

Engineering Hub Viva Goals Documentation Overview-20221102_150553-Meeting Recording

November 2, 2022, 9:36AM

26m 56s

● **Swathi Jayaraman** started transcription

SJ **Swathi Jayaraman** 0:09

Like so, we initially had all our on call related playbooks and other troubleshooting guides capture as part of the SharePoint right where we had all of these listed in documents, right? So now we've migrated all of those engineering website. OK, so as part of today's meeting, what we'll be doing is we'll be trying to cover the entire contents that are currently hosted to the engineering hub site. The next thing would be in case we want to edit or add more contents to whatever that is existing or to.

👤 **Gokul Prasanth** left the meeting

👤 **Gokul Prasanth** joined the meeting

SJ **Swathi Jayaraman** 0:41

Want to add more contents? What are the steps to be taken right and then one another main issue that we previously used to face with respect to the playbooks that we had was the navigation and the Searchability, right? So right now on engineering hub the searchability is has been improved a lot better. We'll be able to search for documents, which is the titles of or the headings. Right. So how to do that and then how to edit and publish new documents. OK. So let me start sharing my screen.

👤 **Sruthi Sundararajan** joined the meeting

SJ **Swathi Jayaraman** 1:20

That.

Uh, so this is basically we were goals documentation site that we published on engineering hub. OK. So if we look at what are the contents that we right now have. So the initially is a lot of us are very new to the engineering hub itself, right. And for costing our we were goals documentation, we have a

separate repo which has been created now this home page is going to capture what are the basic steps may that we want to execute in order to publish.

 **Manibharathi Poyyamozi** joined the meeting

 **Swathi Jayaraman** 1:52

Or edit existing contents right? So that is capital as part of the home and then. Well, for CI and CD, whatever documents that we used to previously have, right? So all of those have been.

Yeah, captured here. And then the next thing is OCE training materials, so whatever we previously used to have under the Playbook section, right, so under the playbooks we used to have the goals and metrics, what is to be done when you're new to the OC and the roles and responsibilities and other playbooks or debugging related information. All of these were captured here as part of this SharePoint, right. So all of these have been migrated under the OCE training materials and troubleshooting guides. OK. So under the OCE training materials, So what is to be done in case of?

 **Sachin Mittal** left the meeting

 **Swathi Jayaraman** 2:35

If you are very new to on call responsibilities, what are their roles and responsibilities and what is basically an outage, right? And what is the entire workflow that we'll have to be following right? And when there is an outage, what is to be done? So all of these documents have been captured under OCE training documents under the OCE training materials, OK, and one important document or the resource that the OC is might have to be.

Knowing this, how to access the production resources right? So how to raise an elevated access right and moving forward right?

So we having the North Europe region, right. So for how to raise request for US East or North Europe and other things, right, so all of these have been captured here and then how to query Postgres for unmasked exception. So all of the contests that we basically had on SharePoint have been migrated to. Under the OCE training documents, OK and now coming to troubleshooting guides, so troubleshooting guides basically going to have all of the troubleshooting guides or debugging incidents related information here, right?

So.

This section is going to cover all of that and one another I ask, was that right now there are a lot of different teams within an organization and each of the teams are going to be having different documents, right? Which might have to be referenced or shared with a lot of people. So we've we've also defined sections, subsections for each of the teams and the team teams can now go and start adding information to these team documents too. OK. And so later down the presentation.

 **Hariraman Radhakrishnan** joined the meeting

 **Swathi Jayaraman** 4:10

I let you guys know what is to be done in case you want to update existing information. OK for example, let me.

Make something OK. Let me pick this goals. We pick something easier. Yeah. This goals and metrics, right. So.

Uh, what is to be done in case we want to update any of the contents of this particular page, right? So what is to be done and how to add more contents to it right? And if you in case you want to add a new section say for example similar to goals and metrics, we have something called as debugging or any other information which is to be added as a separate section. What has to be done for that right? So I'll be covering it in the next 5 minutes. OK, now coming to the filter section that we have here. So previously when we had it on OneNote or on the SharePoint.

Searching for contents was a little difficult later. Right now, what we this filter will help us search for content within this particular tab or the section it say for example I'm going to search for prerequisites so this will be taken as the search text and then all of the documents titles which which match this particular search text will be filtered and shown to us. OK, this is for searching within within a subsection right and and you if you look at the top.

 **Hariraman Radhakrishnan** left the meeting

 **Swathi Jayaraman** 5:28

This size Viva goals themes though, so this search is going to search or perform search on the entire the structuring that we have our documentation site itself directly now say I'm going to search for application and click enter

so the entire Viva goals teams Docker entire structure will be searched for and all of the links that match this particular search criteria will be listed down here.

OK, so now so the search experience also be made better here.

Any doubts so far?

Right.

Now coming to how to edit contents to it right? So this is an existing page that we've already hosted and how we've the language that we write that we write to host. These is markdown. OK. So all of these contents are returning the markdown language.

So now if you see on every page here, we'll be able to see this particular right now, right. So here you see this improve this dog button, right. So when you click on improve this dock button.

It will directly open the corresponding markdown file within our repo. OK, so if you see here there is a. So this is the preview right? So this is this. This entire content is what will be hosted on our site.

OK, so now when you go to the contents tab.

So this.

Is the content that we've updated.

OK, so you can directly click on edit.

OK. And then we can start editing the contents here and then we can raise PR or or a commit and then raise PR to the main branch. OK, so for example whatever.

Changes we make on the contents here and click on preview, it will directly be getting a.

I displayed here OK this is 1 easier way of quickly. Say for example we just need to make a quick update to this particular page right? So this is an easier way of doing it. Just come come to this markdown file and then click on edit and then go to the contents tab, make whatever changes that you want here and then commit and then raise a PR to the main branch. OK so this is one way of doing it.

And if you see there is a, there is a a simpler structure that we are trying to follow here, right, so in markdown.

When you have a single hash, it's going to be the title, it's it's it's treated as a heading one and a double double hash is going to be heading two and triple hash is going to be heading three. So the number of hashes being increased is going to be the subheading level, OK. And then when we have asterisks, it's

going to be treated as bulletin so we can have asterisks. We can have hyphens. So all of these, and then all of these will be treated as indentation. OK.

Sorry, will. It thinks OK and when you want to have tabular content, right? So now if you go back to.

Yeah, the metrics to this, the tabular format, right, so this is the format that we'll have to follow to add tabular contents.

OK. And now so a lot of we've added a lot of files, right, so.

Yeah, feel free to go over each of these content and we want to add images, right. So for adding images, we'll have to Add all of these images under the IMG folder, OK. And there is a naming convention add the name of the image will have to be the name of the file. Basically where we are trying to reference this image, right so that it's easier for us to keep updating more images to it. And also when we want to update our existing images, it's it's easier to find too, right? So there's a small naming convention that you might have to follow, right? Add it to the images folder.

And then we can reference it. So one advantage of Madhan is that.

My dog is going to be converted at the end as HTML and the framework that we use is dark effects. OK, so we can always add HTML tags directly on markdown and that HTML tags will also be treated and then rendered when it's hosted on the engineering hub site. OK, so feel free to add the tags to as and when it's necessary and then.

 **Amit Gupta (E+D)** joined the meeting

 **Swathi Jayaraman** 9:47

I mean, yeah.

You can add notes, important notes section right. So I might let me show here.

Yeah. So if you want to add important notes section or important section or something like that, right. So we can have.

This this format followed OK and for for adding code snippets it'll have to be within the tints 3 tills within these tills OK so any content which is added within these skills is going to be treated as code snippets and.

Yeah.

Yeah, and sometimes we might want to reference other existing documents, right? So here if you see, I'm saying I'll have to refer query Postgres for

unmasked exception section, right? So that's this particular file is also present within the same folder. Right. So the way we reference links is just give the the name, the holder and then you can directly reference the relative path here.

OK, within the parenthesis. So when this is given, this will be treated as a headrest only, right? Let me show it to you.

Yeah, when you click on this, I'll be taken to this particular query, Postgres DB for unmasked exception section. OK, so the syntax is all pretty simpler. Only so because whatever context that we want to render, right, it's the contents are also pretty in a simpler format. We are going to be having a title, the steps and then some coaching snippets and it images and links right. So feel free to refer some of the existing documents. OK.

This is with respect to just the syntax that we have, OK and.

What else? Yeah. And now let me come back to this troubleshooting guides. So if you see here.

 **Md Shahin** joined the meeting

 **Swathi Jayaraman** 11:49

All right. Yeah. So if you're sorry, let me come back to the training mode. So if you see here under the training documents, we are, we are having different subsections, right. And within each of the subsections we are going to have some list of documents. So how do we identify this particular folder hierarchy is with the help of a table of contents file. OK. So each section can.

 **Deepak Asai Thambi** left the meeting

 **Swathi Jayaraman** 12:12

Have a table of contents which is going to define the hierarchy. How this is going to look like. OK so now coming to the court.

Yeah. So under the OC trading materials, I'm having a table of content section. So under this.

Yeah.

Under this, I'm going to have a table of contents, table of contents section here. So if you see I have named it as OCE training documents, so that's what you're seeing here. That's going to be the parent document OCE training document and within OCC training document we have different sections

which is new OCE onboarding outage roles and steps right and how do I define this under OC? I'm going to have different items right? So when I say it has items it's going to be the child of the parent.

OK, so that's how he's going to be defined. So for under OCE training documents, I'm going to have new OCE onboarding and again under new OCE onboarding I'm going to have items.

OK. And with an items, it's going to be a flat list?

And the order in which it's been defined in the table of contents is the same order which is rendered here too on this site.

OK, so this is how we have structured so now.

I assume we are going to assume you are in. You are a dev engineer and then you want to add more troubleshooting guides. OK, so where you will have to be adding this. Go to the troubleshooting guides section here. OK similar to the existing's that we have. Yeah. You are supposed to be creating a new markdown. OK, the the the steps are very very simple here. OK. Because all of the prerequisites we've already taken care of. OK. I just took some time to explain what has been done here. But.

If you want to add a new document, it's it's going to be very simple for troubleshooting guides or be it for any other section here OK and create a new markdown file, OK? And once the markdown file is created, go to the corresponding table of contents file. Because we now have the mark down, but we want that a content to be presented in the table of contents here so that it gets listed here in the site right? So for that go to the TOC dot YAML file and then add.

Data for the newly added contents here, so give some name.

And then.

Uh, the link here. Here we directly reference the file because it's under the same hierarchy, right? So you can directly reference the file name here. OK.

And remember the order in which you give here will be the same order which is going to be rendered on the site though. OK, so all that now the dev engineer will have to do is in case you want to add a new content, just create a new markdown file and then go to the table of contents of that corresponding troubleshooting guide and then reference that here within this within this table of contents way. That's all.

And then raise PR pointing to the main branch.

OK.

And there are ways you can actually test it out locally too, OK.

So now.

Yeah, one way like initially I said it, you can directly maybe create a commit. OK, create a commit on the branch and then go to the preview section. You can directly preview it here. OK that's how it's going to look like. That is one way of doing it or before making a comment if you want to test things out locally, that can also be done OK all of those steps are captured here under the home section here. OK. So for that all that we'll have to do is.

 **Balamanohar Balasubramaniam** joined the meeting

 **Swathi Jayaraman** 15:47

Install the Docker fix. OK familiarize yourself with Docker fix, install dock effects, OK one minute.

Yeah, so install dock effects. OK. And then we have this dock effects dot Jason file where we define the entire the contents which will have to be rendered and the other templates that we use and all that. OK, so that can be found here.

 **Gokul Prasanth** left the meeting

 **Swathi Jayaraman** 16:13

The Doc fix audition. You don't have to make any changes to it. It's all predefined. OK, so we are going to serve this, Jason, that's all install Docker fix. OK and then.

State Docker fix get the parts to the Jason file and do hyphen, hyphen serve. That's all.

OK, so now go and then hit local host 8080. The entire page would be rented. That is one way of testing it locally.

OK.

Umm.

Any doubt so far?

Just two simple steps to be adding new contents or editing existing contents. OK, we are going to be updating an existing markdown or create a new markdown and update the table of contents file. That's all.

OK. So we are coming up with a default markdown template, OK, which will be a read only file which you can actually directly clone and then keep updating the contents of it. OK, so that it becomes a little more simpler as to

what are the basic contents which are required to be part of the troubleshooting guides. OK, so I think that will be up in a couple of days. So I'll be sharing an update on that too. Will be having a read me file on or the steps covering what is to be done for those two.

Or any any doubts so far so moving and and one important thing is from today all of the contents that we have on SharePoint under the OC through OCE training materials will be made read only. OK so for any of the contents we'll have to start referring to the engineering hub site.

Right. Uh, any doubts?

Was it too much or tricky or a lot to lot to process? Or you need any other explanation?

GS **Gokula Krishnan Santhanam** 18:10

Hi swathi.

SJ **Swathi Jayaraman** 18:12

Yeah.

GS **Gokula Krishnan Santhanam** 18:13

For the images know where we need to upload those images with the we need to save the images in the folder itself.

Seems like everyone.

SJ **Swathi Jayaraman** 18:19

Correct. So correct. So for the images, what will have to be doing is we have this images folder created. OK so under the images folder just add the images and then follow the naming convention. OK the naming convention is basically the subsection or the file basically where we want to reference these images right? So add the name of the file and then follow the numbering so that when we want to add more images to it we are able to identify those easily right? And if you want to update it to we find it easier. Easier, so add the images here and when you want to reference it.

Wait, let me show an example. Yeah.

So when you want to reference it within the file, just a, just get the part and then reference it. Yeah, reference the image from the image folder. That's all. You can use the image check. There are different ways of referencing an image. You can use the markdown syntax or you can use the image tag too.

That is up to us, whichever we are comfortable, and then whichever seems. Or gets rendered properly according to ones.

GS **Gokula Krishnan Santhanam** 19:26

And whatever changes we are doing, we can directly go and commit it. We don't need any kind of peers.

SJ **Swathi Jayaraman** 19:32

No, no, no. You will have to be creating a new branch from the main branch. OK, so this is our production documentation site, right? So all of these contents which are currently rendered here have been committed and is live from the main branch. OK. So now if you want to add or edit or do any changes, you're going to create a new branch from the main branch. OK. And then you and then you will have to raise PR to the main branch once it's approved, once we review it and then approve it, we'll be, we'll be merging it with the main branch and the contents from the main branch is what will be rendered on the site directly.

GS **Gokula Krishnan Santhanam** 20:11

OK, got it.

SJ **Swathi Jayaraman** 20:13

Uh.

And then, yeah, and then if you can spend some time too, right, when you go over these contents, right, feel free to add these or give these what is called a metrics or suggestions to whether it was helpful or what is to be done. Let's say it's a yes or a no or any other feedback that you have, right. So this will also help us because you've just started collating all of these contents and then start maintaining the site. So if you can provide all these feedback, it will be helpful for us to maintain the site in a better way.

And if we have proper headings added to the markdown right? Say for example there is a heading one and then subheadings right? So all of these will be displayed under this in this article section. So it will also help us navigate a little sooner.

OK and.

Yeah, some of us might have content existing contents on one note right. And some of us might have contents on Docx directly. So say for example, you

don't want to be writing the entire contents directly on markdown, rather you would want to convert whatever is there on docx to markdown, right? So there is a tool called pandoc. So there are two simple steps using pandoc when it comes to docx, you're going to install the tool and then the document might contain a lot of media, right?

👤 **Ajay Balaji** left the meeting

SJ **Swathi Jayaraman** 21:34

We made this right, so just extract the media contents and it'll be saved under the folder. You can give any folder here. OK so it'll be all the images will be extracted and then save them to that folder and then the next step will be to extract the contents from the document and then get it converted to convert it to markdown format right? So that will be the second step. So when you execute this step you're going to have a markdown generated and then you can use Visual Studio code and then you can have these markdown shortcuts and other tools also.

Installed and Visual Studio right, which will help us in your writing the code properly. So once you have this open in Visual Studio see how it's going, how it's getting rendered and then you can update the contents accordingly.

And this is with respect to migrating it from Docx to markdown. OK and some of us might have the contents in OneNote, right? So this works on Windows, so we might have to extract this and application. OK, so just download, download, deserve and then click on the adopt double click on the application to open it. Since it's on OneNote, you're going to be expected to sign into a Microsoft account, select the notebook, right which you want to convert and the destination where the OR entire markdown contains are to be converted and saved as markdown files. That's all.

Uh, the steps are very similar here. Only one thing that we'll have to ensure is we'll have to ensure that the converted contains are also of the similar structure that that we would want the entire page to be displayed right. For example, sometimes new lines might be missing or a more new lines added, right and image references.

Uh, see that the image references and other links are also in tagged right? So don't blindly commit after making this conversion. Check it out in either in the preview right comment and then in your local branch, and then go to preview and see how this is going to look like or have the dock effects installed locally,

and then bring it up on local host 8080 and check it out how it's going to look like.

OK, ensure that you check it out once because we have just started a lot of us would be starting right now, right. Working on this and then making or committing changes to it. So ensure that you have a look at the contents once before you raise the PR.

Alright, so by end of today we'll be making all of the contents that we have as part of the OCE training materials that we only specifically the playbook contains, right and whatever is currently present, we'll ensure that this is In Sync with the contents that we have on engineering hub in a day or two and any new contains or any updation will have to be raised as a PR to the main branch.

OK.

Yeah. Any other questions, Steve?

MS **Md Shahin** 24:40

Here's what he saying here. Have a question. So is the recommended way to yeah, so is the recommended way to write a new docs. Is it only bogged down or can we continue to write in doc and use that migration option?

SJ **Swathi Jayaraman** 24:43

He. Hi, shinya.

You know that can be done. Shahin, anything which suits you. Right. When when you write it in the word doc, you will have to ensure that again on word. You follow proper structuring, right? Because the tool is directly going to convert whatever you have on word into markdown structure. OK, so yeah, convert it. Yeah.

 **Amit Gupta (E+D)** left the meeting

MS **Md Shahin** 25:11

Right. So you just want to know if there is any caveats in the conversion thing?

SJ **Swathi Jayaraman** 25:16

Yes, because that was also an intern. That's also an internal tool. OK, so it's like that was also developed as part of one of the hackathons that we are

trying to utilize here. OK, so there might be certain gaps here and there which you might have to take care of. But yeah, when I started migrating the contents, it was actually useful when I had structured the document properly, OK. But somewhere where the indentation is not proper or the the new lines are not taken care of properly, right.

MS **Md Shahin** 25:16

Make up something here.
OK.

SJ **Swathi Jayaraman** 25:46

So those places and all I found a little difficult, but other than other than that the contents were intact actually. But we we'll have to be a little more careful in looking at whether that's what that's what we expect.

MS **Md Shahin** 25:59

Makes sense. Thanks.

SJ **Swathi Jayaraman** 25:59

But yeah, that can be done. Yeah, yeah.

And any other questions, Steve?

I'll be adding a the link to this recording also as part of the engineering hub documentation site. OK, so that other people are also able to have a look at it. Any other. Any other suggestions or questions or any other details that you want us to add to?

 **Manibharathi Poyyamozi** left the meeting

SJ **Swathi Jayaraman** 26:27

The Angel.

All right then, I think.

Then thanks for joining. Thanks for joining team. Do feel free to let me on the loop in case you have any queries or any doubts. OK as to what is to be done. Thanks for joining. Yeah.

 **Sruthi Sundararajan** left the meeting

 **Balamanohar Balasubramaniam** left the meeting

 **Nipun Rawat** left the meeting

 **Md Shahin** left the meeting

 **Gokula Krishnan Santhanam** left the meeting

 **Swathi Jayaraman** stopped transcription