Process of Repository Acceptance

This document will explain the process of reviewing submitted sample code or tips and tricks that we can add to our ActiveScale Community Repository List. Although there is an estimated timeline assigned to each process, a definite timeline cannot be guaranteed as any unexpected events may occur affecting the timeline schedule.

Processes:
- ➢ Reviewing the Code
- ➢ Testing the Code
- ➢ Documenting the Code
- ➢ Customer's Approval
- ➢ Adding the Code to a Repository

Notes:
If a submission has failed during any of the processes above, a document will be sent out to the submitter why a submission will not be uploaded into the repository. The person may resubmit another submission to be reviewed again.

Timeline:

Reviewing the code: (5-7 Business Days)
During the process of reviewing a submission, internal employees will review the submission to make sure that:
- ➢ The submission has no threat to the ActiveScale systems and will not compromise system performance or interfere with components
- ➢ Submission meets all the requirements listed in the Criteria of Codes Document
- ➢ Submission is not a repetitive tool that our repository already has

Testing the Code: (7-15 Business Days)
To make sure that the submission works as expected and to ensure that other customers who may be using the submission that the code or tip and tricks is safe to implement on their systems.

Documenting the Code: (7-15 Business Days)
If your submission already has documentation provided, this step can possibly be significantly reduced to make any necessary additions or revisions or even skipped. Any revisions that are done on the documentation will be shown to the submitter for approval.

If no documentation is submitted with the submission, emails, calls, or a WebEx may be set up with an internal employee in order to obtain any necessary information regarding the submission.

Once the tool has been documented, we will send out the final documentation to the submitter for approval.

Customer's Approval: (7 Business Days)

Once a customer's submission has been documented by an internal employee, the documentation will be sent out to the customer for approval and any possible re edits. The customer will have 7 business days to respond and make any changes if necessary before the code is pushed into the repository.

If there are no changes to the submitter's documents, this process can be skipped and a notification will be sent out to the submitter that the code will be pushed into the Developer Community's Repository.

Legal Review: (2-4 Weeks)

Depending on the type of submission it is or what it does, we may need to open up a ticket and submit the code to Legal for reviewing before releasing our code out into the public. This includes scrubbing the code for open sources and adding an appropriate license to the code.

Adding the Submission to the Repository: (3 Business Days)

The submission will be added into our list of tools available on our GitHub page and pushed into our repository.