the product and its version to specify the folder name. The folder name helps you to identify the product name on the FTP server.

For example, if you want to save product TIBCO iProcess Engine 11.4.0, the product folder name should be iprocess-engine-11.4.0.

3. Store the documents on your local drive in a temporary folder.

Use the product and its version to specify the folder name. The folder name helps you to identify the product name on the FTP server.

For example, if you want to save product TIBCO iProcess Engine 11.4.0, the product folder name should be iprocess-engine-11.4.0.

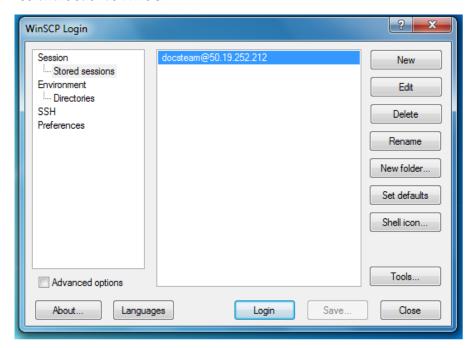
#### Staging Documents on the FTP Server

Follow these steps to stage product documentation on the FTP server:

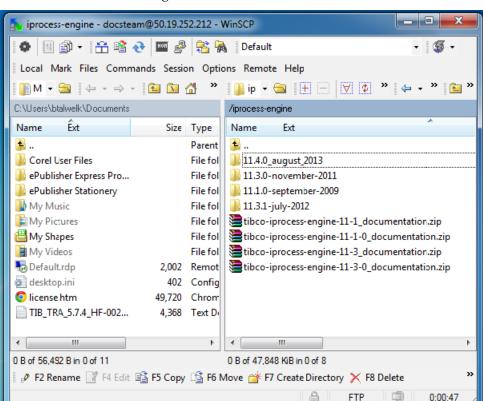


Contact your manager for the FTP server details and the log in credentials.

1. Log in to the FTP server with appropriate credentials. You can use any FTP software such as WinSCP.



- 2. For a new product, create the folder on the FTP server.
  - For example, for TIBCO iProcess Engine, the product folder name should be iprocess-engine.
- 3. For an existing product, search for the product folder. For example, for TIBCO iProcess Engine 11.4.0, the product folder name is iprocess-engine.
- 4. Note that each product folder contains sub-folders with name *<version* number>\_<month-year of release>.
  - For example, 11.3.1\_july\_2013 where 11.3.0. is the version number and july\_2013 is the month and year of the release.



5. Create a new folder using the same nomenclature.

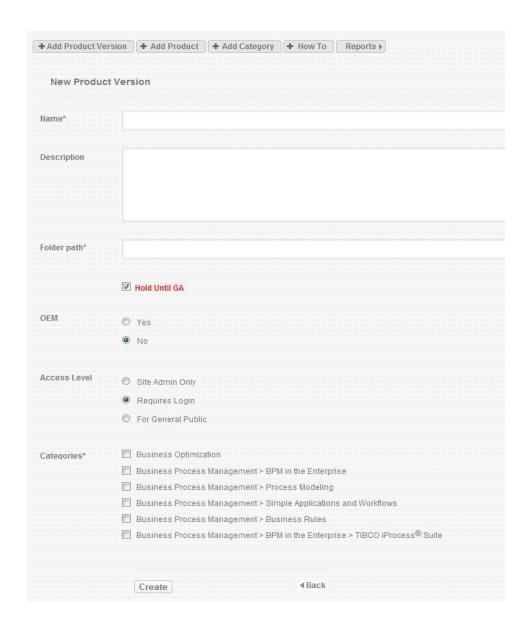
- Zip the downloaded documents maintaining the following folder structure: doc/html,pdf license.pdf readme.txt relnotes.pdf
- 7. Copy the zipped folder from the local drive to the folder created on the FTP server.
- 8. The zipped folder will then be unzipped at the same location by the Raw Engg team.

### **Adding Documents for New Product Version**

To add a new version to an existing product on the Doc Site:

- 1. Log onto the Doc Site (docs.tibco.com) with admin credentials.
- 2. Click Add Product Version.
  - The **New Product Version** page appears.
- 3. Add the **Name** of the product with the version number.

The version number must include three digits. For example, 11.4.0. Make sure you add the registered symbol or the trademark symbol to the document name as applicable.

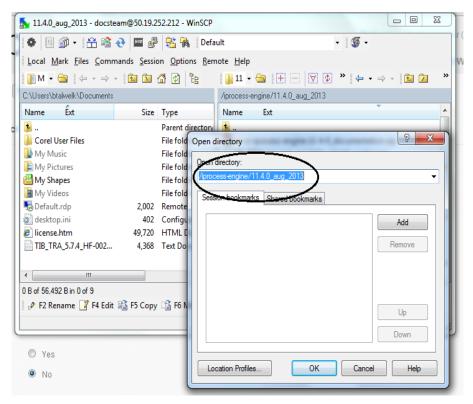


Copy the text from the readme file Introduction section into the **Description** field.



For the product name to appear in bold, prefix and suffix the product name with a \* character.

5. To add **Folder path**, open FTP server and copy directory path of the particular product folder. Refer Staging Documents on the FTP Server, page 3.



- Paste the copied path to Folder path section of New Product Page.
- 7. Do not change the default setting for **Hold Until GA**.



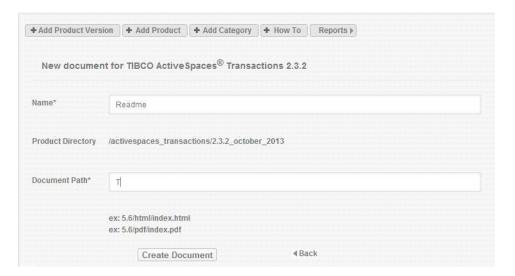
After the documents are decoupled from the product installer, the Fulfillment team will make the documentation available on the Docsite when the product is GA effective. The **Hold Until GA** checkbox has been introduced for this purpose.

- Select **OEM**, **Access level** and the **Categories** of the product as applicable.
- 9. Click **Create** to save new product version.

### **Adding Documents to Product Version**

To add documents for a new poduct version:

- 1. Click Add Document.
- Type or paste the name of the document, in the field **Name**.
- 3. Type the path of the document.



- 4. Click Create Document.
- 5. Add all the documents from the folder.

- 6. Maintain the appropriate order of documents. Generally the order is:
  - Index
  - Readme
  - Release Notes
  - Installation Guides
  - User Manuals
  - Other Guides if applicable
  - License Agreement



Order may vary as per the product requirement.

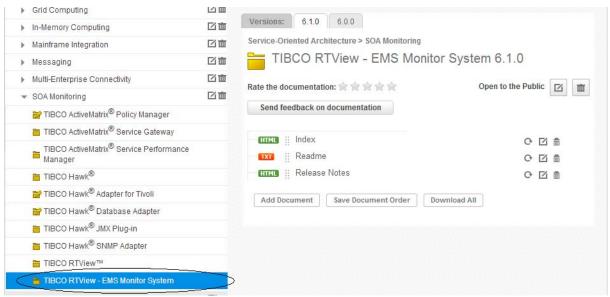
7. After staging all the documents, click **Save Document order**. It maintains order of the documents on the Doc Site.

### **Linking Product Version to Main Product Page**

If the product is available on the Doc Site, link the product version to the main product. Otherwise, you must add a new product page to the Doc Site as described in the section, Creating Main Product Page on the Doc Site, page 13.

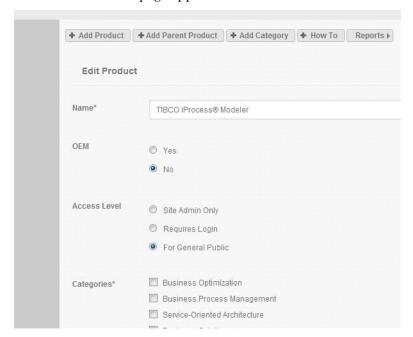
After all the documents are staged on the Doc Site, link them to the main product as follows:

1. Scroll down the left pane until you view the product name in the category section on the left side.

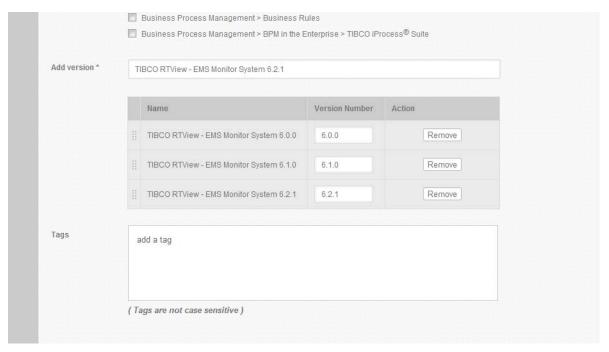


- Select the product name.
- Click the **Edit** icon.

#### The **Edit Product** page appears.



4. Scroll down until you see the Add version field. Type or paste the new product name and version number.



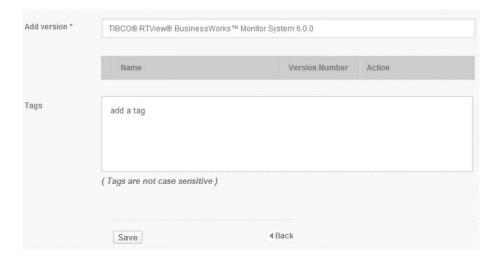
- 5. Click Save.
- 6. After saving product version, check that the main product page shows all the versions in the descending order.

#### **Creating Main Product Page on the Doc Site**

To add a New Product, you are required to create a Product Version first and then link it to the main product.

To add the main page for a new product, follow these steps:

- 1. Click Add Product.
  - The **New Product** page appears.
- 2. In the **Name** field, type or paste the product name.
- Select **OEM**, **Access level** and the **Categories** of product as applicable.
- 4. **Add version** and then click **Save**.



After saving **Product**, the main **Product Page** appears with the corresponding product version.

### **Editing Documents**

After the product documentation set is staged on the Doc Site, you can change the name or path of the document, if needed.



To edit document name or path, click **Edit**, make changes, and then **Save**.

## **Changing the Document Order**

After the product documentation set is staged on the Doc Site, you can change the document order.

To change the document order,

- 1. Click the icon ...
- 2. Move it up or down as needed.
- 3. Click Save Document Order.

