Use cases

UX redesign project PHASE 2



Document History

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Modified by | Modification |
| 1.0. | 01/09/2016 | Avanade UX team | Update document for Phase 2 of redesign   * Resources pages * Topic pages * Toolbox removed from scope * Main navigation bar update (About > Our Company; navigation specifications) * User interactions and look and feel for tags |
| 1.1. | 02/09/2016 | Avanade UX team | Updates based on document review and Q&A for Resources:   * Behavior specified for a favorite document removal or change in access rights * Behavior specified for “sort by” action on Resources list view * UI specified for link display (Quick Links component) * Default ordering of Resources on the Topic page Library component * “Engage” and “Featured” component removed from the Brand template |
| 2.0. | 09/09/2016 | Avanade UX team | Updates based on document review with Paul, Pete and Fadia:   * Update of last version of Functional Specifications for Phase 1 * Update on wording: “Function Page” becomes “Generic topic page” * Addition of chapter 17 to specify publishing process use cases |
| 2.1. | 13/09/2016 | Avanade UX team | Updates based on document review with Alvaro   * Move publishers use case inside the Resources and Topic pages sections to keep same numeration as phase 1 document * All specifications that impact phase 1 functional scope are presented as additional PBIs (“New PBI”) and highlighted in yellow * Removed “bookmark” concept from functional scope * Align specifications of the “Engage” component on topic pages to already specified user interactions |
| 3.1. | 15/09/2016 | Avanade UX | Updates based on document review with Alvaro, Fadia, Paul and Peter:   * Clarification of the mega menu organization * Recommendation for adding resources selection to the onboarding * Update of terminology and tags & button section * Update of rules on ordering resources content (no most viewed, no most added to favorites) |
| 4.0. | 27/09/2016 | Avanade UX | Updates based on review with JTI team:   * Clarification of the mega menu component and UI * Clarification of the recommendation mechanism (based on manual editorializing by corporate communications in phase 1 before moving to 0365) * Answers of open questions for sign-off |
| 4.1. | 04/10/2016 | Avanade UX | Updates of assumptions:   * Back-end will be OOB * Nakisa link will be use for meet the team components |
| 4.2. | 05/10/2016 | Avanade UX & Juan Antonio Erce | Last updates following the meeting with the Intranet team and update on the Go-live requirements |

# Assumptions of this document

Based on UI visual experience but depending on actual cost and technical constrains coming as an outcome of the technical analysis some of this features may not be implemented as described.

The back-end for publishers will be based on OOB SharePoint features.

The “Meet the team” component on topic pages will be linking to Nakisa. Another solution will have to be defined when Nakisa is decommissioned.

Input on publishing process how-to will be provided by change management.

# Open questions to be addressed

* Regarding the Mega Menu: the links to the pages are based on user specific settings, but we need to ensure that there is a 1-to-1 relation between a page and a location or a market. For instance, we have only one page called “Russia” for the Russian market, even though we have several pages for functions located in Russia. Needs to be addressed by content governance and topic pages metadata.
* [RESOLVED, see 1.3.] Regarding the Mega Menu: by default, a user has two attributes: function and market. We need to make sure there are unique topic pages associated to that function and market before deployment, so users don’t find themselves short of topics pages in their “My pages” component.
* [RESOLVED, see 17.2.] Does the resources section, library component and document components on topic pages need to be responsive?
* [RESOLVED: the change request will have to be reviewed more thoroughly, and won’t be part of the go-live’s initial scope. Standard resources pushed by Corp. Comms. have to be defined however] Regarding the onboarding: the Resources need eventually to be added to the onboarding process, allowing user to select topic pages as interests, but also applications, sites and document. This needs to be supported by designing this specific section of the onboarding process. However, considering our timeframe for doing that, we recommend an intermediary solution. Instead of selecting a set of pages and resources, the user could be presented with a set of pre-defined elements by default added to his user profile. These elements would be her default topic pages for function and market, as well as standard resources all employees need to access on induction (HR portal, Training app, etc.).
* [RESOLVED: just English] Regarding the languages of the glossary: the glossary shall be available in the different languages defined in section 17.1. What need to be discussed is the following: should the user access by default the glossary on his default language settings (same as the Intranet UI), or should he be able to select the language with a dropdown menu?
* [RESOLVED: component will link to Nakisa and new solution will be defined when Nakisa is decommissioned] Regarding the org chart display: initially, it was recommended not to display Nakisa UI on the “Meet the team” components, but only information stored on Nakisa rendered in a more user-friendly UI. This needs to be addressed from a technical perspective. If feasibility is too complex, publishers need to be provided with a web-part that lets them select the Nakisa information they need to display, and the rendering will follow the standard Nakisa UI
* [Paul] Regarding Favourite and Share functionalities: We will be exposed to a situation where M&S pages (topics) and documents will be live before we switch on Engage and notifications. Can we therefore switch off (and eventually on) the features existing within page templates?
* [RESOLVED: see Assumptions of this document] Regarding the Publishing interface: The publishing interface for topics and resources was not in the scope of the wireframes, it is not clear enough from this document how the UX will be for publishers. Therefore it is presumed that this interface will be clarified in the functional specifications document.
* [RESOLVED: since it’s an OOB features, no need for a specific UI. The standard web-part will have to follow the styling defined in the Styleguide] [Juancho] Best Bets. It seems new intranet will also use Best Bets, I’ve not seen an example in the wireframe neither in this functional document, I believe would be requested by Accenture a UI definition and where Best bets will be placed in the search center.

# Use case overview

1. Use case definition:

In software and systems engineering, a use case is a list of action or event steps, typically defining the interactions between a role (actor) and a system, to achieve a goal. The actor can be a human, an external system, or time.

Use case analysis is an important and valuable requirement analysis technique that has been widely used in modern software.

In order to better gather all possible interactions for the new UX redesign project we recommend to define at least one use case per requirement.

1. Use case template for this document:

|  |  |
| --- | --- |
| Id: | [unique id of this use case] |
| Feature category: | [enter the feature type] |
| Feature name: | [give the feature name |
| Description: | [describe the flow of events from preconditions to post conditions using [given] [when] [then] and [and] statements.] |
| Priority: | [priority of this use case] |

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# Universal components

## Terminology (updated)

|  |  |
| --- | --- |
| **Term name** | **Description** |
| Application | External **application** used by JTI employees, such as Nakisa, BAP/Memo, Amex Travel Portal, etc. |
| Colleague | A **Colleague** is the relationship between two JTI users who are following each other on Inside and Engage. |
| Community | A **Community** is a group of users that follow the same activity steam and are managed by a community owner on Engage. |
| Contact | Users can **Contact** other users on the intranet by either using the user card or posting on engage |
| Favorite | On Inside, users can add several content types to their **favorites**: web pages, external applications, external SharePoint sites, documents. |
| Follow | Follow is a term exclusively applied to people on Engage; following a colleague means receiving notifications when that colleague has new activities. |
| Follow-up | The **Follow-up** action is a feature available in Sitrion to save a post on Engage that you can then find on your profile. |
| Manage my #Tags | On Engage the user can follow #Tags that are generated by users. This is defined as “manage my #Tags” available the user’s settings’ page. |
| Manage my expertise tags | On Inside profile a user can assign tags as an Expertise. This is defined as “manage my expertise” available the user’s settings’ page. |
| Manage my news tags | On Inside the user can follow Tags that are generated by site managers and web publishers. This is defined as “manage my news tags” available the user’s settings’ page. |
| Notifications | Notification icon in the top bar shows the number of new content: news and resources. This is *out of the box* (OOTB) functionality. External notifications sources (data bases) not considered. See point 1.4 |
| Recognition | The term **Recognition** is used in Engage to replace the feature kudos badge from Sitrion |
| Recommended (Engage) | The term **Recommended** is used in Engage when the system recommends the user colleagues and communities to follow. |
| Recommended (Resources) | The term **Recommended** is used in the Resources section when the system recommends the user resources to add to her favorites. |
| Related news | Related news are based on metadata commonly stored in the term store and match that of the news article the user is currently viewing. |
| Tags | All content that is published on Inside and Engage is tagged using metadata and this metadata then appears as Tags buttons on the SharePoint Intranet and #tags on Engage. These metadata tags enable to categorize content on the intranet. |
| User | A **User** is any JTI employee who has access to Inside and Engage. |
| Site (instead of “Workplace”) | A **Site** is a SharePoint collaboration site available for a group of users to work together on the same files with private access. The site could either be private or public. |
| Suggested news | Are based on user preferences (metadata profile preferences) |

## Tags & buttons (updated)

|  |  |  |
| --- | --- | --- |
| **UI** | **Term name** | **Description** |
|  | Contextual tags | Displayed metadata that categorize content on the SharePoint intranet. These are managed by web publishers and site managers in the SharePoint term store. Such tags can be found on the News or Resources components and are not interactive.  **New PBI** : change in UI and user interactions already specified for these tags (see sections 2.3. and 3.5.) |
|  | Tags linked to search | Displayed metadata that categorize article or document pages on the SharePoint intranet. These are managed by web publishers. Clicking on these tags displays a search result page with the selected keyword as a query.  **New PBI** : change in UI and user interactions already specified for these tags (see section 3.1.) |
|  | Filter tags | Buttons with selected/unselected effect, used to filter content by tags on the News section, Resources sections and on the library components of the Topic pages. |
|  | Engage tags | Displayed metadata that categorize Engage content. These are generated by end users posting #tags manually on Engage. |
|  | Follow (Engage) | The term follow is used in relationship with colleagues, because user want to follow someone. This button is used to follow a colleague. |
|  | Join | The term join is used in relationship with communities because a user becomes part of a community. This button is used to join a community. |
|  | Following | The term following is used in relationship with colleagues and communities because it implies the user wants to be informed of their activity and can receive notifications. This button is used to indicate that the user is following a colleague or a community. |
|  | Leave | The term - leave is used in relationship with communities because a user becomes part of a community. This button appears when hovering the Following, and used by a user who wants to Leave a community. |
|  | Stop Following | The term follow is used in relationship with colleagues. This button appears when hovering the Following, and used by a user who wants to Leave a community. |
|  | Add to favorites [SharePoint] | The term favorite is used in relationship with content on Inside.  This add to favorite button is used on the search results page, resources or topic pages to add content to the “My Favorites” list in the resources section.  When the user hovers on the button, display the following tooltip: “Add this element to your favorites”. |
|  | Remove from favorites [SharePoint] | The term remove from favorites is used in relationship with content on Inside.  This remove from favorites button is used on the search results page, resources or topic pages to remove content from the “My Favorites” list in the resources section.  When the user hovers on the button, display the following tooltip: “Remove this element from your favorites”. |
|  | Share | The term share is used in relationship with content on Inside.  This share button is used on the search results page, resources or topic pages to send the content by email to a person or to share it on an Engage community by using a link.  When the user hovers on the button, display the following tooltip: “Share this element by email or on Engage”. |
|  | Link to internal page | When a publisher adds a link to a topic page hosted on the Intranet (on the Quick Links component of Topic pages for instance), this specific icon should be displayed. |
|  | Link to external application or site | When a publisher adds a link to an external site or application (on the Quick Links component of Topic pages for instance), this specific icon should be displayed. |
|  | Link to a document | When a publisher adds a link to a document hosted on the Intranet (on the Quick Links component of Topic pages for instance), this specific icon should be displayed. |
|  | PDF document | Icon used to identify a PDF document in the card resources layout, as well as the list view in the “recommended” section of Resources list view and on the “Featured” component of topic pages. |
|  | Word document | Icon used to identify a DOCX document in the card resources layout, as well as the list view in the “recommended” section of Resources list view and on the “Featured” component of topic pages. |
|  | PowerPoint document | Icon used to identify a PPTX document in the card resources layout, as well as the list view in the “recommended” section of Resources list view and on the “Featured” component of topic pages. |
|  | Excel document | Icon used to identify a XLSX document in the card resources layout, as well as the list view in the “recommended” section of Resources list view and on the “Featured” component of topic pages. |
|  | Application | Icon used to identify an application in the card resources layout, as well as the list view in the “recommended” section of Resources list view and on the “Featured” component of topic pages. |
|  | Site | Icon used to identify a SharePoint site in the card resources layout, as well as the list view in the “recommended” section of Resources list view and on the “Featured” component of topic pages. |

## Top navigation (updated)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
|  | | | | |
| 1.3.1 | Index page link | Inside logo | Given that I am a logged user  And located anywhere in the system  When I click in the inside logo  Then the system should redirect me to the “index” page | 1 |
| 1.3.2 | Top navigation | My Pages | Given that I am a logged user  And located anywhere in the system  When I click on “My Pages”  Then the system shows me a list of pages I added to my Favorites (aligned with “My Pages” section 14.2.5 and a list of pages “Recommended for you”  And by default, every user has a list of pre-defined topic pages added to his pages the first time he arrives on the Intranet, corresponding to   * The Global page of his function and/or brand * The Local page of his function and/or brand * The page for his local market * Pre-defined pages by corporate communications necessary to the user for induction (Recommended for you)   And the mega menu displays the first 10 links of my pages (ordered by date of addition to favorites) and the first 5 links pushed by Global corporate communications  And corporate communications users are able to push forward pages using the tag “recommendedforyou” in the metadata of topic pages  When I click on the “see all” button  Then I arrive on “My favorites” page of the Resource section      **New PBI** : aligning UI, wording and user interaction for the top navigationMarkets: link to a topic page | 1 |
| 1.3.3 | Top navigation | News | Given that I am a logged user  And located anywhere in the system  When I click in the “news” link Then the system should redirect me by default to the “My news” page, | 1 |
| 1.3.4 | Top navigation | Engage | Given that I am a logged user  And located anywhere in the system  When I click in the engage link Then the system should redirect me to the “engage” home page | 1 |
| 1.3.5 | Top navigation | Resource | Given that I am a logged user  And located anywhere in the system  When I click in the “resource” link Then the system should redirect me to the “My Favorites” page | 1 |
| 1.3.6 | Top navigation | Search field | Please refer to the 10. Search section | 1 |
| 1.3.7 | ~~Top navigation~~ | ~~Toolbox toggle button~~ | ~~Given that I am a logged user~~  ~~And located anywhere in the system~~  ~~When I click in the “toolbox toggle” button then the system should expand the toolbox menu above the intranet header.~~  ~~And stay fixed on top when the user scrolls on the page.~~  ~~When I click in the “toolbox toggle” button again when the toolbox is open~~  ~~Then the system should collapse and hide the toolbox.~~ | ~~1~~ |

## Notifications

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | | **Priority** |
| Option 1:  Available only on this page in the prototype: <http://insidejti.azurewebsites.net/public/index.html> | | | | Option 2:  Available only on all other pages on the prototype | |
| 1.4.1 | Notifications | Notifications | Given I am a logged in user  And located anywhere in the system  When I click on the notifications button indicated by a bell icon  Then the system will open the notifications dropdown panel  And show me my latest notifications 5 at a time.  And the notifications will come from both the Sitrion directory and SharePoint directory  When I scroll inside the panel  Then the next previous notifications will appear using the infinity scroll function. | | 1 |
| 1.4.2 | Notifications | Notifications ticker  ! Added feature | Given I am a logged in user  And located anywhere in the system  Then the system will indicate using a number visible on the header next to the notifications bell, how many new notifications I have not read. | | 1 |
| 1.4.3 | Notifications | Notification post engage | Given that I have opened the notifications panel  And located anywhere in the system  Then the engage notification post appears for colleagues and communities that I follow on engage.  And the system will indicate me which notifications are new by highlighting the block.  When I click the notification  Then the system will redirect me to the engage post location. | | 1 |
| 1.4.4 | Notifications | Notification post SharePoint | Given that I have opened the notifications panel  And located anywhere in the system  Then the SharePoint notification post appears for documents that I added to my favorites on the inside intranet.  And the system will indicate me which notifications are new by highlighting the block.  When I click the notification  Then the system will redirect me to the document file. | | 1 |
| 1.4.5 | Notifications | Notification edit | Given that I have opened the notifications panel  And located anywhere in the system  When I click in the cog edit button  Then I'm redirected to the "Notifications” manager in my “Settings" page  And I can manage my notifications | | 1 |
| 1.4.6 | Notifications | Notification load more | Given that I have opened the notifications panel  And located anywhere in the system  Then I can request the system to load the 5 next notifications in the notifications panel. | | 1 |

### Engage notification structure

|  |  |  |  |
| --- | --- | --- | --- |
| Seen / not seen | User profile picture | **Garcia, Blanca** has posted on @[inside engage news, views, and questions]  Dear all, please be informed that all SharePoint resources (inside engage included) will not be available on November 1 from 9h to 15h CET#outage… | Elapse time |
| Seen / not seen | User profile picture | **Garcia, Blanca** now following community arise video brazil. | Elapse time |
| Seen / not seen | User profile picture | **Garcia, Blanca** received recognition from **Erce, Juan Antonio**  Another #JTI #kudos | Elapse time |

### SharePoint document notification structure

|  |  |  |  |
| --- | --- | --- | --- |
| Seen / not seen | Document icon | **Garcia, Blanca** has updated on [file-name.pdf] | Elapse time |

## User card

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
|  |  | | | |
| 1.5.1 | User card | User name card  Contact information | Given I click on the active “user name” component  Then the user card appears on top  Add indicates the user contact information.  When I click the user’s name in the user card  Then I am redirected by the system to the user’s public profile page  When I hover the Lync availability  Then the Lync user card appears  When I click the user’s email in the user card  Then I am redirected by the system to my inbox to write an email to the user with their email address already filled for me. | 1 |
| 1.5.2 | User profile picture | User name card  Contact information | Given that I am on Engage  And I see a profile picture next to a user name in an Engage web-part component  When I hover on the profile picture  Then the user card also appears on top. | 1 |
| 1.5.3 | User card | User name card  Lync contact | Given I click on any active “user name” component  Then the user card appears on top  Add indicates the user contact information.  When I hover the Lync availability  Then the Lync user card appears | 1 |
| 1.5.4 | User card | User name card  Follow button | Given I click on any active “user name” component  Then the user card appears on top  Add indicates the user contact information.  When I click the follow button  Then the system will add this user to my colleagues list | 1 |
| 1.5.5 | User card | User name card  Email button | Given I click on any active “user name” component  Then the user card appears on top  Add indicates the user contact information.  When I click the user’s email button in the user card  Then I am redirected by the system to my inbox to write the user an email. | 1 |

# Index page components

<http://insidejti.azurewebsites.net/public/index.html>

## Corporate news

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** | |
| 2.1.1 | Corporate news | Corporate news header | Given that I am a logged user  And located on the “index” homepage  Then the system displays the 3 newest corporate news.  And this news type has been given by the publisher the “corporate” metadata property. | 1 |
| 2.1.2 | Corporate news | Corporate news button | Given that I am a logged user  And located on the “index” homepage  When I click the “corporate news” title button, the system redirects me to the corporate section in the news page. | 1 |
| 2.1.3 | Corporate news | Article image and title | Given that I am a logged user  And located on the “index” homepage  When I click on either the “image” or “title” from a news article, the system redirects me to that specific article page. | 1 |
| 2.1.4 | Corporate news | Newest button | When I click on the “newest” button in the drop down feature, the system sorts corporate news list by chronological order. | 1 |
| 2.1.5 | Corporate news | Most viewed button | When I click on the “most viewed” button in the drop down feature, the system sorts corporate news articles by most page views. | 1 |
|  | | | | |

## My news

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
| 2.2.1 | My news | My news | Given that I am a logged user  And located on the “index” homepage  Then the system displays the 10 newest news articles  And filter based on “my news” settings. | 1 |
| 2.2.2 | My news | My news button | Given that I am a logged user  And located on the “index” homepage  When I click the “my news” title button, the system redirects me to the “my news” section in the “news” page | 1 |
| 2.2.3 | My news | Manage my news tags “cog” button | Given that I am a logged user  And located on the “index” homepage  When I click the “cog” button next to my news,  Then the system opens the lightbox modal that allows me to “manage my news tags” settings. | 1 |
| 2.2 | My news | Newest button | When I click on either the “newest” button, the system sorts corporate news list by chronological order. | 1 |
| 2.2 | My news | Most viewed button | When I click on the “most viewed” button, the system sorts my news articles by most page views. | 1 |
|  | | | | |

## News article content component (updated)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
| 2.3 | News article content component | Market label | Given I am on the index page or news page  When I view a news article content component  Then I will always be indicated the market label this article is associated to.  When I click the market label the systems brings me to all news filtered by this tag. | 1 |
| 2.3 | News article content component | Job posting label | Given I am on the index page or news page  When I view a job posting content component  Then the system will indicate that this is a job posting using the “job posting” label, under the market label.  When I click the job posting label the systems brings me to the job posting page in the news section | 1 |
| 2.3 | News article content component | Announcement label | Given I am on the index page or news page  When I view an announcement content component  Then the system will indicate that this is an announcement using the “announcement” label, under the market label.  When I click the Announcement label the systems brings me to the announcements page in the news section | 1 |
| 2.3 | News article content component | Article image and title | Given I am on the index page or news page  When I view a news article content component  And I click on either the “image” or “title” from a news article  Then the system redirects me to the article page. | 1 |
| 2.3 | News article content component | Article date | Given I am on the index page or news page  When I view a news article content component  Then I will be indicated the publishing date of the article | 1 |
| 2.3 | News article content component | Articles tag | Given I am on the index page or news page  When I view a news article content component  Then I will always be indicated 3 topic tags this article is associated to, that are chosen by the publisher.  When I click the tag I’m directed to a search page results with the selected tags used a search keyword | 1 |
| 2.3 | News article content component | Like button and counter | Given I am on the index page or news page  When I view a news article content component  Then the news article component indicates the number of “likes” received  And the component is inactive | 1 |
| 2.3 | News article content component | Comments button and counter | Given I am on the index page or news page  When I view a news article content component  Then the number of “comments” the article has received is indicated.  And the component is inactive | 1 |
|  | **New PBI**: align UI with ‘Contextual tags” specified in section 1.2. | | | |

## Job Posting component structure

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | | **Feature name** | | **Description** | **Priority** |
|  |  | | | | | |
| [market label] | |  | | **Title** | | date |
| Job posting | |  | | **Description** | | Like / comment |

## Annoucement component structure

|  |  |  |  |
| --- | --- | --- | --- |
| [market label] | Image | **Title** | date |
| Announcement |  | **Description** | Like / comment |

# Article

<http://insidejti.azurewebsites.net/public/article.html>

## Article header (updated)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | | **Priority** | |
| 3.1.1 | News article header | | News header | | Given I am on an article page  Then I will always see this overview of the page article that includes the Market tag, the title of the article, the topic tags, the author and the published on date. | | 1 |
| 3.1.2 | News article header | | Market label | | Given I am on an article page  Then I will always be indicated the market label this article is associated to.  And when I click this market label  Then I will be redirected to the “all news” filtered by market name. | | 1 |
| 3.1.3 | News article header | | Tags linked to search | | Given I am on an article page  Then the system on the news article indicates the topic tags that have been chosen for this article by the publisher  When I click one of the topics tags  Then I will be redirected to a search results page for this topic tag used a query keyword  **New PBI**: align UI with ‘Tags linked to search” specified in section 1.2. (see below the new UI) | | 1 |
| 3.1.4 | News article header | | Author – user name | | Given I am on an article page  Then I will see the author’s name with his profile picture on the left  When I hover the author’s name  Then I will see appear the user card of the author  And I can access the author’s contact information  When I click the author’s name in the user card  Then the system will redirect me to the author’s profile page.\*  \*see the user card function in universal chapter | | 1 |
| 3.1.4 | News article header | | Date | | Given I am on an article page  Then I will see the publishing date of the article.  When the publisher is publishing the article  Then they can either choose the default date or force and select a certain date. | | 1 |
|  | | | | | | | |

## Share lightbox

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** | |
| 3.2.1 | News article share lightbox | URL | Given I am on an article page  When I have clicked the “share” button on the article header  Then the system opens the share modal lightbox\*.  And I can copy the URL of the article page from the text field  And use this URL link to share manually. | 1 |
| 3.2.2 | News article body | Share by engage | Given I am on an article page  When I have clicked the “share” button on the article header  Then the system opens the share modal lightbox\*.  And I can select the radio button to share the article on engage  And add a comment to accompany my engage post.  When I click share to confirm  Then my post will be published on the engage social feed that the publisher has preselected for this article.\* | 1 |
| 3.2.3 | News article body | Share | Given I am on an article page  When I have clicked the “share” button on the article header  Then the system opens the share modal lightbox\*.  And I can select the radio button to share the article by email  When I start typing in the email text field  Then I can add my colleagues’ email  And the system gives me auto-completion suggestions to choose the right email address.  And I can add several email addresses separated by a colon  When I start typing in the comment text field  And add a comment to accompany my email.  And I click share to confirm  Then the system will send this email for me.  And the person receiving the email is indicated that I am the sender.  And the subject of the email is the title of the article  **New PBI**: multiple address sharing separated by a colon | 1 |
|  | | | | |

## Comments

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
| 3.3.1 | News article comments | Comments webpart | Given I am on an article page  And I will see on the right the comments thread column.  And I can see all the likes and comments that the article has received.  And I can like a comment that a user has posted on the article  When I click the text field at the end of the comments thread  Then I can also write my own comment  And I must click the button “comment” to post on the comments thread.  \*This is based off the current webpart on JTI intranet, only some style changes were made. | 1 |
| 3.3.2 | News article comments | Like button | Given I am on an article page  And the system on the news article indicates the number of “likes” the article has received  When I click the “thumb” button from the article content component  Then I can also “like” or “unlike” the article or comment related to the article | 1 |
| 3.3.3 | News article comments | Comment icon | Given I am on an article page  And the system on the news article shows the number of “comments” the article has received.  When I click the “comments” button from the article content component  Then the system redirects me to the comments field in the comments widget, on the right column. | 1 |
| 3.3.4 | News article comments | Share button | Given I am on an article page  When I click the “share” button on the article header  Then the system opens the share modal lightbox\*.  \* see share modal requirements in next section | 1 |

|  |  |
| --- | --- |
| Comment text field closed: | Comment text field open: |

## Article body

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | | **Priority** | | |
| 3.4. | News article body | | Body | | Given I am on an article page  Then I will see that the central column is the body of the article that has been published  And is created by a standard OOB SharePoint publishing form.  And included images that can come from the multimedia library.  And can include videos that can come from the JTI Tube or multimedia library.  And can include related links that are manually written by the publisher | | 1 |

## Related news

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | | **Priority** | | |
| 3.5 | News article related news web part | | Filter requirement | | Given I am on an article page  Then I will see at the bottom of the page a list of 3 related articles.  And are determined by the system based on, relevancy, similar tags / market/department and close date.  When the system can’t find any related articles  Then the publisher can force and manual select which articles to promote | | 1 |
| **New PBI**: align UI with ‘Tags linked to search” specified in section 1.2. | | | | | | | |

# Engage Sitrion components

<http://insidejti.azurewebsites.net/public/engage.html>

## Engage left navigation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
| 4.1.1 | Engage navigation | Engage navigation | Given that I am a logged user  And that I am on any Engage page Then I will see this navigation of link items, sectioned by “communities” and “#Tags” that I follow  And there is a no limit number of items because I can scroll down the left navigation to see all my communities and topics. | 1 |
| 4.1.2 | Engage navigation | Community button | Given that I am a logged user  And that I am on any Engage page  Then I will see this navigation with links to “communities” that I follow  And next to each community, I can see the number of new posts in the white bubble.  When I click anywhere on the link row, I am directed to the community  And bubble is only an activity indicator with no hover or feedback | 1 |
| 4.1.2 | Engage navigation | #Tag button | Given that I am a logged user  And that I am on any Engage page  Then I see this navigation with bubble shaped links to “#tags” that I follow  When I click the #Tag button  And then the system directs me to that #Tag page. See section 8. | 1 |
| 4.1.4 | Engage navigation | All communities button | Given that I am a logged user  And that I am on any Engage page and I click the “all communities” button  Then the system will redirect me to “all communities” page. See section 9. | 1 |
| 4.1.5 | Engage navigation | “+ follow more #Tags” button | Given that I am a logged user  And that I am on any Engage page When I click the “+ follow more #Tags” button  Then the system will open a pop-in that will allow me to manage my #Tags. See section 12.3 | 1 |
|  |  | | | |
|  |  | | | |

## Engage post my stream webpart and community stream

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | | | **Priority** |
| 4.2.1 | Engage post | My stream post web part for homepage and my activity stream pages | | Given that I am a logged user  And located on the “my stream post web part” for homepage and my activity stream pages  Then I can write either a post, a question, a poll, or a recognition  And target communities and users  And add an attachment if I have targeted a community  And add a link,  And add a poll when on the question post type.  \*this is an oob sitrion component. No functional customization required apart from the position of the post, question, and recognition tabs. | | | 1 |
|  | **Target post web part for “My Activity stream”** | | | | | | |
| 4.2.2 | Engage post | My stream post web part for communities only | | Given that I am a logged user  And located on the “community stream post web part” on a community page\*  Then I can write either a post, a question, a poll, a recognition, or an idea  And by default the community where the web part is located is targeted, but I can also target other communities and users  And add an attachment and link,  And add a poll when on the question post type.  And post an idea when the communities has activated an ideas campaign.  When posting an idea I can only share a link with this post type  \*this is an oob sitrion component. No functional customization required apart from the position of the post, question, recognition, ideas tabs. | | | 1 |
|  | **Target post web part for “Community”** | | | | | | |
| 4.2.3 | **Recognition Web Part** | | Give recognition | | Given that I am a logged user  And that I on the “my activity stream” or a “community” page that has the Recognition web part Then I can select a user-name to give recognition  And select a badge icon and leaving a comment.  And this post will appear in the user’s activity feed and recognition sub-page.  And users that are following this user will be notified by a notification and in their conversation feed | | 1 |
|  | **Plan A: web pat for “Recognition”**    However, if this is not possible to do in the same web part, then a second web part can be positioned on the right column space. | | | | | **Plan B: web part for “Recognition” if cannot couple this functionality with postbox** | |

## Engage my stream filter web part and community stream filter

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
| 4.3.1 | Engage my stream | community stream filter web part on “community” page | Given that I am a logged user  And located on the “community stream filter web part” on the “Community” page  When I click the social feed “activity type” dropdown menu, I can select from a list the activity type  Then the “my stream web part” will filter the feed with only this activity type. | 1 |
|  |  |  |  |  |
| 4.3.1 | Engage my stream | my stream filter web part on “My activity stream” | Given that I am a logged user  And located on the “my stream filter web part” on the “My activity stream”  When I click the social feed “activity type” dropdown menu, I can select from a list the activity type  Then the “my stream web part” will filter the feed with only this activity type. | 1 |
|  |  |  |  |  |
| 4.3.2 | Engage my stream | My stream filter web part on index page | Given that I am a logged user  And located on the “my stream filter web part” on the index page  When I click in the “post type” dropdown menu Then a list of all the communities and colleagues and other criteria appears by alphabetical order (this is OOB)  And I will be able to refine my conversations feed results by selecting one item at a time from the dropdown menu list.  And the list refreshes itself automatically each time a new activity is made in the system. |  |
|  |  |  |  |  |
| 4.3.3 | Engage post | Engage Tag Cloud web part on “community” page | Given that I am a logged user  And located on the “community stream web part” on a “Community” page  When look to the right of the “filter by”  Then I should have access to the edit notification settings, tag cloud, search by tag, and refresh OOB function.  The tag cloud and the edit notifications box need to be aligned with the look & fell of the platform. | 1 |
|  |  | | | |

## Engage activity stream

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
| 4.4.1 | Engage activity stream | Engage post web part | Given that I am a logged user  And located on the “engage activity stream”  Then I view this structure of the “post web part component\*  And at the bottom of the post box, I can comment to the initial post  And add an attachment  \*this is an oob sitrion component. No functional customization required apart from the elapse time date that is position after the user name instead of at the end of the post. | 1 |
| 4.4.2 | Engage post | “more” button | Given that I am a logged user  And located on the “engage post”  When I click the “more” button under the post  Then I have access to the “follow-up”\* and “get link” function  \*this is custom part of OOB Sitrion component. The share button is under more | 1 |
| 4.4.3 | Engage post | Dropdown arrow post actions | Given that I am a logged user  And located on the “engage post”  When I click the dropdown arrow button under the post  Then I have access to extra OOB Sitrion features:  Report  Edit  Delete  Remove from community (for owners)  Lock  Remove from digest  \*this is an OOB Sitrion component. Please refer to Sitrion requirements | 1 |
|  |  |  |  |  |
| 4.4.4 | Engage post | “edit / delete” button after post | Given that I am a logged user  And located on the “engage post”  And I have added a post or comment  Then the system offers me the edit and delete button that allows me to remove or modify my recent post.  \*this is an OOB Sitrion component. Please refer to Sitrion requirements | 1 |
|  |  |  |  |  |
| 4.4.5 | Engage post | Follow a community | Do not use the prototype version but only the OOB Sitrion component. See screenshot.    OOB | 4.4.5 |

## Engage recognition component

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
| 4.5 | Engage post | Engage recognition web part | Given that I am a logged user  And located on the “engage post”  Then I view this structure of the “recognition web part component\*  \*this is an oob sitrion component. No functional customization required apart from the elapse time date that is position after the user name instead of at the end of the post. | 1 |
|  |  | | | |

## Engage question post, poll post and community badge post

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
| 4.6 | Engage post | Engage question web part | Given that I am a logged user  And located on the “engage post”  Then I view this structure of the “question web part component\*  \*this is an oob sitrion component. No functional customization required apart from the elapse time date that is position after the user name instead of at the end of the post.  Note that there are other OOB posts like poll posts and community badge posts | 1 |
|  | Poll post    Community badge | | | |

## Engage push content

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| 4.7.1 | **Communities** | | Recommended communities | Given that I am a logged user  And on the engage homepage, community or my profile page  Then the list of “recommended communities” will appear  And shows the first 4 most active communities that are recommended to me.  \*if not possible to have first 4 most active communities then communities are shown alphabetically order | 1 |
|  |  | | | | |
| 4.7.2 | **Colleagues** | | Recommended colleagues | Given that I am a logged user  And on the engage homepage, community or my profile page  Then the list of “recommended colleagues” will appear  And the list is in alphabetical order by last name. | 1 |
|  |  | | | | |
| 4.7.5 | **Engage** | | Trending #Tags | Given that I am a logged user  And on a engage homepage  Then the list of “trending #Tags” will appear  And show what the latest tags that have been the most used on engage more in the last week  When I click this tag,  Then the system will direct me to the #Tag page  Note: this web part exists also at community level. The #Tag cloud then shows the trending #tags of the community. | 1 |
| 4.7.6 | **Community badges** | | Community badges | Given that I am a logged user  And I am in a community  And the community has defined badges  Then the available badges are displayed  This is OOB functionality. | 1 |

# My profile page components

<http://insidejti.azurewebsites.net/public/myprofile.html>

## Dropdown profile menu and profile page header

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
|  | | | | |
| 5.1.1 | My profile dropdown menu | My profile | Given that I am a logged user  And located anywhere in the system  When I click in the my profile icon  And options menu is displayed  And I click “My profile” link Then the system should redirect me to the “My profile” page | 1 |
| 5.1.2 | My profile dropdown menu | My settings | Given that I am a logged user  And located anywhere in the system  When I click in the my profile icon  And options menu is displayed  And I click “settings” link then the system should redirect me to my “Settings” page | 1 |
| 5.1.3 | My profile dropdown menu | Log out | Given that I am a logged user  And located anywhere in the system  When I click in the my profile icon  And options menu is displayed  And I click “log out” link Then the system should display a popup allowing me to log off from the system  And enter new credentials as part of the OOB SP solution. | 2 |
| 5.1.4 | My profile dropdown menu | Sign in as a different user | Given that I am a logged user  And located anywhere in the system  When I click in the my profile icon  And options menu is displayed  And I click “sign in as different user” link Then the system should display a popup allowing me to log off from the system and enter new credentials to sign in as a different user, which is part of oob sp. | 2 |
| 5.1.5 | Edit my profile | Edit my profile | Given that I am a logged user  And that I am on my own “my profile” page  When I click in the “edit my profile” link Then I will be redirected to a “edit profile settings” page  And in that page I will be allowed to see in read-only mode info coming from active directory  And edit my own “Expertise” “about me” “Birthday” and “Interests” information | 2 |

## Profile sub-navigation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
|  | | | | |
| 5.2.1 | Sub-navigation my profile | Oob sitrion my activity stream | Given that I am a logged user  when I am on the “my profile” page by default the “activity stream” is displayed.  And on this page I will be able to view all the posts/people I have interacted with.  And interact with the post activities, such as clicking on “like” “share” “comment”  When colleagues visit the public profile page view, they will also see my activity so long that the communities are public.  And the ticker number next to the tab name indicates the number of new posts that I have not viewed.  \*this is equivalent of the “my wall” oob sitrion functionality. | 1 |
| 5.2.2 | Sub-navigation my profile | About | Given that I am a logged user  When I am on the “my profile”  Then I will have an “about” me view  And on this page I will be able add a description an information about me in a standard SharePoint page template | 1 |
| 5.2.3 | Sub-navigation my profile | Organization | Given that I am a logged user  When I am on the “my profile”  Then I will have an “organization” view  And on this page the system will use Nakisa to show where I situate in JTI’s organization chart | 1 |
| 5.2.4 | Sub-navigation my profile | Content | Given that I am a logged user  When that I am on my own “my profile” page  Then I see “content” tab with the ticker number next to the tab name indicates the number of new contents pages that I have not viewed.  When I click in the “content” link Then I will be redirected to my “content” sub-view page  And on this page I see a list of all the pages of content that I have published on the intranet.\*  When from this list I can click the “content specific page” link  Then the system should redirect me to the “content specific” page  When other colleagues visit the public profile page view,  Then they will also see my content list so long as the content is public or the user has access rights to the content I have published  \* This is an oob SharePoint list content functionality. | 1 |
| 5.2.5 | Sub-navigation my profile | Tasks | Given that I am a logged user  And that I am on my own “my profile” page  And I see “tasks” tab with the ticker number next to the tab name that indicates the number of open “tasks”  Then I click in the “tasks” link and I will be redirected to my “tasks” sub-view page  And on this page I see a list of all the tasks that are assigned to me by my colleagues.\*  And from this list I can click the “task specific page” link  Then the system should redirect me to the “task specific” page  \*this is an oob SharePoint list content functionality with tacks only assigned by colleagues in a given community | 2 |
| 5.2.6 | Sub-navigation my profile | Follow-up | Given that I am a logged user  And that I am on my own “my profile” page  And I see the “follow-up” tab with the ticker number next to the tab name that indicates the number of new follow-up posts that I have not viewed.  Then I click in the “follow-up” link\* and I will be redirected to see my “follow-up” sub-view page  And on this page I will be able to view all the conversations from people or communities that I have added to my follow-ups  And interact with the “follow-up” conversation posts, such as clicking on “like” “share” “comment” or “remove follow-up”  \* This function used the oob sitrion “look-out” functionality. Only the term name should be customized. | 1 |
| 5.2.7 | Sub-navigation my profile | Links | Given that I am a logged user  And that I am on my own “my profile” page  When I click in the “links” link Then I will be redirected to my “links” sub-view page  And on this page I see a list of all the links that I have saved.  And from this list I can click the “link” title  Then the system should redirect me to the “link specific” page  \*\* This is an oob SharePoint list content functionality. | 1 |
| 5.2.8 | Sub-navigation my profile | Recognition | Given that I am a logged user  And that I am on my own “my profile” page  When I click in the “recognition” link Then I will be redirected to my “recognition” sub-view page  And on this page I will be able to view all the recognition posts that I have been given by my colleagues  And interact with the “recognition badge” conversation posts, such as clicking on “like” “share” “comment” or “follow-up”  \* This function used the oob sitrion “kudos badge” functionality. Only the term name should be customized.  \*\* The ticker number next to the tab name indicates the number of new recognition badges that I have not viewed. | 3 |

## Profile push content

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
| 5.3.1 | **Expert topics** | **Expertise** | Given that I am a logged user  And that I am on my own “my profile” page  And that I have added “expertise” tags in the edit profile settings pop-in Then the “expertise” will appear on “my profile” page.  And colleagues visit the public profile page view they will also be able to see my “expertise”.  When I click on the Expertise title the system redirects me to my profile settings page, section Expertise, so that I can edit my tags. *(see section 12.3)* | 1 |
|  |  | | | |
| 5.3.2 | **Colleagues I follow** | **Following** | Given that I am a logged user  And that I am on my own “my profile” page  And that I have already selected colleagues to follow  Then the list of “following” colleauges will appear in the right column.  And the number of the colleagues that I follow appears in the title  And the list is in alphabetical order by last name.  And When I click on the title of the web part.  Then the system will bring me to a OOB SharePoint list view with my entire list of followers and following.  And the SharePoint list appears in the central and right columns | 1 |
|  |  | | | |
| 5.3.3 | **Communities** | **My communities** | Given that I am a logged user  And that I am on my own “my profile” page  And that I have already selected communities to follow  Then the list of “my communities” will appear in the right column.  And the number of the colleagues that I follow appears in the title  And shows the first 4 most active communities.  And When I click on the title of the web part.  Then the system will bring me to a OOB SharePoint list view with my entire list of communities.  And the SharePoint list appears in the central and right columns  \*if not possible to have first 4 most active communities then communities are shown alphabetically order |  |
|  |  | | | |

# Public profile page components

<http://insidejti.azurewebsites.net/public/publicprofile.html>

## Profile page header and dropdown profile menu

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | | **Priority** |
| 6.1 | Follow a colleague | Follow button | | Given that I am a logged user  And that I am on “public profile” page of a user  When I click in the “follow” button Then the system will add this person to my following colleagues  When I click again “follow” button that is in “following” state  Then I can unfollow the user | | 2 |
|  |  | | | | | |
| 6.2 | Sub-navigation | | Public profile navigation | | Given that I am a logged user  And that I am on “public profile” page of a user  Then I will only see the user’s activity stream, about, organization, content, and recognition sub-pages.  When I see “content” tab with the ticker number next to the tab  Then the number indicates how many news articles and topic pages the person has published  When I see “Recognition” tab with the ticker number next to the tab  Then the number indicates how many recognitions I have received | 1 |
|  |  | | | | | |
| 6.3 | Recognition Web part | | Give recognition to profile user | | Given that I am a logged user  And that I am on “public profile” page of a user Then I can give recognition to this user  And select a badge icon and leaving a comment.  And this post will appear in the user’s activity feed and recognition sub-page.  And users that are following this user will be notified by a notification and in their conversation feed | 1 |
|  |  | | | |  |  |

# Community page components

<http://insidejti.azurewebsites.net/public/community.html>

## Community header

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
|  | | | | |
| 7.1.1 | Community header | Join button | Given that I am a logged user  And that I am on any community page and the community is public or I have private access to the community  When I can click the “join” button  Then the system will add this community to my following communities  When I click again “button that is in “joined” state  Then I can leave the community | 1 |
| 7.1.2 | Community header | Admin settings button | Given that I am a logged user  And I am the admin owner of the community of the page I am on  Then I can click the “admin settings” button to access the page.\*  \*this is the obb sitrion admin page, not function customization required. | 1 |
| 7.1.3 | Community header | Manage community owners | Given that I am a logged user  And that I am a community owner  And the community is private or public  When I click on ‘Manage community owners’  Then the system will direct me to the OOB list of community owners |  |
| 7.1.4 | Community header | Manage community members | Given that I am a logged user  And that I am a community owner  And the community is private  When I click on ‘Manage community members’  Then the system will direct me to the OOB list of community members |  |

## Community subpage components

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
|  | | | | | |
| 7.2.1 | Sub-navigation  community | | OOB sitrion Activity stream | Given that I am a logged user  And that I am on the “community” page  And the community is public or I have private access to the community when I am on the page by default the “activity stream” is displayed.  Then I will be redirected to the “activity stream” sub-view page\*  And on this page I will be able to view with all the conversations from the community that I follow  And interact with the posts, such as clicking on “like” “share” “comment”  \*this is equivalent of the “community wall” oob sitrion functionality. | 1 |
| 7.2.2 | Sub-navigation community | | Post type | Given that I am a logged user  And that I am on the “community” page  And the community is public or I have private access to the community when I click in the “conversations” link Then I will be redirected to the “conversations” sub-view page\*  And from that I am on my “conversations” sub-view page  When I click the social feed “post type” dropdown menu, I can filter the conversation feed by selecting from a list the post types  Then the “engage stream” will filter the feed with only this post type.  And the list refreshes itself automatically each time a new post is made in the system.  \*this is an oob sitrion social feed functionality. | 1 |
| 5.2.3 | Sub-navigation community | | About | Given that I am a logged user  When I am on the “community” page  Then I will have an “about” the community view  And on this page I will be able add a description an information about the community in a standard SharePoint page template created by the webpublisher | 1 |
| 7.2.4 | Sub-navigation community | | Files | Given that I am a logged user  And that I am on the “community” page  And the community is public or I have private access to the community  When I click in the “files” tab with the ticker number next to the tab name that indicates the number of files that are available. Then I will be redirected to the “files” sub-view page  And on this page I see a list of all the files that are shared between members  When I click the “file” link  Then the system should open the file in a new tab of the browser.  \* This is an oob SharePoint list content functionality. | 1 |
| 7.2.5 | Sub-navigation community | | Tasks | Given that I am a logged user  And that I am on the “community” page  And the community is public or I have private access to the community  When I click the “tasks” tab with the ticker number next to the tab name that indicates the number of open “tasks” Then I will be redirected to the community “tasks” sub-view page  And on this page I see a list of all the tasks that are assigned to members in the community  When I can click the “task specific page” link  Then the system should open the “task” pop-in  \*this is an oob SharePoint functionality showing tacks only assigned by colleagues in that given community | 1 |
| 7.2.6 | Sub-navigation community | | Calendar | \* this is the OOB SP calendar | 1 |
| 7.2.7 | Sub-navigation community | | Links | Given that I am a logged user  And that I am on the “community” page  And the community is public or I have private access to the community  When I click in the “links” link Then I will be redirected to the “links” sub-view page of the community  And on this page I see a list of all the links that are saved by members  When from this list I click one of the links  Then the system should open the link’s page in a new tab in the browser  \*\* This is an oob SharePoint list content functionality. | 1 |
| 7.2.8 | Sub-navigation community | | Ideas | \* this is the oob sitrion ideas functionality | 3 |

## Community push content

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | | **Priority** |
| 7.3.1 | Community invite | Invite colleagues  Manage community members | | Invite colleagues – public community  Given that I am a logged user  And that I am on the “community” page  And the community is public  When I click on the “invite a colleague” button  Then the system opens an email with the link to the community  And I can write a message and share this community with a colleague    Important: In a private community, only the admin have the ‘Manage community member button’ and can add a member to the community)  Manage community members – private community  Given that I am a logged user  And that I am a community owner  And the community is private  When I click on ‘Manage community members’  Then the system will direct me to the OOB list of community members  \*this is oob sitrion functionality | | 1 |
|  | (for public community)  ‘Manage community members’ (for private community – only community managers can invite members to a private community) | | | | | |
| 7.3.2 | Community #Tags | #Tags cloud | | Given that I am a logged user  And that I am on the “community” page  And the community is public or I have private access to the community  And the members of the community use #Tags in their posts  Then I see the community “#Tags cloud” that populates the most uses tags from the that month.  When I click on a “#Tag” in the cloud, the community social feed is updated showing only the posts that use this tag  \*this is an oob sitrion functionality, no customization required | | 1 |
|  |  | | | | | |
| 7.3.3 |  |  | |  | |  |
| 7.3.5 | **Trending #Tags** | | Trending #Tags | | Given that I am a logged user  And on a engage homepage  Then the list of “trending #Tags” of the community will appear  And show what the latest tags that have been the most used on engage more in the last week  When I click this tag,  Then the system will direct me to the #Tag page | 1 |
|  |  | | | | | |
| 7.3.6 | **Community badges** | | Community badges | | Given that I am a logged user  And I am in a community  And the community has defined badges  Then the available badges are displayed  This is OOB functionality. | 1 |
|  |  | | | | | |

## Community pop-ups

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
| 7.4.1 | Access denied | Access denied | Given that I am a logged user  When I try to access a private community  And I am not a member of that community  Then a prompt will appear explaining that this is a private community  And I have several options allowing me to sign in as a different user, request access or go back to the Engage homepage.  And the message is displayed in all the platform allowed languages.  The look & feel needs to be adapted to the style guide. | 1 |
| 7.4.2 | Request access | Request access | Given that I am a logged user  And I am in the access denied page  When I click on the request access option  Then I am redirected to the request access page  And I am able to request access and leave a message to the community owner.  And the message is displayed in all the platform allowed languages  And the community owner receives the request  The look & feel needs to be adapted to the style guide. |  |
| 7.4.3 | Confirmation | Confirmation | Given that I am a logged user  When I send an access request to a private community  Then I receive a confirmation prompt  And the message is displayed in all the platform allowed languages.  The look & feel needs to be adapted to the style guide. |  |
| 7.4.4 | Deleted community | Deleted community | Given that I am a logged user  And I am the community owner  When I delete a community  Then I receive a confirmation prompt  And the message is displayed in all the platform allowed languages.  The look & feel needs to be adapted to the style guide. |  |

## Community lifecyle / properties

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
| 7.5.1 | Community admin | Community admin page | Given that I am a logged user  And I am in a community  And I am a community owner  When I click on Admin settings  Then then a page (tab) opens containing the following components:   * Admin links   + Edit properties (incl. tools + homepage) – this form needs to be the same than the community creation form, see 7.5.2, also allowing to switch community privacy settings by using Sitrion OOTB   + Edit Membership (=Followers) - OOTB   + Badges – Edit community badges - OOTB   + Badges – Setup automatic awarding (tbc) - OOTB   + Badges – Manually award badges - OOTB   + Community Engagement Scorecard - OOTB   + Community visitor report   + Edit Classifications and Interests (tbc) - OOTB   + Email followers (tbc) – OOTB   + Delete this community – OOTB   + Recycle bin – OOTB (admin should be able to see all deleted items) * Top users activity report * Activity by type - OOTB * Admin notifications - OOTB * Activity history - OOTB * Export report – OTTB     The look&feel needs to be adapted to the style guide. | 1 |
| 7.5.2 | Community creation | Community creation form | Given that I am a logged user  And I am on the ‘All communities’ page  When I click on the create a community button  Then a form opens containing the following criteria:  **Community properties**   * Location drop-down incl. Global – mandatory fields – multi-value * Department drop-down (should it be functions? – non-mandatory – multi-value * Brand drop-down – non mandatory – multi-value? * Language drop-down – mandatory – multi-value * Subject (This needed for displaying relevant communities in the Topics page) see 15.2.5, content coming from term store?, mandatory – multi-value * Access: private, public, archived (Archived = read-only functionality) – single value (switching privacy functionality by using Sitrion OOTB) * Upload a community photo (refer to prototype for size, avoid high-res) * Community name * Community description * Primary owner drop-down * Post default action   **Community tools** (with some pre-selected options)   * About (options: none, in preparation (hidden), published) – option none is checked by default * Files (checked by default) – version history activated by default for 5 version * Pictures (un-checked) * Calendar (un-checked) * Tasks (un-checked) * Links (un-checked) * Ideas (checked by default as it’s possible to post an idea)   The look & feel needs to be adapted to the style guide. |  |

# #Tags page components

<http://insidejti.azurewebsites.net/public/engage-topic-cis.html>

See OOTB example: <http://engage.jti.com/_layouts/ng/pages/tagfilter.aspx?term=AWBR_25.04.16>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| 8.1 | **Engage** | | Trending #Tag page | Given that I am a logged user  When visiting the #Tag page  Then I will see all posts for that specific #Tag  And be able to interact with them | 1 |
| 8.2 | **Engage** | | Follow #Tag and add to expertise | Given that I am on a engage #Tag page  Then I will see all posts with this #Tag  And next to the #Tag title  When I click this “add #Tag” I can follow this #Tag  And the system will add the #Tag to my following #Tags and it will appear in the engage sub-menu  When I click again I can remove this #Tag to my engage menu  And I can add the tag to my expertise using the “add to expertise button”  And I can add the tag to my interest using the ‘add to interest button. | 1 |
|  |  | | | | |
| 8.3 | **Engage** | | #Tag Experts | Given that I am a logged user  And on a engage #Tag page  Then I will see the component that shows all the expert users who have also used this #Tag tag.  And when I hover the user name  Then I will see the user card, allowing me to be redirected to the user profile or to click the follow button.\*  \*see user card component requirements in universal chapter | 1 |
| 8.4 | **Engage** | | #Tag Usage | Given that I am a logged user  And on a engage #Tag page  Then I will see the usage of the tag  This is OOB |  |

# All communities

<http://insidejti.azurewebsites.net/public/engage%20-browseCommunities.html>

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| 9.1 | **Browse Communities** | | All Communities | Given that I am a logged user  When I am on the all communities page, on the all communities tab  Then I will see the list of all the communities available on Engage.  And I can search for a community by using the search field,  Then I click the follow button to join a public community  And I can click again to leave the public community  When I type in the search field and click enter  The system will populate all the community results related to this key word.  When I click on one of the filter selector  Then the system will populate all the community results related to this filter selection.  When I click on the titles: Community, Followers, Access, Last activity or following then the system sorts by criteria. | 1 |
| 9.2 | **Browse Communities** | | My Communities | Given that I am a logged user  When I am on the all communities page with my communities selected  Then I see all the communities that I have joined  When I click the leave the community button  Then I stop following that community  And the system removes the community from my communities list  When I click on the titles: Community, Followers, Access, Last activity or following then the system sorts by criteria. | 1 |
| 9.3 | **Browse Communities** | | Create a community | Given that I am a logged user  When I am on the “all community page” and I click the “create community” button  Then the system will redirect me to the OBB Sitrion “create community” form page. | 1 |
|  |  | | | | |

# Search

<http://insidejti.azurewebsites.net/public/searchresults.html>

\*This page is based on the OOB enterprise search FAST functionalities

## Search field

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| 10.1.1 | **Search field** | | Search field top navigation | Given that I am a logged user  And located anywhere in the system  When I start typing in the “search field” Then the fast search engine should show me auto-completion suggestions to guide my search query.  And the top 1-3 suggestions are sorted by people, resources, communities, workplaces  And these suggestions are coming from both SharePoint and Sitrion to guide my search.  When I see a people result  Then the system should show me the profile picture of the user  When I see a resource result  Then the system should show me the document type icon of the resource (URL page, tool, file)  When I see a community result  Then the system should show me the community picture  When I see a workplace result  Then the system should show me the workplace picture  When I see Knowledge article result Then the system should show me the KB icon  When I click one of the auto-completion suggestions Then then system brings me directly to the location of that result without going through the search page. (for example, directly to the profile page of a person, the document, the community page, the SharePoint workplace site, the knowledge base article  When I type in the “search field” and press enter  Then the system should bring me to the results page by default on the “all content” tab.  When there are no results to my search Then the fast search engine indicates in the results dropdown field “There are no recent records that match your search”. | 1 |
|  | Add Topics to search auto-completion section  Add ITSP KB search auto-completion section | | | | |
| 10.1.2 | **Search field** | | Search field on page results | Given that I am a logged user  And located on the search results page  When I type in the “search field”  And click enter Then the system should show the “all content” results items below in the list of results.  And I can update my search query by typing again in the search field | 1 |
| ~~10.1.3~~ | **~~Search Results scope~~** | | ~~Enterprise search~~ | ~~Given I am located on the search results page~~  ~~Then the system allows me to search through all of JTI’s SharePoint libraries~~  ~~And proceed to query one global search (enterprise search)~~ | ~~1~~ |

## Search Results

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| 10.2.1 | **Search Results** | | Result types | Given I am located on the search results page  Then I will see that the page is divided in several search result sub-pages: “all content”, “news”, “resources”, “People”, “Engage”, “Communities”, “Workplaces”  And these result sub-pages represent different search categories that I queried through. | 1 |
|  |  | | | | |
| 10.2.2 | **Search Results**  **type** | | All content | Given I am located on the search results page  When I am on the “all content” sub-page  Then the list of results will be a combination of SharePoint content coming from INSIDE intranet, Engage, People directoryAnd I can use the facets type, location, department, brands, language, date to refine my search | 1 |
| 10.2.3 | **Search Results**  **type** | | News | Given I am located on the search results page  When I am on the “News” sub-page  Then the list of results will only show me results that match “news” content type.  And I can use the facets type, location, department, brands, language, date, author to refine my search | 1 |
| 10.2.4 | **Search Results**  **type** | | Resources | Given I am located on the search results page  When I am on the “Resources” sub-page  Then the list of results will only show me results that match resource content type.  And I can use the facets document, location, department, brands, language, date, author to refine my search | 1 |
| 10.2.5 | **Search Results**  **type** | | People | Given I am located on the search results page  When on the “People” sub-page  Then the list of results will only show me people match results that match “people content type” (or SP profiles records).  And I can use the facets document, location, department, brands, language, expertise to refine my search | 1 |
| 10.2.6 | **Search Results**  **type** | | Engage | Given I am located on the search results page  And I am on the “Engage” sub-page  Then the list of results will only show me content results that are located in the “Engage” Sitrion database.  And I can use the facets location, department, brands, language, access to refine my search  And I in the right column I see the Trending #Tags that redirect me to #Tag pages | 1 |
| ~~10.2.7~~ | **~~Search Results~~**  **~~type~~** | | ~~Workplaces (SharePoint)~~ | * ~~This is sub-page is for stage 2 implementation, and is just a placeholder for the design concept~~ | ~~1~~ |
| 10.2.7. | **Search Results**  **type** | | Topics | Given I am located on the search results page  When on the “Topics” sub-page  Then the list of results will only show me topic pages results that match “topic page” content type  And I can use the facets document, location, department, brands, language, expertise to refine my search  **New PBI:** adding a topics tabs | 1 |
| 10.2.8 | **Search Results**  **type** | | …  Glossary  Video  Media | Given I am located on the search results page  And I click on the “…” dropdown menu  Then I will be able to select other search results categories, including “Glossary, Video (from JTI Tube), and Media (from the JTI multimedia library).  And each of these 3 categories are sourced from separate databases than the other 6 categories.  And Video and Media categories are data content coming from external sites.  When I click one of these 3 filters then my selection will be filtered by the corresponding category. | 1 |
| 10.2.9 | **Search Results**  **type** | | i-know | Given I am located on the search results page  When I am on the “all content” sub-page  Then I will see a small window on the right side of the screen, with a “teaser” from i-know based on the search query I typed in.  And I can read the teaser and click on the links that will open results in a new tab |  |
| 10.2.10 | **Search Results type** | | ITSP Knowledge based integration | Given I am located on the search results page  When I am on the “all content” sub-page  Then I will see a small window on the right side of the screen, with a “teaser” from ITSP (number of items displayed configurable 5 to 7 items) based on the search query I typed in.  And I can read the teaser and click on the links that will open a new window with the Article in ITSP (Service Now)  And I can click on the “View more results”  And a new window is open in ITSP – Service now showing the ITSP Knowledge base search center with the Search box prefilled coming from the Search I did in the Intranet.  Example (https://jti.service-now.com/ess/$knowledge.do  ?language=en&sysparm\_nameofstack=e0540c264f86e6009a578c401310c79a&sysparm\_clear\_stack=yes&first\_load=true&sysparm\_kb=1afe94224f12920078d98c401310c7b0&sysparm\_type\_filter=all  &**query=distribution**&sysparm\_order=relevancy)    Note: this is an example. UI and graphic design should be created following the chapter [>>](#_Looks_and_feel) |  |
| 10.2.11 | **Search Result Type** | | Best Bets | Given I am located on the search result page  When I am on the “all content” subpage  Them I see SharePoint Out of the box best bets based on the search query I typed in.  And I can read the Best bets and click on the links that will open the best bet link |  |

## Results counter and sort

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| 10.3 | **Search Results** | | Results counter | Given I am located on the search results page  Then on the left I will see the number of results that have been populated by the system | 1 |
|  |  | | | | |

## Result component

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | | **Feature name** | | **Description** | | **Priority** | |
| 10.4.0 | **Search Result** | Result component | | Given I am located on the search results page  Then the list of results to my search query will be structured with the following metadata components: result label, title, date, author, add to/remove from favorite button, text abstract, and URL  **New PBI:** align UI of share & favorite button with the UI specified in section 1.2. | | 1 | |
|  |  | | | | | | |
| 10.4.1 | **Search result component** | | Result label | Given I am on the search results page  And I view a search result component  Then I will always be indicated the result label this result is associated to.  And the result label category types can be, “engage”, “Link”, “PDF”, “EXCEL”, “PPT”, “NEWS”  And the result label component is inactive | | 1 | |
| 10.4.2 | **Search result component** | | Result image and title | Given I am on the search results page  And I view a search result component  And I click on either the “image” or “title” of the result component  Then the system redirects me to the result’s URL location. | | 1 | |
| 10.4.3 | **Search result component** | | Article date | Given I am on the search results page  And I view a search result component  Then I will see that publishing date of that result component  And the result label component is inactive | | 1 | |
| 10.4.5 | **Search result component** | | Favorite button | Given I am on the search results page  And I view a search result component  Then I will see the Add to / remove from favorite button component  When I click the “Add to / remove from favorite” button from the result component  Then the system will save this result component in my Favorites in the resources section  And I can also “Remove from favorites” the result component to undo my action.  **New PBI:** align UI and behavior with the UI specified in section 1.2. | | 1 | |
| 10.4.7 | **Search result component** | | Share button | Given I am on the search results page  And I view a search result component  When I click the “share” button from the result component  Then the system will launch the SharePoint “Share” form pop-in  And I can invite people from the people directory  And I include a message to share  Then click the share button to send by email  **New PBI:** align UI the UI specified in section 1.2. | | 1 | |
| 10.4.9 | **Search result component** | | Text abstract | Given I am on the search results page  And I view a search result component  Then I text abstract of the result component with my searched text appears  And the searched text will be highlighted in the abstract. | | 1 | |
| 10.4.10 | **Search result component** | | URL link | Given I am on the search results page  And I view a search result component  And I click on the URL Link of the result component  Then the system redirects me to the result’s URL location. | | 1 | |

## Refiners

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| 10.5 | Search refiners | | Refiners and refiner categories | Given I am on the search results page  Then on the left I will see the refiners and refiner categories that help me refine my search query  And the refiner categories can be “type”, “market”, “site location”, “department”, “language”, “date”, and / or “job title”  And this depends on which search category I am on  When I click on one of the refiners, each refiner category will be updated depending on the refiner types that are left based on the new search query.  \*This function is based on standard OOB Fast research refiners | 1 |

## People matches

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| 10.6 | Related search | | People matches | Given I am on the search results page  Then On the right I will see people match suggestions based on the search query  When I hover over the user name  Then I can access the user contact information via the user card\*  When I click on the user name in the user card  Then the system redirects me to their profile page.  When I click on the people matches title  Then the system redirects people search sub-page  \*see the user card function in universal chapter | 1 |
|  |  | | | | |

# News page components

## News page functionalities (needs update)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
|  | | | | | |
| 11.1.1 | **News** | | General | Given that I am a logged user  And I click on the News tab in the navigation menu  Then the system brings me to the “My news” page, first in the news section.  And I can browse through the latest news from JTI that are configured by my news settings.  And I can scroll infinitely through the News results, with the page refreshing for each 10 news pieces  And Also browse through all news, corporate news, announcements, and jobs using the left vertical menu.  **New PBI**: align left navigation UI with Resources section UI (see section 14.1.) | 1 |
| 11.1.2 | **Filters** | | Filter by tag | Given that I am a logged user  And on any tab in the “news” page  Then the system will suggest 5-10 tags depending on the tag length  And these tags are selected by the system based on the 10 most used tags in the news articles, from the last 2 weeks.  When I can click a suggested tag  Then the system will filter the news article results showing only the articles that have this tag criteria in their metadata.  And each time I select a tag the system suggests me new tags.  And I can select multiple tags from the suggested tags.  And I can click a second time on an active tag to remove this filter from my new article results. | 1 |
| 11.1.3 | **Filters** | | filters | Given that I am a logged user  When on any tab in the “news” page  Then I can use the filters that appear to refine my search by selecting one topic at a time from each dropdown list, location, department, and brand, language  When I click an item from one of the four dropdown list  Then the system will filter the news articles results showing only the articles that have this criteria. | 1 |

## News navigation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
| 11.2.1 | **News navigation** | My news | Given that I am a logged user  And on the “My news tab in the “news” page  Then I will see a lists of the latest news articles that are based on “my news” settings.  When I click the cog  Then the system opens the “manage my news tags” lightbox. | 1 |
| 11.2.2 | **News navigation** | All News | Given that I am a logged user  And on the “All news tab in the “news” page  Then I will see a lists of the latest news articles at JTI | 1 |
| 11.2.3 | **News navigation** | Corporate news | Given that I am a logged user  And on the “Corporate news tab in the “news” page  Then I will see a lists of the latest corporate news articles at JTI | 1 |
| 11.2.4 | **News navigation** | Announcements | Given that I am a logged user  And on the “Announcements tab in the “news” page  Then I will see a lists of the latest Announcements at JTI | 1 |
| 11.2.5 | **News navigation** | Jobs | Given that I am a logged user  And on the “Jobs tab in the “news” page  Then I will see a lists of the latest jobs at JTI | 1 |

# Settings page components

<http://insidejti.azurewebsites.net/public/settings.html>

<http://insidejti.azurewebsites.net/public/index.html>

## User news settings modal

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
|  |  | | | |
| 12.1.1 | My news Settings | Lightbox settings manager modal | Given I clicked the “edit” button next to my news on the index page or news page,  And that I have opened lightbox modal that allows me to manage and change “my news” settings  Then I can select the tags that I would like to subscribe for my news, in each category: “location”, “departments”, and “brands”  And by default, I will at least have my location, department, and brand if applicable, as presets based on my active directory information  And I cannot remove my presets required by internal communications. | 1 |
| 12.1.2 | My news Settings | Settings modal: additional topics auto-complete field | Given that I have opened lightbox modal that allows me to manage and change “my news” settings.  And I have click in the add item text field  When I start typing a word  Then system will show auto-complete suggestions below the field, of existing terms that are already in the data base. | 1 |
| 12.1.3 | My news Settings | News settings managed metadata lists | Given that I am on my “My news” settings manager  Then I can select the tags that I would like to subscribe for my news, in each category: “location”, “departments”, and “brands”.  And each of these metadata categories are located in two managed metadata lists.  List 1) is for “location”, “departments”, and “brands” metadata terms that are predefined by corporate communications  List 2) is for “addition topic tags” metadata terms that can also predefined by corporate communications by existing terms that do not fall under the other 3 categories  And are also naturally updated by publishers that create new topic tags when publishing content. | 1 |

## User settings Profile

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
|  | | | | |
|  | My Settings | Profile manager | Given that I am on my settings page  And I clicked the “Profile” tab in the left navigation  Then I have the following fields above that I fill  When I fill the field and click save changes  Then my profile will be updated. | 1 |

## User settings Expertise

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
|  |  | | | |
|  | My Settings | Expertise manager | Given that I am on my settings page  And I clicked the “Expertise” tab in the left navigation  Then I can select add topics to my profile that I consider to be an expert in.  When I click in the add item text field  and I start typing a word  Then system will show auto-complete suggestions below the field, of existing terms that are already in the data base.  When I have finished my selection and clicked save changes  Then my profile will be updated, showing these topics. | 1 |

## User settings News

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
|  |  | | | |
|  | My Settings | News manager | Given that I am on my settings page  And I clicked the “News” tab in the left navigation  Then I can select the tags that I would like to subscribe for my news, in each category: “location”, “departments”, and “brands”  And by default, I will at least have my location, department, and brand if applicable, as presets based on my active directory information  And I cannot remove my presets required by internal communications.  When I click in the add item text field  and I start typing a word  Then system will show auto-complete suggestions below the field, of existing terms that are already in the data base.  When I have finished my selection and clicked save changes  Then my news feed will be updated. | 1 |

## User settings Notifications

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
|  |  | | | |
|  | My Settings | Notifications Manager | Given that I am on my settings page  And I clicked the “Notifications” tab in the left navigation  Then I can define my email notifications and at what frequency.  And all Sitrion web notifications are set as default for everyone.  When I have finished my selection and clicked save changes  Then my settings will be updated,  And the system will notify me about my Engage activity according to my settings. | 1 |

## User settings Colleagues

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
|  |  | | | |
|  | My Settings | Colleagues manager | Given that I am on my settings page  And I clicked the “Colleagues” tab in the left navigation  Then I can manage my colleagues’ selection that will appear on my profile.  When I click on one or more colleagues from the list  Then I can use the actions delete or edit colleagues buttons  And with the view suggestions button, the system will open a pop-up SharePoint form to show me colleague suggestions based on Active Directory / Nakisa / SAP.  And with the add colleagues button, the system will open a pop-up SharePoint form to search and add a colleague to my list.  \*This is an OOB SharePoint web-part, like the existing form used on JTI’s current intranet. | 1 |
|  | Contact us | Contact us | Contact us = GSD |  |

# Onboarding page components

## Login page

<http://insidejti.azurewebsites.net/public/login.html>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
|  |  | | | |
| 13.1 | Onboarding | Login | Given I am not a logged in user  And This is my first time landing on the JTI intranet  OR I have logged out of my intranet account  Then I will land on this JTI intranet login page.  And the action is mandatory. | 1 |

## Onboarding page

<http://insidejti.azurewebsites.net/public/index-tutorial.html>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
| 13.2 | Wizard | Language | Given I am a logged in user  And This is my first time landing on then JTI intranet  Then I will land on step two of the setup wizard to set my language preference  And the system allows me to choose to set my language preference of the intranet by selecting from a dropdown menu | 1 |
|  |  | | | |
| 13.2.1 | Wizard | Manage My News | Given I am a logged in user  And I have clicked to start the setup wizard  Then I will land on step two of the setup wizard to manage my news.  And the system will use the same my news manager then the component in my news settings\*  And the action is not be mandatory but strongly recommended  \*See my news settings component in previous chapter. | 1 |
| 13.2.2 | Wizard | Connect with my colleagues | Given I am a logged in user  And I have clicked to start the setup wizard  Then I will land on step three of the setup wizard to connect with my colleagues.  And the system will show me a list of suggested colleagues based on my network criteria from SAP / AD connected.  And the network criteria is determined based on my Active Directory desk location, market location and department.  And the colleague name should have the user card action component  When I click on the follow button to the right of the user name  Then the system will add this person to my list of colleagues I follow.  And the action is not be mandatory but strongly recommended    This is the same component than in the onboarding section – see 12.6 | 1 |
| 13.2.3 | Wizard | Join recommended communities | Given I am a logged in user  And I have clicked to start the setup wizard  Then I will land on step four of the setup wizard to join communities  And the system will show me a list of suggested communities based on my network criteria.  And the network criteria is determined based on my Active Directory, market location and department.  And the community name should have the community card action component  When I click on the follow button to the right of the user name  Then the system will add this community to my list of communities I follow.  And the action is not mandatory but strongly recommended | 1 |
| 13.2.4 | Wizard | Personalize your profile content | Given I am a logged in user  When I have clicked to start the setup wizard  Then I will land on step five of the setup wizard to personalize my profile content  And the system will show me a form to fill my birthday, interests, about description, Linkedin profile, and expertise tags.  And by default no tags have been selected for me for my expertise tags (unlike how it is presented on the prototype    \*This is the same component as the one described in 12.2 but with more fields. | 1 |
| 13.2.5 | Wizard | Define your notifications | Given I am a logged in user  And I have clicked to start the setup wizard  Then I will land on step five of the setup wizard to define my notifications  And the system will show me a list of fields to fill to set up my Engage and News email digest.  And none of these fields are mandatory but set by default for me  \*This is the same component than 12.5 but contains more fields. | 1 |
| 13.2.6 | Wizard end / first time on index | Set up complete confirmation | And I have clicked complete at the end of the setup wizard  Then the system will bring me to the inside index page for the first time  And I will be notified by an alert box that my settings have been saved.  And I will have the choice to start a demo video to visit the new features of the site.  And I can click remind me later button to not see the demo now  And I can click on the ‘X’ button to close the alert panel permanently.  Given I am a shared account user  And the account has already been set up by the account administrator  Then the system will bring me to the inside index page for the first time  And I will have the choice to start a demo video to visit the new features of the site.  And I can click remind me later button to not see the demo now and ensure the alert box appears each time the index page is viewed.  \*Note for shared accounts, the alert box should remain visible for a period of one month , after which, once it is closed by a user, it will be permanently unavailable for that account in the index page. | 1 |

# Resources page components (new)

During the onboarding wizard, there should be a tool that recommends pages, applications, sites and documents to add to “My favorites” page based on my default settings.

## General

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| <http://g8n7dx.axshare.com/#g=1&p=my_favorites> | | | | | |
| 14.1.1. | **Resources section** | | General | Given that I am a logged user  When I click on the Resources tab in the navigation menu  Then the system brings me to the “My Favorites” page, first in the resources section  When on this page, I arrive on a dashboard where I can browse through my following resources : My applications & sites; My saved documents; My pages  And I can navigate to other pages of the Resources section using the left navigation:   * My Favorites * Recommended * Applications & sites * Guidelines & toolkits * Policies & procedures * Reports & case studies * Templates * Trainings * Glossary | 1 |
| 14.1.2. | **Resources section** | | Layout for applications & sites cards | Given that I am a logged user  When I am on any page in the resources section  Then I see a list view of application & sites resources in a card format with the following components:   * Application or Site Thumbnail * Application or Site name * Private or Public status (if private, display a padlock icon; if public, nothing to display) * First 3 tags used to index the Application or Site (Market, Function or Brand, third tag added by the publisher, see section 14.7)) * Add to / Remove from Favorites button * Share button   When I click on the application or site card  Then the system opens the application or site in a new browser tab | 1 |
| 14.1.3. | **Resources section** | | Layout for document cards | Given that I am a logged user  When I am on any page in the resources section  Then I see a list view of documents in a card format with the following components:   * Document type (Word, Excel, PowerPoint, PDF) * Document name * Last update (relative date of last document modification) * First 3 tags used to index the Document by the publisher (Market, Function or Brand, third tag, see section 14.7)) * Share button * Add to / Remove from Favorites button   When I click on the document card,  If the document is hosted on a specific document page (see [Document page specification](#_Document_page_components))  Then the system opens the document page on the current window  Else if the document is associated to a specific document page (see Document page section 14.6.)  Then the system opens the document page on a new browser tab (depending on my browser settings) or downloads the document to my computer | 1 |
| 14.1.4. | **Resources section** | | Layout for topic pages | Given that I am a logged user  When I am on My Favorites or Recommended page in the resources section  Then I see a list view of pages in “My pages” or “Pages” section presented as a list of links  When I click on a page link  Then the system opens the corresponding topic page in the current window | 1 |
| 14.1.5. | **Resources Actions** | | Add resource button | Given that I am a logged user  When I am on any page in the resources section  And I am a publisher  Then in the vertical navigation the system shows me the “add resource” button.  When I click on the button.  Then the system opens a SharePoint form that allows me to create and upload a type of resource, with mandatory metadata fields to categorize the resources, such as market, department, policy, guideline, etc. (see section 14.7. for publisher’s use case) | 1 |
| 14.1.6. | **Resources Actions** | | Add to favorites button | Given that I am a logged user  When I am on any page in the resources section  Then the system will show me a “favorite” button on the resource card  When I click on the button.  Then the system adds this link to my favorites list in my resources section | 1 |
| 14.1.7. | **Resources Actions** | | Remove from favorites button | Given that I am a logged user  When I am on any page in the resources section  And I see a resources that I have marked as my favorite  Then the system will show me a “Remove from favorites” button on the resource card  When I click on the button.  Then the system asks me to confirm my action to remove the resource from my favorites  When I click “OK”  Then the resource is removed from my favorites list on “My Favorites” page | 1 |
| 14.1.8. | **Resources Actions** | | Share button | Given that I am a logged user  When I am on any page in the resources section  Then the system will show me a “share” button on the resource card  When I click on the button.  Then the system will open a form that allows me to share this file with another colleague via SharePoint, email, or Engage ([see share use case](#_Share_lightbox)) | 1 |

## My favorites

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| <http://g8n7dx.axshare.com/#g=1&p=my_favorites> | | | | | |
| 14.2.1. | **My favorites** | | General | Given that I am a logged user  When I am on “My Favorites” page  Then I see a dashboard where I can browse the following resources I manually added to My Favorites while browsing the Intranet:   * My applications & sites; * My saved documents; * My pages. | 1 |
| 14.2.2. | **My favorites** | | My applications & sites | Given that I am a logged user  When I am on “My Favorites” pages  Then I see the section “My applications & sites” with a paginated list view of all the applications & sites I added to my favorites  And there are 8 elements per paginated view  And the “My Applications & sites” default view is the most recent applications & sites I added to my favorites  And I have access to a “Manage” button next to “My applications & sites” title  And by default I have a list of favorite applications and site defined by Intranet publishers  And if there are no sites or applications to display, display following message instead: “There are no applications or sites in your favorites yet.” | 1 |
| 14.2.4. | **My favorites** | | My saved Documents | Given that I am a logged user  When I am on “My Favorites” pages  Then I see the section “My saved documents” with a paginated list view of all the documents I added to my favorites  And there are a maximum 8 elements per paginated view  And the “My saved documents” default view is the most recent documents I added to my favorites  And I can filter my documents by “departments”, “languages” and “content type” (filters are not nested)  And I can sort my documents by “Recently added by me”or “Recently updated”  When I select a filter or sort my documents differently  Then my document list is refreshed dynamically  When I add a document to my favorites  Then I receive notifications whenever that document is updated (see [SharePoint document notification specifications](#_SharePoint_document_notification))  If a document has been removed from the Intranet  Then it no longer appears on My saved documents list, and I receive a notification that the document has been removed by the publisher in my notification feed (see [SharePoint document notification specifications](#_SharePoint_document_notification))  If the access rights were changed for that document but the document was not removed from the Intranet  Then the document is still in My saved document list, but I receive a notification for changed rights on my notification feed (see [SharePoint document notification specifications](#_SharePoint_document_notification))  And if there are no documents to display, display following message instead: “There are no documents in your favorites yet.” | 1 |
| 14.2.5. | **My favorites** | | My pages | Given that I am a logged user  When I am on “My Favorites” pages  Then I see the section “My pages” with a list view of all the topic pages I added to my Favorites, in alphabetical order  And by default I have a list of favorite pages corresponding to my default settings:   * Global page for my function * Local page for my function if relevant * Page for my market * Page for my brand if relevant   And if there are no pages to display, display following message instead: “There are no pages in your favorites yet.”  When I mouse over a page link, the “remove from favorites” button appears next to link of the page | 1 |

## Recommended

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| <http://g8n7dx.axshare.com/#g=1&p=recommanded> | | | | | |
| 14.3.1. | **Recommended** | | General | Given that I am on the Resources section  When I click on “Recommended” on the left navigation  Then the system shows me recommended resources that I have not added to my favorites: “Applications & sites”, “Documents”, “Pages”  And the suggestions are based on recommend resources pushed by corporate communications using the “recommendedforyou” tag in the Resources publication  And the “Applications & sites” default view is the applications & sites recommended by corporate communications that are not already in my favorites and ordered by alphabetical order  And the “Documents” default view is the is the applications & sites recommended by corporate communications that are not already in my favorites and ordered by date of last update  And the “Pages” default view is the applications & sites recommended by corporate communications and that are not already in my favorites and ordered in an alphabetical order | 1 |

## List view

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| <http://g8n7dx.axshare.com/#g=1&p=policies___procedures> | | | | | |
| 14.4.1. | **Resources list view** | | Filters & tag cloud | Given that I am a logged user  When I am on one of these pages: Applications & sites, Guidelines & toolkits, Policies & procedures, Reports & case studies, Templates, Trainings  Then I see refiners above the card list view of the resources, with the following components:  - Filter by categories, with the following dropdown menus:   * Departments * Locations * Brands * Languages * Content Type (except for applications & sites)   - Filter by tags, with a tag cloud of the 10 most used tags for all resources retrieved on the page  When I select a different value on one of the dropdown menus filters  Then the list of resources is refreshed dynamically, as well as the tag cloud (for instance, if I select “Finance”, display only resources tagged with “Finance” department and refresh the tag cloud with the 10 additional with the highest occurrence in this new subset of resources)  When I select one or more tags in the tag cloud  Then the resources list view is refreshed dynamically, showing only the articles that have this tag criteria in their metadata  And each time I select a tag the system suggests me new tags  And I can select multiple tags from the suggested tags  And I can click a second time on an active tag to remove this filter from my results  If there are no results to display  Then I see the following message: “There are no results matching your query.”  And I can click on the “clear filters” button to reset my filters selection | 1 |
| 14.4.2. | **Resources list view** | | Sort by | Given that I am a logged user  When I am on one of these pages: Applications & sites, Guidelines & toolkits, Policies & procedures, Reports & case studies, Templates, Trainings  Then I can sort the results by   * Recently updated * Alphabetical order |  |
| 14.4.3. | **Resources list view** | | Applications & sites page | Given that I am a logged user  When I am on the “Applications & sites” page on the Resources section  Then the system shows me a list of all the applications (external Web applications) and sites (external SharePoint sites) that are available at JTI  And the “Applications & sites” default view is the alphabetical order  And the “Applications & sites” can be filtered by “Departments”, “Locations”, “Brands”, “Languages” (dropdown menu)  And the “Applications & sites” can be filtered through a tag cloud, by default displaying the top 10 tags used to index “Applications & sites”  And the “Applications & sites” view can be sorted by, Recently added or alphabetical order  And a recommended section for “Applications & sites” displays the 10 first “Applications & sites” based on my default user settings (user market & user function) that I did not add to my favorites ordered in alphabetical order  When I select a value on a dropdown menu or a tag, the list view of “Applications & sites” is refreshed dynamically  And the total number of results is refreshed upon each filtering action  And I can use the pagination below the list of “Applications & sites” to navigate through the list view |  |
| 14.4.4. | **Resources list view** | | Guidelines & toolkits page | Given that I am a logged user  When I am on the “Guidelines & toolkits” page on the Resources section  Then the system shows me a list of all “Guidelines & toolkits” that are available at JTI (all uploaded Resources tagged as “Guideline” or “Toolkit”)  And the “Guidelines & toolkits” default view is the last added “Guidelines & toolkits”  And the “Guidelines & toolkits” can be filtered by “Departments”, “Locations”, “Brands”, “Languages”, “Content type” (dropdown menu)  And the “Guidelines & toolkits” can be filtered through a tag cloud, by default displaying the top 10 tags used to index “Guidelines & toolkits”  And the “Guidelines & toolkits” view can be sorted by, Recently added or by alphabetical order  And a recommended section for “Guidelines & toolkits” displays the 10 first guidelines and toolkits based on my default user settings (user market & user function) that I did not add to my favorites ordered by last added  When I select a value on a dropdown menu or a tag, the list view of “Guidelines & toolkits” is refreshed dynamically  And the total number of results is refreshed upon each filtering action  And I can use the pagination below the list of “Guidelines & toolkits” to navigate through the list view | 1 |
| 14.4.5. | **Resources list view** | | Policies & procedures page | Given that I am a logged user  When I am on the “Policies & procedures” page on the Resources section  Then the system shows me a list of all “Policies & procedures” that are available at JTI (all uploaded Resources tagged as “Policy” or “Procedure”)  And the “Policies & procedures” default view is the last added “Policies & procedures”  And the “Policies & procedures” can be filtered by “Departments”, “Locations”, “Brands”, “Languages”, “Content type” (dropdown menu)  And the “Policies & procedures” can be filtered through a tag cloud, by default displaying the top 10 tags used to index “Policies & procedures”  And the “Policies & procedures” view can be sorted by Recently added or by alphabetical order  And a recommended section for “Policies & procedures” displays the 10 first policies and procedures based on my default user settings (user market & user function) that I did not add to my favorites ordered by last added  When I select a value on a dropdown menu or a tag, the list view of “Policies & procedures” is refreshed dynamically  And the total number of results is refreshed upon each filtering action And I can use the pagination below the list of “Policies & procedures” to navigate through the list view | 1 |
| 14.4.6. | **Resources list view** | | Reports & case studies page | Given that I am a logged user  When I am on the “Reports & cases studies” page on the Resources section  Then the system shows me a list of all “Reports & cases studies” that are available at JTI (all uploaded Resources tagged as “Report” or “Case study”)  And the “Reports & cases studies” default view is the last added “Reports & cases studies”  And the “Reports & cases studies” can be filtered by “Departments”, “Locations”, “Brands”, “Languages”, “Content type” (dropdown menu)  And the “Reports & cases studies” can be filtered through a tag cloud, by default displaying the top 10 tags used to index “Reports & cases studies”  And the “Reports & cases studies” view can be sorted by Recently added or by alphabetical order  And a recommended section for “Reports & cases studies” displays the 10 first reports and case studies based on my default user settings (user market & user function) that I did not add to my favorites ordered by last added  When I select a value on a dropdown menu or a tag, the list view of “Reports & cases studies” is refreshed dynamically  And the total number of results is refreshed upon each filtering action  And I can use the pagination below the list of “Reports & cases studies” to navigate through the list view | 1 |
| 14.4.7. | **Resources list view** | | Templates page | Given that I am a logged user  When I am on the “Templates” page on the Resources section  Then the system shows me a list of all “Templates” that are available at JTI (all uploaded Resources tagged as “Template”)  And the “Templates” default view is the last added “Templates”  And the “Templates” can be filtered by “Departments”, “Locations”, “Brands”, “Languages”, “Content type” (dropdown menu)  And the “Templates” can be filtered through a tag cloud, by default displaying the top 10 tags used to index “Templates”  And the “Templates” view can be sorted by Recently added or by alphabetical order ordered by last added  And a recommended section for “Templates” displays the 10 first templates based on my default user settings (user market & user function) that I did not add to my favorites  When I select a value on a dropdown menu or a tag, the list view of “Templates” is refreshed dynamically  And the total number of results is refreshed upon each filtering action  And I can use the pagination below the list of “Templates” to navigate through the list view | 1 |
| 14.4.8. | **Resources list view** | | Trainings page | Given that I am a logged user  When I am on the “Trainings” page on the Resources section  Then the system shows me a list of all “Trainings” that are available at JTI (all uploaded Resources tagged as “Trainings”)  And the “Trainings” default view is the last added “Trainings”  And the “Trainings” can be filtered by “Departments”, “Locations”, “Brands”, “Languages”, “Content type” (dropdown menu)  And the “Trainings” can be filtered through a tag cloud, by default displaying the top 10 tags used to index “Templates”  And the “Trainings” view can be sorted by Recently added or by alphabetical order ordered by last added  And a recommended section for “Trainings” displays the 10 first Trainings based on my default user settings (user market & user function) that I did not add to my favorites ordered by last added  When I select a value on a dropdown menu or a tag, the list view of “Trainings” is refreshed dynamically  And the total number of results is refreshed upon each filtering action  And I can use the pagination below the list of “Trainings” to navigate through the list view | 1 |
| 14.4.9. | **Resources list view** | | Recommended resources on a list view | Given that I am a logged user  When I am on one of these pages: Applications & sites, Guidelines & toolkits, Policies & procedures, Reports & case studies, Templates, Trainings  Then I see a list view of resources in a card format and an additional “Recommended” section to the left of the list view, displaying the first 8 resources for the current list view recommended by corporate communications using the tag “recommendedforyou” (Applications & sites, Guidelines & toolkits, Policies & procedures, Reports & case studies, Templates, Trainings), based on my default user settings (Market, Function), ordered in alphabetical order, and displayed as a list with the following components:   * Type of resource icon * Resource title * Resource description * Resource tags (Market, Function or Brand, third tag)   When I click on an element on this list  Then the system behaves as specified for each type of resource | 1 |

## Glossary

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| <http://g8n7dx.axshare.com/#g=1&p=glossary> | | | | | |
| 14.5.1. | **Glossary** | | General | Given that I am a logged user  When I am on the “Glossary” page  Then the system shows me a list of glossary entries, ordered in alphabetical order  And the glossary entries can be filtered by “Departments” (dropdown menu)  And the glossary letters that do not contain any entry are displayed as inactive  When I select a value on a dropdown menu the glossary page is refreshed  And the URL of that page contains the query strings of the dropdown value selected, so it can be copy pasted and shared on another section of the Intranet (for instance, M&S publishers could choose to select only the entries for M&S and put a link to is on their topic pages)  When I select a letter on the letters list I’m directed to the anchored letter on the glossary entries  And the selector menu stays fixed while I scroll down the page | 1 |

## Document page components (new)

### General

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| <http://g8n7dx.axshare.com/#g=1&p=document_page_1> | | | | | |
| 14.6.1.1. | **Document template** | | General | Given that I am a logged user  When I click on a document (card or link) anywhere on the Intranet  And the publisher chose to associate the document to a specific document page (only for PowerPoints and pdfs)  Then I’m directed to the corresponding document page | 1 |

### Header

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| 14.6.2.1. | **Document page header** | | Title | Given that I am a logged user  When I am on document page  Then I see the Title of the page on the header | 1 |
| 14.6.2.2. | **Document page header** | | Tags | Given that I am a logged user  When I am on document page  Then I see tags the publisher chose to associate to the document  When I click on a tag  Then I’m directed to a search results page where the selected tag is the keyword search query | 1 |
| 14.6.2.3. | **Document page header** | | Add to favorites / Remove from favorites button | Given that I am a logged user  When I am on a document page  Then I see “Add to favorites / remove from favorites” button next to the title  When I click on the button  Then the page is added to “My saved documents” section of “My Favorites” on the Resources section or removed from “My saved documents” section of “My Favorites” on the Resources section | 1 |
| 14.6.2.4. | **Document page header** | | Share button | Given that I am a logged user  When I am on a document page  Then I see the “share” button next to the title  When I click on the button  Then a lightbox opens allowing me to share this page by email or on Engage ([see share use case](#_Share_lightbox)) | 1 |
| 14.6.2.5. | **Document page header** | | Content owner | Given that I am a logged user  When I am on a document page  Then I see the content owner’s name to the right of the header  When I hover the topic owner’s name  Then I will see appear the user card of the content owner  And I can access the user contact information  When I click the content owner’s name in the user card  Then the system will redirect me to the content owner’s profile page. | 1 |

### Page body

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| 14.6.3.1. | **Document page body** | | Document viewer | Given that I am a logged user  When I am on a document page  Then I see the document embedded in a standard SharePoint document viewer for PowerPoint and PDF documents  When I click on the download button of the viewer  Then the document is downloaded to my computer | 1 |
| 14.6.3.2. | **Document page body** | | Executive Summary | Given that I am a logged user  When I am on a document page  Then I see an executive summary below the document viewer, with the title “Executive Summary”, and a text describing the document  And the recommended size of the Executive summary is 2000 characters  And the short description of the document is 160 characters | 1 |
| 14.6.3.3. | **Document page body** | | Updated on / Updated by | Given that I am a logged user  When I am on a document page  Then I see the document’s last update date below the executive summary  And the name of the user who last updated the document | 1 |
| 14.6.3.4. | **Document page body** | | Related resources | Given that I am a logged user  When I am on a document page  Then I see a “See also” section with the 8 first resources related to the current document, based on the tags the publisher used to categorize the document in the header section, and ordered by last added | 1 |

## Resources publishing process

Publishers will be able to access content editing capabilities exclusively from a desktop device.

Publishers will be able to upload new resources to the SharePoint Intranet using the “Add a resource” button on the left hand menu of the Resource section. They will also be able to publish a Resource directly from the corresponding SharePoint site. In both cases, publishers will have to complete a standardized form with mandatory information to publish resources.

Publishers will not be able to edit following elements when publishing a resource:

* Created by
* Created on
* Last update on
* Last update by
* Total favorites

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| 14.7.1. | **Resources publishing** | | General | Given that I am a logged authorized publisher and I have the rights to publish and edit Resources on the Intranet  When I click on the “Add a resource” button on the Resources section  Then the system opens a SharePoint form that allows me to create and upload a type of resource, with mandatory metadata fields to categorize the resource  And I have to choose between adding a site, an application or a document | 1 |
| 14.7.2. | **Resources publishing** | | Publishing a site or application | Given that I am a logged authorized publisher and I have the rights to publish and edit Resources on the Intranet  When I am on the standard form for publishing a new resource and a selected “Site or application”  Then I select if the resource is an application or a site  Then I have to edit mandatory fields:   * Title * Description * URL * Market * Location * Function * Sub-function (if relevant) * Capability (if relevant) * Brand (if relevant) * Related tags (at least one) * Thumbnail * Public or Private (if the resource is a site) * Resource category :   + Guidelines & toolkits     - Guidelines     - Toolkits   + Policies & procedures   + Reports & case studies     - Market Examples     - Case studies     - Reports   + Templates   + Trainings   When I click on “Publish”  Then the resource is indexed in the SharePoint Intranet and available for all end-users  And the reference to that application or site will be indexed under the “Applications & sites” category of the Resources section  And the application or site will also be indexed under whichever Resource category if relevant | 1 |
| 14.7.3. | **Resources publishing** | | Publishing a document | Given that I am a logged authorized publisher and I have the rights to publish and edit Resources on the Intranet  When I am the standard form for publishing a new resource and a selected “Document”  Then I upload the document to the SharePoint site where it should be stored  And I have to edit mandatory fields:   * Title * Executive Summary * Market * Location * Function * Sub-function (if relevant) * Capability (if relevant) * Brand (if relevant) * Related tags (at least one) * Document type (PDF, PPTX, XLXS, DOCX) * Resource category :   + Guidelines & toolkits     - Guidelines     - Toolkits   + Policies & procedures   + Reports & case studies     - Market Examples     - Case studies     - Reports   + Templates   + Trainings   And I can select “Publish with document page” with a checkbox (only if I selected PPT or PDF In Document type)  When I click on “Publish”  Then the document is indexed in the SharePoint Intranet and available for all end-users  And the document will be linked to a document page if I selected that option | 1 |

# Topic page components (new)

Topic pages are webpages hosted on the SharePoint Intranet to cover all content that is not already recognized as News, Engage or a Resource.

Therefore, Topic pages may work for functions, departments, sub-functions, capabilities, projects, locations, markets, management and brands.

Each Topic page is associated to a primary tag, which is the “topic” presented in the page, consistent with the title of that page. For instance, “Marketing & Sales” topic page will be associated primarily with the topic “marketing & sales”; “Merchandising” page will be associated with the topic “merchandising”.

Topic pages are also associated to a specific market; either local (for instance, “Russia") or global (“Global”).

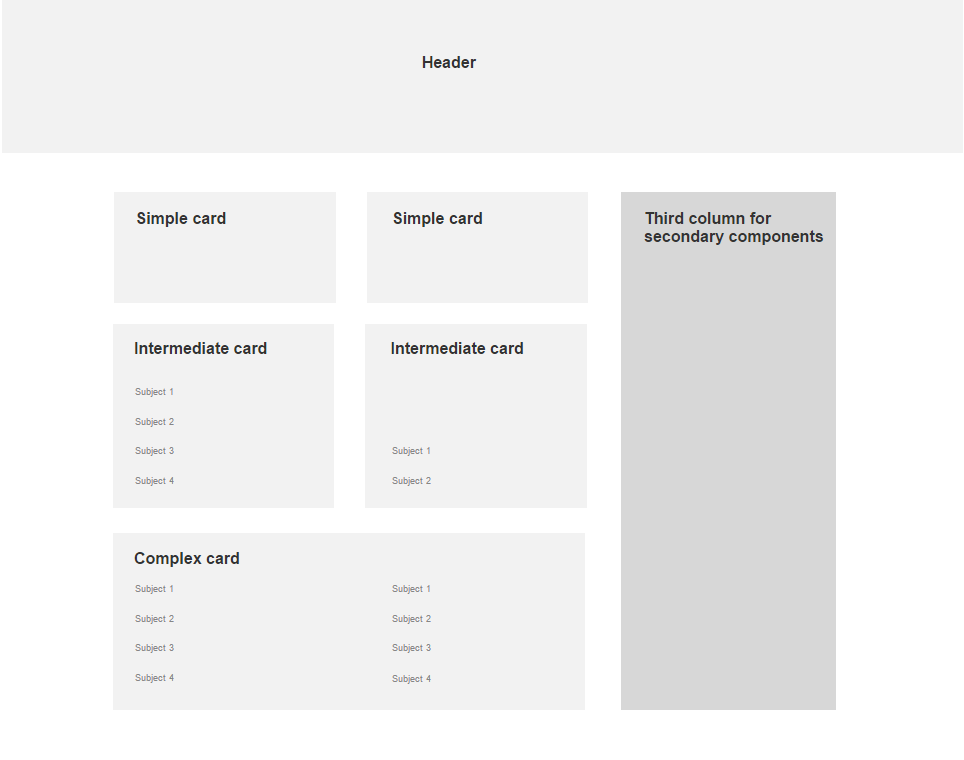
Topic pages are accessible primarily through a general search query (the “Marketing & Sales” topic page should in this instance be the first result after “Marketing & Sales” keyword input on the search bar), or through the main navigation, on “My Pages” section.

Depending on their SharePoint rights and on the purpose of each page, publishers will have the possibility to choose between one of four templates to create a new Topic page on the SharePoint Intranet:

* Marketing & Sales Landing page template: brand portfolio and key function display, only for Global Marketing & Sales publishers;
* Generic page template: for all rich content pages (other Functions than Global Marketing & Sales, Markets, complex projects, big sub-functions and capabilities, etc.) redirecting to secondary subjects;
* Brand template: only for Marketing & Sales brands;
* Simple page template: for subjects that do not require redirecting to secondary subjects (small projects or events, small capabilities, etc.).

For Generic template and Brand template, a card-layout will be used to display the main content and navigate to sub-subjects.

Cards will be organized in an adaptive grid of two columns, and a third column will be used to display secondary components, like Quick links or Engage web part (this rule will differ for the Marketing & Sales landing page for the brands and functions content, as an HTML canvas will be used there).



Three types of cards will be proposed in the templates, with different widths and heights:

* Simple navigation card: a clickable card with a title on up to 3 lines, a background image, a color or a preview image of the media content, one column width, 0,5 height (except for Brand template where they keep 1 height); Intermediate navigation card: a card with a title on up to 2 lines, and two to four clickable sub-titles, a background image or color, one-column width, 1 height;
* Complex navigation card: a card with a title on up to 2 lines, and five to eight clickable subtitles, a background image or color, 2-columns width, 1 height.
* Note regarding title length: Simple card: cut the title and display suspension points
* Intermediate card:
  + Transform in a 2-columns width card, title on up to 2 lines, subjects 1 to 4 ordered in two columns
  + If title is still too long, cut it and display suspension points
* Complex card: cut the title and display suspension points

## Marketing & Sales landing page template

### General

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| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| <http://g8n7dx.axshare.com/#g=1&p=m_s_landing_page> | | | | | |
| 15.1.1.1 | **M&S Template** | | General | Given that I am a logged user  When I click on the link to Marketing & Sales topic page anywhere on the Intranet  Then I arrive on the Global Marketing & Sales page | 1 |

### Header

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| 15.1.2.1. | **M&S Template Header** | | Background image | Given that I am a logged user  When I am on the Marketing & Sales page  Then I see a full header with a background image selected by the publishers  And the header takes the whole width of the browser page | 1 |
| 15.1.2.2. | **M&S Template Header** | | Global Market | Given that I am a logged user  When I am on the Marketing & Sales page  Then I see the Global market the page belongs to above the title | 1 |
| 15.1.2.3. | **M&S Template Header** | | Title | Given that I am a logged user  When I am on the Marketing & Sales page  Then I see the Title of the page on the header | 1 |
| 15.1.2.4. | **M&S Template Header** | | Narrative | Given that I am a logged user  When I am on the Marketing & Sales page  Then I see the narrative associated to that page  And the recommended size for the narrative is 240 characters | 1 |
| 15.1.2.5. | **M&S Template Header** | | Add to favorites / Remove from favorites button | Given that I am a logged user  When I am on the Marketing & Sales page  Then I see “Add to favorites / remove from favorites” below the narrative  When I click on the button  Then the page is added to “My pages” section of “My Favorites” on the Resources section or removed from My pages” section of “My Favorites” on the Resources section | 1 |
| 15.1.2.6. | **M&S Template Header** | | Share button | Given that I am a logged user  When I am on the Marketing & Sales page  Then I see the “share” button below the narrative  When I click on the button  Then a lightbox opens allowing me to share this page by email or on Engage ([see share use case](#_Share_lightbox)) | 1 |
| 15.1.2.7. | **M&S Template Header** | | Content owner | Given that I am a logged user  When I am on the Marketing & Sales page  Then I will see the content owner’s name to the right of the header  When I hover the topic owner’s name  Then I will see appear the user card of the content owner  And I can access the user contact information  When I click the content owner’s name in the user card  Then the system will redirect me to the content owner’s profile page. | 1 |
| 15.1.2.8. | **M&S Template Header** | | Meet the team button | Given that I am a logged user  When I am on the Marketing & Sales page  Then I will see the “Meet the team” button to the right of the header  When I click on the button  Then I will see a lightbox with an org chart of the top management team corresponding to the Global Marketing & Sales page, retrieved from Nakisa  When I click the team member’s name in the org chart  Then the system will redirect me to the team member’s profile page  When I click outside the lightbox or on the close button  Then the lightbox disappears | 1 |

### Sub-navigation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| 15.1.3.1. | **M&S Template sub-navigation** | | Anchor navigation | Given that I am a logged user  When I am on the Marketing & Sales page  Then I see a one-level sub-navigation fixed to the left column of the page, below the header, with the title of the different sections contained in the page  When I click on one of the sub-navigation section  Then the page scrolls down to the corresponding anchored section on the page  And the anchor navigation component stays fixed as I scroll down or up the page | 1 |
| 15.1.3.2. | **M&S Template sub-navigation** | | Back to top button | Given that I am a logged user  When I am on the Marketing & Sales page  And I scroll down or up the page below the fold  Then the “back to top” button appears on the right column  When I click on the button  Then the page scrolls up to its top | 1 |

### Page Body

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
| 15.1.4.1. | **M&S Template Body** | Content section 1: HTML Canvas for main content | Given that I am a logged user  When I am on the Marketing & Sales page  Then I see the page organized as cards to showcase the brands and the key functions in a 3-colum grid (size, position and height for each card to be defined in the HTML Canvas dedicated to this template, see 15.5.1)   * Winston card, * Mevius card * Camel card * LD card * Natural American Spirit card * Benson & Hedges card * Glamour card * Sobranie card * Logic card * Ploom card * Sales & Trade Marketing card * Business Intelligence card   And each brand card contains an image and the logo of the brand  And each function card contains an image and a title  When I hover over a brand card  Then I see the Brand tagline of the card  When I click on a brand card  Then I navigate to the Global Brand pageB  When I click on a simple card  Then I navigate to the corresponding topic page | 1 |
| 15.1.4.2. | **M&S Template Body** | Content section 2: News component | Given that I am a logged user  When I am on the Marketing & Sales page on the News component  Then I see the 3 most recent news posted to the Intranet with the tags “Marketing & Sales”  And a “See more” button below the News component  When I click on a News piece  Then I’m directed to the according article page for that News  When I click on “See more”  Then I’m directed to the News section of the Intranet  And News articles are filtered by “Marketing & Sales” and “Global” | 1 |
| 15.1.4.3. | **M&S Template Body** | Top communities component | Given that I am a logged user  When I am on the Marketing & Sales page on the “Engage with M&S” component  Then I see the 5 most active Engage communities for “Marketing & Sales”  And a “Join” button next to each community name  And a “Request to join” button if the community is private  And a “Following” button if I’m already following the community  And I can click on either “Join”, “Request to join” or “Following” buttons (see section 9)  When I click on “Join”  Then I become a follower of that community  When I click on “Request to join”  Then a request to join is sent to the admin of that community (see section 7.4.2.)?”  When I hover on he “Following” button  Then I can leave that community  When I click on the name of the community  Then I’m directed to the according community on the Engage section of the Intranet | 1 |
| 15.1.4.4. | **M&S Template Body** | Content section 3: M&S library component | Given that I am a logged user  When I am on the Marketing & Sales page on the “M&S Library” component  Then I see a paginated library of lastlast updated resources tagged as “Marketing & Sales” (page’s topic tag), displayed as cards ([see Resources section specification](#_Resources_section))  And a set of dropdown filters:   * Markets (Global, Russia, Spain, etc.) * Brands (Winston, Camel, Mevius, etc.) * Sub Function (Sales & Trade Marketing, Business Intelligence, Trade Marketing Excellence, etc.) * Languages (English, French, Russian, etc.) * Content type (Applications & sites, Guidelines & toolkits, Market case studies, Market examples, Reports, Trainings)   And a tag cloud set up by the page’s content owner with the 10 suggested tags for the M&S resources  When I select a value on a dropdown menu or a tag, the list view of the resources is refreshed dynamically  And I can use the pagination below the list of resources to navigate through the list view  If there are no results to display  Then I see the following message: “There are no results matching your query.”  And I can click on the “clear filters” button to reset my filters selection  When I click on one of the resources cards, I’m directed either to   * An external SharePoint site or application opened in a new tab * A document page opened in current page (or direct download to my computer, [see Resources specifications](#_Resources_section)) | 1 |
| 15.1.4.5. | **M&S Template Body** | Quick links component | Given that I am a logged user  When I am on the Marketing & Sale pages on the “Quick links” component  Then I see a list of links and their corresponding short description selected by the publishers, to the left of the library component  And links are of 3 kinds:   * Links to other topic pages on the Intranet * Links to external applications or SharePoint sites * Links to documents | 1 |

## Generic page template

### General

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| <http://g8n7dx.axshare.com/#g=1&p=function_page> | | | | | |
| 15.2.1.1 | **Generic template** | | General | Given that I am a logged user  When I click on the link to a topic page anywhere on the Intranet published with a Generic template  Then I arrive on the function topic page | 1 |

### Header

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| 15.2.2.1. | **Generic template header** | | Background image | Given that I am a logged user  When I am on a topic page published with a Generic template  Then I see a full header with a background image selected by the publisher  And the header takes the whole width of the browser page | 1 |
| 15.2.2.2. | **Generic template header** | | Market | Given that I am a logged user  When I am on a topic page published with a Generic template  Then I see the Market the page belongs to above the title | 1 |
| 15.2.2.3. | **Generic template header** | | Title | Given that I am a logged user  When I am on a topic page published with a Generic template  Then I see the Title of the page on the header | 1 |
| 15.2.2.4. | **Generic template header** | | Narrative | Given that I am a logged user  When I am on a topic page published with a Generic template  Then I see the narrative associated to that page | 1 |
| 15.2.2.5. | **Generic template header** | | Add to favorites / Remove from favorites button | Given that I am a logged user  When I am on a topic page published with a Generic template  Then I see “Add to favorites / remove from favorites” button below the narrative  When I click on the button  Then the page is added to “My pages” section of “My Favorites” on the Resources section or removed from My pages” section of “My Favorites” on the Resources section | 1 |
| 15.2.2.6. | **Generic template header** | | Share button | Given that I am a logged user  When I am on a topic page published with a Generic template  Then I see the “share” button below the narrative  When I click on the button  Then a lightbox opens allowing me to share this page by email or on Engage ([see share use case](#_Share_lightbox)) | 1 |
| 15.2.2.7. | **Generic template header** | | Content owner | Given that I am a logged user  When I am on a topic page published with a Generic template  Then I will see the content owner’s name to the right of the header  When I hover the topic owner’s name  Then I will see appear the user card of the content owner  And I can access the user contact information  When I click the content owner’s name in the user card  Then the system will redirect me to the content owner’s profile page. | 1 |
| 15.2.2.8. | **Generic template header** | | Meet the team button | Given that I am a logged user  When I am on a topic page published with a Generic template  Then I will see the “Meet the team” button to the right of the header  When I click on the button  Then I will see a lightbox with an org chart of the top management team corresponding to the Function page, retrieved from Nakisa  When I click the team member’s name in the org chart  Then the system will redirect me to the team member’s profile page  When I click outside the lightbox or on the close button  Then the lightbox disappears | 1 |

### Sub-navigation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| 15.2.3.1. | **Generic template sub-navigation** | | Anchor navigation | Given that I am a logged user  When I am on a topic page published with a Generic template  Then I see a one-level sub-navigation fixed to the left column of the page, below the header, with the title of the different sections contained in the page  When I click on one of the sub-navigation section  Then the page scrolls down to the corresponding anchored section on the page  And the anchor navigation component stays fixed as I scroll down or up the page | 1 |
| 15.2.3.2. | **Generic template sub-navigation** | | Back to top button | Given that I am a logged user  When I am on a topic page published with a Generic template  And I scroll down or up the page below the fold  Then the “back to top” button appears on the right column  When I click on the button  Then the page scrolls up to its top | 1 |

### Page Body

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
| 15.2.4.1. | **Generic template body** | Card content section | Given that I am a logged user  When I am on a topic page published with a Generic template  Then I see on or more sections with a title and content organized in cards, in a 2-column grid  And content cards are of 3 types:   * Simple navigation card: clickable card with a title, a background image or a color, one column width * Intermediate navigation card: card with a title and 2 to 4 clickable sub-titles, a background image or color, one-column width * Complex navigation card: card with a title and 5 to 8 clickable subtitles, a background image or color, 2-columns width   When I click on a simple card  Then I navigate to the corresponding link set up by the publisher (other topic page, document, external site or application  When I click on a sub-title of an intermediate or complex card  Then I navigate to the corresponding link set up by the publisher (other topic page, document, external site or application | 1 |
| 15.2.4.2. | **Generic template body** | News component | Given that I am a logged user  When I am on a topic page published with a Generic template  on the News component  Then I see the 3 most recent news posted to the Intranet with the tags selected by the publisher (primary tag of the current topic page AND/OR corresponding market, depending on publisher’s preferences)  And a “See more” button below the News component  When I click on a News piece  Then I’m directed to the according article page for that News  When I click on “See more”  Then I’m directed to the News section of the Intranet  And News articles are filtered by the primary tag of the current topic page AND/OR corresponding market | 1 |
| 15.2.4.3. | **Generic template body** | Top communities component | Given that I am a logged user  When I am on a topic page published with a Generic template  e on the “Engage with [name of the Function/Project/Sub-Function/etc.] component  Then I see the 5 most active Engage communities for [name of the Function/Project/Sub-Function/etc.]  And a “Join” button next to each community name  And a “Request to join” button if the community is private  And a “Following” button if I’m already following the community  And I can click on either “Join”, “Request to join” or “Following” buttons (see section 9)  When I click on “Join”  Then I become a follower of that community  When I click on “Request to join” (see section 7.4.2.)  Then a request to join is sent to the admin of that community  When I hover on he “Following” button  Then I can leave that community  When I click on the name of the community  Then I’m directed to the according community on the Engage section of the Intranet | 1 |
| 15.2.4.4. | **Generic template body** | Library component | Given that I am a logged user  When I am on a topic page published with a Generic template  on the “[name of the Function/Project/Sub-Function/etc.] library” component  Then I see a paginated library of last updatedupdated resources tagged as the page’s topic tag, displayed as cards (see [Resources section specification](#_Resources_section))  And a set of dropdown filters:   * Markets (Global, Russia, Spain, etc.) * Brands (Winston, Camel, Mevius, etc.) * Sub Function (Sales & Trade Marketing, Business Intelligence, Trade Marketing Excellence, etc.) * Languages (English, French, Russian, etc.) * Content type (Applications & sites, Guidelines & toolkits, Market case studies, Market examples, Reports, Trainings)   And a tag cloud set up by the page’s content owner with the 10 suggested tags  When I select a value on a dropdown menu or a tag, the list view of the resources is refreshed dynamically  And I can use the pagination below the list of resources to navigate through the list view  If there are no results to display  Then I see the following message: “There are no results matching your query.”  And I can click on the “clear filters” button to reset my filters selection  When I click on one of the resources cards, I’m directed either to   * An external SharePoint site or application opened in a new tab * A document page opened in current page (or direct download to my computer, [see Resources specifications](#_Resources_section)) | 1 |
| 15.2.4.5. | **Generic template body** | Quick links component | Given that I am a logged user  When I am on a topic page published with a Generic template  on the “Quick links” component to the left of the first section of the page  Then I see a list of links and their corresponding short description selected by the publishers  And links are of 3 kinds:   * Links to other topic pages on the Intranet * Links to external applications or SharePoint sites * Links to documents | 1 |
| 15.2.4.6. | **Generic template body** | Featured resources component (optional) | Given that I am a logged user  When I am on a topic page published with a Generic template  on the “Featured” resources component to the left of the library component  Then I see a list of maximum 10 documents selected by the publishers (document name, document type icon, document description)  When I click on the name of a document  Then either I’m directed to the document’s page on the current page, or the document is downloaded to my computer | 1 |

## Brand page template

### General

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| <http://g8n7dx.axshare.com/#g=1&p=brand_page> | | | | | |
| 15.3.1.1 | **Brand template** | | General | Given that I am a logged user  When I click on the link to a Brand page anywhere on the Intranet  Then I arrive on the Brand topic page | 1 |

### Header

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| 15.3.2.1. | **Brand template header** | | Background image | Given that I am a logged user  When I am on the Brand page  Then I see a full header with a background image selected by the publishers  And the header takes the whole width of the browser page | 1 |
| 15.3.2.2. | **Brand template header** | | Brand avatar | Given that I am a logged user  When I am on the Brand page  Then I see the profile picture of the Brand anchored to the header, with the Brand’s name and logo  When I hover over the profile picture  Then I see the Brand’s tag line | 1 |
| 15.3.2.3. | **Brand template header** | | Narrative | Given that I am a logged user  When I am on the Brand page  Then I see the narrative associated to the Brand next to the Brand’s avatar | 1 |
| 15.3.2.4. | **Brand template header** | | Add to favorites / Remove from favorites button | Given that I am a logged user  When I am on the Brand page  Then I see “Add to favorites / remove from favorites” below the narrative  When I click on the button  Then the page is added to “My pages” section of “My Favorites” on the Resources section or removed from My pages” section of “My Favorites” on the Resources section | 1 |
| 15.3.2.5. | **Brand template header** | | Share button | Given that I am a logged user  When I am on the Brand page  Then I see the “share” button below the narrative  When I click on the button  Then a lightbox opens allowing me to share this page by email or on Engage ([see share use case](#_Share_lightbox)) | 1 |
| 15.3.2.6. | **Brand template header** | | Content owner | Given that I am a logged user  When I am on the Brand page  Then I will see the content owner’s name to the right of the header  When I hover the topic owner’s name  Then I will see appear the user card of the content owner  And I can access the user contact information  When I click the content owner’s name in the user card  Then the system will redirect me to the content owner’s profile page. | 1 |
| 15.3.2.7. | **Brand template header** | | Meet the team button | Given that I am a logged user  When I am on the Brand page  Then I will see the “Meet the team” button to the right of the header  When I click on the button  Then I will see a lightbox with an org chart of the top management team corresponding to the Brand page, retrieved from Nakisa  When I click the team member’s name in the org chart  Then the system will redirect me to the team member’s profile page  When I click outside the lightbox or on the close button  Then the lightbox disappears | 1 |

### Sub-navigation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| 15.3.3.1. | **Brand template sub-navigation** | | Anchor navigation | Given that I am a logged user  When I am on the Brand page  Then I see a one-level sub-navigation fixed to the left column of the page, below the header, with the title of the different sections contained in the page  When I click on one of the sub-navigation section  Then the page scrolls down to the corresponding anchored section on the page  And the anchor navigation component stays fixed as I scroll down or up the page | 1 |
| 15.3.3.2. | **Brand template sub-navigation** | | Back to top button | Given that I am a logged user  When I am on the Brand page  And I scroll down or up the page below the fold  Then the “back to top” button appears on the right column  When I click on the button  Then the page scrolls up to its top | 1 |

### Page body

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
| 15.3.4.1. | **Brand template body** | Card content section | Given that I am a logged user  When I am on the Brand Page  Then I see a section of content organized in cards, in a 2-column grid  And content cards are of 3 types:   * Simple navigation card: clickable card with a title, a background image or a color, one column width * Intermediate navigation card: card with a title and 2 to 4 clickable sub-titles, a background image or color, one-column width   And cards are ordered like this   * “Discover Camel” intermediate navigation card   + Brand whY   + Strategic direction   + Our Story * “Portfolio”, intermediate navigation card   + Portfolio strategy   + Portfolio navigator * “Communication & activation”, simple navigation card * “A&SP key deliverables”, simple navigation card * “Assets library”, simple navigation card * “Brand performance”, simple navigation card or media card   When I click on a simple card  Then I navigate to the corresponding link set up by the publisher (other topic page, document, external site or application  When I click on a sub-title of an intermediate card  Then I navigate to the corresponding link set up by the publisher (other topic page, document, external site or application  If the simple card I click on a contains an embedded media  Then the media content is played inside the current page in a lightbox |  |
| 15.3.42. | **Brand template body** | Latest documents section | Given that I am a logged user  When I am on the Brand Page on the latest documents section  Then I see resources cards of the brand selected by the publisher ([see Resources section specification](#_Resources_section))  When I click on one the resources cards  Then I’m directed to a document page, or the document is downloaded to my computer, or I’m directed to an external app or SharePoint site |  |
| 15.3.4.3 | **Brand template body** | News component | Given that I am a logged user  When I am on the Brand page on the News component  Then I see the 3 most recent news posted to the Intranet with the corresponding brand tag selected by the publisher  And a “See more” button below the News component  When I click on a News piece  Then I’m directed to the according article page for that News  When I click on “See more”  Then I’m directed to the News section of the Intranet  And News articles are filtered by the corresponding brand tag |  |
| 15.3.4.4. | **Brand template body** | Brand Library component | Given that I am a logged user  When I am on the Brand page on the Brand library component  Then I see a paginated library of last updated updated resources tagged with the Brand name, displayed as cards ([see Resources section specification](#_Resources_section))  And a set of dropdown filters:   * Markets (Global, Russia, Spain, etc.) * Sub Function (Sales & Trade Marketing, Business Intelligence, Trade Marketing Excellence, etc.) * Languages (English, French, Russian, etc.) * Content type (Applications & sites, Guidelines & toolkits, Market case studies, Market examples, Reports, Trainings)   And a tag cloud set up by the page’s content owner with the 10 suggested tags  When I select a value on a dropdown menu or a tag, the list view of the resources is refreshed dynamically  And I can use the pagination below the list of resources to navigate through the list view  When I click on one of the resources cards, I’m directed either to   * An external SharePoint site or application opened in a new tab * A document page opened in current page (or direct download to my computer, [see Resources specifications](#_Resources_section)) |  |
| 15.3.4.5. | **Brand template body** | Quick links component | Given that I am a logged user  When I am on the Brand page on the “Quick links” component to the rightleft of the first section of the page  Then I see a list of links and their corresponding short description selected by the publishers  And links are of 3 kinds:   * Links to other topic pages on the Intranet * Links to external applications or SharePoint sites * Links to documents |  |

## Simple page template

### General

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| <http://g8n7dx.axshare.com/#g=1&p=simple_page> | | | | | |
| 15.4.1.1 | **Simple template** | | General | Given that I am a logged user  When I click on the link to a simple topic page page anywhere on the Intranet  Then I arrive on the simple topic page | 1 |

### Header

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| 15.4.2.1. | **Simple template header** | | Market | Given that I am a logged user  When I am on a simple topic page  Then I see the Market the page belongs to above the title | 1 |
| 15.4.2.2. | **Simple template header** | | Title | Given that I am a logged user  When I am on a simple topic page  Then I see the Title of the page on the header | 1 |
| 15.4.2.3. | **Simple template header** | | Narrative | Given that I am a logged user  When I am on a simple topic page  Then I see the narrative associated to that page | 1 |
| 15.4.2.4. | **Simple template header** | | Add to favorites / Remove from favorites button | Given that I am a logged user  When I am on a simple topic page  Then I see “Add to favorites / remove from favorites” button n below the narrative  When I click on the button  Then the page is added to “My pages” section of “My Favorites” on the Resources section or removed from My pages” section of “My Favorites” on the Resources section | 1 |
| 15.4.2.5. | **Simple template header** | | Share button | Given that I am a logged user  When I am on a simple topic page  Then I see the “share” button below the narrative  When I click on the button  Then a lightbox opens allowing me to share this page by email or on Engage ([see share use case](#_Share_lightbox)) | 1 |
| 15.4.2.6. | **Simple template header** | | Content owner | Given that I am a logged user  When I am on a simple topic page  Then I will see the content owner’s name to the right of the header  When I hover the topic owner’s name  Then I will see the user card of the content owner  And I can access the user contact information  When I click the content owner’s name in the user card  Then the system will redirect me to the content owner’s profile page. | 1 |
| 15.4.2.7. | **Simple template header** | | Meet the team button (optional) | Given that I am a logged user  When I am on a simple topic page  Then I will see the “Meet the team” button to the right of the header  When I click on the button  Then I will see a lightbox with an org chart of the top management team corresponding to the simple topic page, retrieved from Nakisa  When I click the team member’s name in the org chart  Then the system will redirect me to the team member’s profile page  When I click outside the lightbox  Then the lightbox disappears | 1 |

### Sub-navigation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| 15.4.3.1. | **Simple template navigation** | | Back to top button | Given that I am a logged user  When I am on a simple topic page  And I scroll down or up the page below the fold  Then the “back to top” button appears on the right column  When I click on the button  Then the page scrolls up to its top | 1 |

### Page body

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
| 15.4.4.1. | **Simple template body** | Article section | Given that I am a logged user  When I am on a simple topic page  Then I see an article layout with several components   * One or more main sub-page titles * One or more sub-titles * One or more blocks of text * One or mode media content (image, video, embedded documents, etc.) |  |
| 15.4.4.2. | **Simple template body** | Latest documents section (optional) | Given that I am a logged user  When I am on a simple topic page on the latest documents section  Then I see resources cards of the documents selected by the publisher ([see Resources section specification](#_Resources_section))  When I click on one the resources cards  Then I’m directed to a document page opened on the current page, or the document is downloaded to my computer |  |
| 15.4.4.3. | **Simple template body** | News component (optional) | Given that I am a logged user  When I am on a simple topic page on the News component  Then I see the 3 most recent news posted to the Intranet with the corresponding topic page tag selected by the publisher  And a “See more” button below the News component  When I click on a News piece  Then I’m directed to the according article page for that News  When I click on “See more”  Then I’m directed to the News section of the Intranet  And News articles are filtered by the corresponding topic page tag |  |
| 15.4.4.4. | **Simple template body** | Top communities component (optional) | Given that I am a logged user  When I am on a simple topic page on the “Engage with [name of the Topic page] component  Then I see the 5 most active Engage communities for [name of the Topic page]  And a “Join” button next to each community name  And a “Request to join” button if the community is private  And a “Following” button if I’m already following the community  And I can click on either “Join”, “Request to join” or “Following” buttons (see section 9)  When I click on “Join”  Then I become a follower of that community  When I click on “Request to join” (see section 7.4.2.)  Then a request to join is sent to the admin of that community  When I hover on he “Following” button  Then I can leave that community  When I click on the name of the community  Then I’m directed to the according community on the Engage section of the Intranet |  |
| 15.4.4.5. | **Simple template body** | Quick links component | Given that I am a logged user  When I am a simple topic page on the “Quick links” component to the right of the first section of the page  Then I see a list of links and their corresponding short description selected by the publishers  And links are of 3 kinds:   * Links to other topic pages on the Intranet * Links to external applications or SharePoint sites * Links to documents |  |

## Topic pages publishing process

To publish any page, publishers will use the standard SharePoint feature for publishers to create a page by selecting the relevant template they need. Depending on the market they’re publishing for, the page will be located in the according SharePoint sub-site.

Publishers will not be granted full editing capabilities. The will not be able to select font style, size or color and the standard text formatting characteristics. Publishers will be able to add and edit images and videos in the dedicated content sections.

The non-editable components of the page will be automatically managed by the template without the need of any publisher action. Those components will act in strict accordance to the other available templates. These components are:

* The main navigation bar on top of the Intranet
* The display and behaviour of the left sub-navigation on each page, that will be generated automatically using the titles of each section
* The standard buttons for end-user interactions (favorite, share, meet the team)
* The icons used to display the Quick Links
* The display of the News
* The display of the Engage communities
* The display of the resources and filters on the Library component
* The titles for the following sections : Quick Links, Engage with (), What's New, () Library
* The page editing history: “Last modified date” and “last modified by” information

The templates will be supporting the creation of content apt to be properly displayed on all supported devices/browsers.

As the templates are responsive and built on a grid layout, depending on screen resolution, the page will be adapted to properly display the content stacking the components of the page one after the other. The content spots will maintain the same order independently of the screen resolution of the visitor, cascading the content areas in a left to right, top to down sequence.

### Publish the Marketing & Sales landing page

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| 15.5.1.1 | **M&S Landing Page publishing** | | General | Given that I am a logged authorized publisher and I have the rights to publish and edit the Marketing & Sales page  When I am on the back-end part of the SharePoint Intranet on the SharePoint site where the Global Marketing & Sales will be stored  And I click on “New page”  Then I land on a form where I can select which template I need  I select the “M&S landing page template”  Then I land on a form where I can edit the page  And I can edit the metadata associated to the page:   * Title * URL * Page tag * Market * Content owner   And I see all the pre-defined sections for that template:   * Header * HTML Canvas section * News section * M&S Library section * Engage component * Quick links component   And I can preview my changes when I click on the “Preview” button  And all the changes I make are saved automatically  When I’m done with publishing, I click on the “Publish button”  Then the page will be live for the end-users on the Intranet | 1 |
| 15.5.1.2 | **M&S Landing Page publishing** | | Header | Given that I am a logged authorized publisher  When I am on the M&S Landing page Template on the Header section  Then I can select the image to place on the header  And I can edit the narrative  And I can set up the Meet the team component using Nakisa | 1 |
| 15.5.1.3 | **M&S Landing Page publishing** | | HTML Canvas section | Given that I am a logged authorized publisher  When I am on the M&S Landing page Template on the “Portfolio” section  Then I can import my HTML file into the SharePoint template  And the CSS and Javascript of that HTML file should be integrated to the HTML file, not in separate sheets | 1 |
| 15.5.1.4 | **M&S Landing Page publishing** | | News section | Given that I am a logged authorized publisher  When I am on the M&S Landing page Template on the News section  Then I select the tags I want to use to retrieve the News (Marketing & Sales and/or specific market tags) | 1 |
| 15.5.1.5 | **M&S Landing Page publishing** | | Quick Links component | Given that I am a logged authorized publisher  When I am on the M&S Landing page Template on the Quick Links component  Then I can add a list of links to display on the Quick Links section  And I can choose between three types of links   * Internal page * External site or application * Document   And for each link, I edit a title, a short description and a URL | 1 |
| 15.5.1.6 | **M&S Landing Page publishing** | | Library section | Given that I am a logged authorized publisher  When I am on the M&S Landing page Template on the Library section  Then I can the tags I want to use to retrieve the applications, sites and documents to be display on the library for the end users  And I can change the name of the library component to “[name] library” | 1 |
| 15.5.1.7 | **M&S Landing Page publishing** | | Engage component | Given that I am a logged authorized publisher  When I am on the M&S Landing page Template on the Engage component  Then I can select the top 5 Engage communities related to tags of my selection (here: “Marketing & Sales”)  And I can change the name of the engage section to “Engage with [name]” | 1 |

### Publish a Generic topic page

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| 15.5.2.1 | **Generic topic page publishing** | | General | Given that I am a logged authorized publisher  When I am on the back-end part of the SharePoint Intranet on the SharePoint site where the page will be stored  And I click on “New page”  Then I land on a form where I can select which template I need  I select the “Generic page template”  Then I land on a form where I can edit the page  And I can edit the metadata associated to the page:   * Title * URL * Page tag * Market * Content owner   And I see all the pre-defined sections for that template:   * Header * Card content section(s) * News section * Library section * Engage component * Quick links component   And I can preview my changes when I click on the “Preview” button  And all the changes I make are saved automatically  When I’m done with publishing, I click on the “Publish button”  Then the page will be live for the end-users on the Intranet | 1 |
| 15.5.2.2. | **Generic topic page publishing** | | Header | Given that I am a logged authorized publisher  When I am on the Generic page template on the Header section  Then I can select the image to place on the header  And I can edit the narrative  And I can set up the Meet the team component using Nakisa | 1 |
| 15.5.2.3. | **Generic topic page publishing** | | Main content section(s) | Given that I am a logged authorized publisher  When I am on the Generic page template on the main content section  Then I can see 5 empty content sections each of them with title placeholders “Title section N”  And for each section, I can choose to hide it or to display it with a checkbox  And for each section, I edit a title  And for each section, I can add as many cards as I need  When I add a new card to a section  Then I have to select its type (simple, intermediate, complex)  And I edit the title for each card  When I add a simple card  Then I have to provide a URL the end user will be directed to  And I have to select an image or a color or a video associated to that card  When I add an intermediate card  Then I add up to 4 subtitles on that card  Then, for each subtitle, I have to provide a URL the end user will be directed to  And I have to select an image or a color associated to that card  When I add a complex card  Then I add up to 8 subtitles on that card  Then, for each subtitle, I have to provide a URL the end user will be directed to  And I have to select an image or a color associated to that card  And I can arrange the order of the cards on each section and between sections  And I cannot publish a page if there are no cards inside a section | 1 |
| 15.5.2.4. | **Generic topic page publishing** | | News section | Given that I am a logged authorized publisher  When I am on the Generic page template on the News section  Then I select the tags I want to use to retrieve the News | 1 |
| 15.5.2.5. | **Generic topic page publishing** | | Quick Links component | Given that I am a logged authorized publisher  When I am on the Generic page template on the Quick Links section  Then I can add a list of links to display on the Quick Links section  And I can choose between three types of links   * Internal page * External site or application * Document   And for each link, I edit a title, a short description and a URL  Note: Icons will display corresponding to the content type link published. | 1 |
| 15.5.2.6. | **Generic topic page publishing** | | Library section | Given that I am a logged authorized publisher  When I am on the Generic page template on the Library section  Then I can select the tags I want to use to retrieve the applications, sites and documents to be display on the library for the end users  And I can change the name of the library component to “[name] library”  And I can choose to hide this section using a checkbox |  |
| 15.5.2.7 | **Generic topic page publishing** | | Engage component | Given that I am a logged authorized publisher  When I am on the Generic page template on the Engage component  Then I can select the top 5 Engage communities related to tags of my selection  And I can change the name of the engage section to “Engage with [name]”  And I can choose to hide this section using a checkbox |  |

### Publish a Brand page

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| 15.5.3.1.. | **Brand page publishing** | | General | Given that I am a logged authorized publisher and I have the rights to publish and edit Brand pages  When I am on the back-end part of the SharePoint Intranet on the SharePoint site where the page will be stored  And I click on “New page”  Then I land on a form where I can select which template I need  I select the “Brand page template”  Then I land on a form where I can edit the page  And I can edit the metadata associated to the page:   * Title * URL * Page tag * Content owner   And I see all the pre-defined sections for that template:   * Header * Card content section * Latest documents * News section * Library section * Quick links component   And I can preview my changes when I click on the “Preview” button  And all the changes I make are saved automatically  When I’m done with publishing, I click on the “Publish button”  Then the page will be live for the end-users on the Intranet | 1 |
| 15.5.3.2.. | **Brand page publishing** | | Header | Given that I am a logged authorized publisher  When I am on the Brand page template on the Header section  Then I can select the image to place on the header  And I can edit the narrative  And I can select the image to place on the brand avatar  And I can set up the Meet the team component using Nakisa | 1 |
| 15.5.3.3.. | **Brand page publishing** | | Main content section | Given that I am a logged authorized publisher  When I am on the Brand page template on the main content section  Then I see a section named “Main content section”  And I cannot add another section to the template  And, in the section, there are by default 6 cards displayed as the following (proposed sections):   * “Discover [Brand Name]” intermediate navigation card   + Brand whY   + Strategic direction   + Our Story * “Portfolio”, intermediate navigation card   + Portfolio strategy   + Portfolio navigator * “Communication & activation”, simple navigation card * “A&SP key deliverables”, simple navigation card * “Assets library”, simple navigation card * “Brand performance”, simple navigation card or media card   And I add a title for the section  And I can add up to 4 other intermediate or simple cards  And I have to provide a URL the end user will be directed to for each simple card  And I have to provide a URL for each intermediate card subtitle  And I have to select an image or a color or a video associated to each simple card  And I have to select an image or a color associated to each intermediate card | 1 |
| 15.5.3.4.. | **Brand page publishing** | | Latest documents section | Given that I am a logged authorized publisher  When I am on the Brand page template on the Latest documents section  Then I can select up to 6 documents from the back-end resources library  And I can choose to hide this section using a checkbox | 1 |
| 15.5.3.5.. | **Brand page publishing** | | News section | Given that I am a logged authorized publisher  When I am on the Brand page template on the News section  Then I select the tags I want to use to retrieve the News | 1 |
| 15.5.3.6.. | **Brand page publishing** | | Quick Links component | Given that I am a logged authorized publisher  When I am on the Brand page template on the Quick Links section  Then I can add a list of links to display on the Quick Links section  And I can choose between three types of links   * Internal page * External site or application * Document   And for each link, I edit a title, a short description and a URL | 1 |
| 15.5.3.7. | **Brand page publishing** | | Library section | Given that I am a logged authorized publisher  When I am on the Brand page template on the Library section  Then I can select the tags I want to use to retrieve the applications, sites and documents to be display on the library for the end users  And I can change the name of the library component to “[name] library”  And I can choose to hide this section using a checkbox | 1 |

### Publish a Simple topic page

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| 15.5.4.1. | **Simple topic page publishing** | | General | Given that I am a logged authorized publisher  When I am on the back-end part of the SharePoint Intranet on the SharePoint site where the page will be stored  And I click on “New page” in the Topic library  Then I land on a form where I can select which template I need  I select the “Simple page template”  Then I land on a form where I can edit the page  And I can edit the metadata associated to the page:   * Title * URL * Page tag * Market * Content owner   And I see all the pre-defined sections for that template:   * Header * News section * Latest documents section * Engage component * Quick links component   And I can preview my changes when I click on the “Preview” button  And all the changes I make are saved automatically  When I’m done with publishing, I click on the “Publish button”  Then the page will be live for the end-users on the Intranet  And the Simple topic page will have no left navigation section | 1 |
| 15.5.4.2. | **Simple topic page publishing** | | Header | Given that I am a logged authorized publisher  When I am on the Simple page template on the Header section  Then I can select I can edit the narrative  And I can set up the Meet the team component using Nakisa  And I can choose to hide the Meet the team component using a checkbox | 1 |
| 15.5.4.3. | **Simple topic page publishing** | | Main content | Given that I am a logged authorized publisher  When I am on the Simple page template on the main content section  Then I can edit an article to the display in the main content section in a simple text editor  And I can format titles to be either the page’s titles or subtitles  And I can write or copy paste paragraphs  And I can insert images or videos inside the text editor | 1 |
| 15.5.4.4. | **Simple topic page publishing** | | Latest documents section | Given that I am a logged authorized publisher  When I am on the Brand page template on the Latest documents section  Then I can select up to 6 documents from the back-end resources library  And I can choose to hide this section using a checkbox | 1 |
| 15.5.4.5. | **Simple topic page publishing** | | News section | Given that I am a logged authorized publisher  When I am on the Simple page template on the News section  Then I select the tags I want to use to retrieve the News | 1 |
| 15.5.4.6. | **Simple topic page publishing** | | Quick Links component | Given that I am a logged authorized publisher  When I am on the Simple page template on the Quick Links section  Then I can add a list of links to display on the Quick Links section  And I can choose between three types of links   * Internal page * External site or application * Document   And for each link, I edit a title, a short description and a URL | 1 |

# Back office requirements

# Other site requirements

## Multi-language

The end user should be able to see the UI in the language that is set in his preferences. Regarding content, it should be created in each language ad-hoc. For the UI and based on stats, here is the list of languages that should be available (thus translated)

List of languages available in the Profile preferences: English, Russian, Italian, German, French, Spanish, Portuguese.

The UI has to be auto adapted to the End-user profile language preferences.

In case the web publisher wants to have a content in different languages, the content in different languages will be created by the Web publisher. The vendor should provide an efficient way to manage and create this content is different languages.

## Responsive design

The content should adapt to different devices and resolutions like screen, laptops, iPhone and iPad. In case of tablet, the content should be capable to adapt to vertical or horizontal mode.

For information purposes, during the creation of this document JTI has 6604 Devices. This list of devices is compound of 58 different models the picture below shows what are the most used Devices and Operating system.



This list should be consulted to drive the devices and OS where the new intranet would be tested during the UAT phase (this list is covering 90% of current deployed Mobile device models)

<Business Owners to define necessities of responsive for the respective areas defined in the above use cases Below to be completed.>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Components | Must have in phase 1 | Some functional parts but can be phase 2 | Not important, and will revisit in O365 | Not necessary at all |
| Universal Components | Depends on the answers below but much of the universal components will be required. |  |  | 1.5 Engage user card |
| Main page | Yes, to display news and engage feeds |  |  |  |
| Article | read, comment, like and share using all JTI smartphones (not only iPhone). User should be able to open links to documents, watch videos directly on their phones. Those elements should be uploaded on the intranet or on the MML or on JTI Media library |  |  |  |
| Engage Sitrion Components | Most of the components will be needed  **BIG QUESTION Stream components: Are the attach files/photos mobile compatible?** |  | Would this be yammer instead of Sitrion? | 4.3.1 my stream filter web part on “My activity stream” 4.3.2 My stream filter web part on index page 4.3.3 Engage Tag Cloud web part on “community” page |
| My Profile (internal and public) | All needed |  | Would this be yammer instead of Sitrion? |  |
| Community Page Components | All needed |  | Would this be yammer instead of Sitrion? |  |
| Tags Page Components |  |  | Would this be yammer instead of Sitrion? | x |
| Communities | Most of the components will be needed |  |  | 9.3 Create a community |
| Search |  |  | X ? |  |
| News | read, comment, like and share using all JTI smartphones (not only iPhone). User should be able to open links to documents, watch videos directly on their phones. Those elements should be uploaded on the intranet or on the MML or on JTI\_media library |  |  |  |
| Settings Page Components |  | Page could be displayed (phase 1) on different form factors but if necessary with content that says 'Access the settings page on your PC to adjust' |  |  |
| Onboarding Wizard |  |  |  | x |
| Resources Page Components |  | Resources will always be limited by the access of applications and documents on the mobile device, so can be de-scoped in the initial go live. |  |  |
| Topic page |  | Partial display of topics static content. Links to resources, dynamic content and other web parts could be de-scoped for phase 1. As wells as Meet the team if the data comes from AD or an external application/DB |  |  |
| Back office components |  |  |  | x |
| Metadata structure and content |  |  |  | x |
| Analytics and reporting |  |  | X ? |  |
| Styleguide |  |  |  | x |

## Multi-browser

The new intranet should be compatible with Internet Explorer 11 native mode. At the same time should be usable in other browsers like Safari, Firefox and Google chrome.

## Performance

To ensure the new intranet is usable and providing a good user experience, it is requested to ensure it is not spending too much time in loading the home page, putting the focus on Geneva hosted users. ( It is considered an optimum Home page loading time of 3 seconds for Geneva users.

## URLs and Transport layer protocols

In order to ensure the maximum level of security and readiness for future and integration with other Microsoft or 3rd party products (e.g. Sitrion) it is requested to consider the use of HTTP and HTTPs protocols to implement the new intranet.

## Looks and feel and visual style

All the technical deliverables to be rendered in a browser must follow the style guide defined in the analysis phase. See the link below

<http://insidejti.azurewebsites.net/styleguide/dist/patterns.html>

User: insideJTIux

Password: Proto12UXJTI

## Go-live requirements (updated).

Functional description about how the Functional components have to work after M&S Go-live

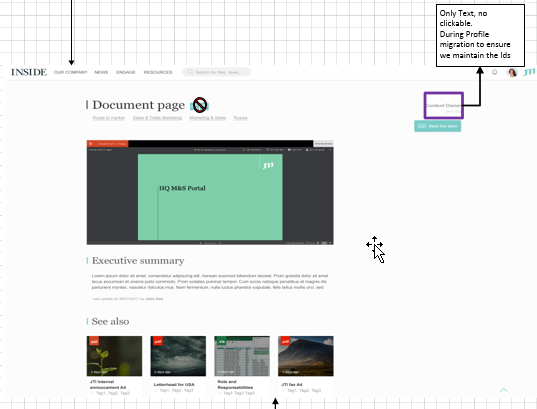
Shared Component: Top Navigation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** | **Priority** |
|  | | | | |
|  | Index page link | Inside logo | Given that I am a logged user  And located anywhere in the system  When I click in the inside logo  Then the system should redirect me to the “M&S Landing” page | 1 |
|  | Top navigation | My Pages | Given that I am a logged user  And located anywhere in the system  When I click on “My Pages”  Then the system shows me a list of pages “Recommended for you”  And by default, every user has a list of pre-defined topic pages added to his pages the first time he arrives on the Intranet, corresponding to   * Pre-defined pages by corporate communications necessary to the user for induction (Recommended for you)   And the mega menu displays first 5 links pushed by Global corporate communications  And corporate communications users are able to push forward pages using the tag “recommendedforyou” in the metadata of topic pages | 1 |
|  | Top navigation | News | Given that I am a logged user  And located anywhere in the system  When I click in the “news” link Then the system should redirect me by default to the Old Intranet Global news page (http://intranet.jti.com/HQ/Today/Pages/NewsList.aspx), | 1 |
|  | Top navigation | Engage | Given that I am a logged user  And located anywhere in the system  When I click in the engage link Then the system should redirect me to the OLD “engage” home page  (http://engage.jti.com/SitePages/Home.aspx) | 1 |
|  | Top navigation | Resource | Given that I am a logged user  And located anywhere in the system  When I click in the “resource” link Then the system should redirect me to the “Resources” page | 1 |
|  | Top navigation | Search field | Given that I am a logged user  And located anywhere in the system  When I click in the “Search” button Then the system should redirect me to the “Search Center” page  Please refer to the. Search section below | 1 |
|  | Top navigation | Notifications | Given I am a logged in user  And located anywhere in the system  Notifications options is hidden until Global Go-Live | 1 |
|  | Top Navigation | User card / User Profile | Given I am a logged in user  And located anywhere in the system  User Card picture is linked to the Old Intranet User Profile  (http://social.jti.com/Person.aspx) | 1 |

The following list of components need to have a special management because of the M&S Go-live without news, user profile, on boarding and social capabilities.

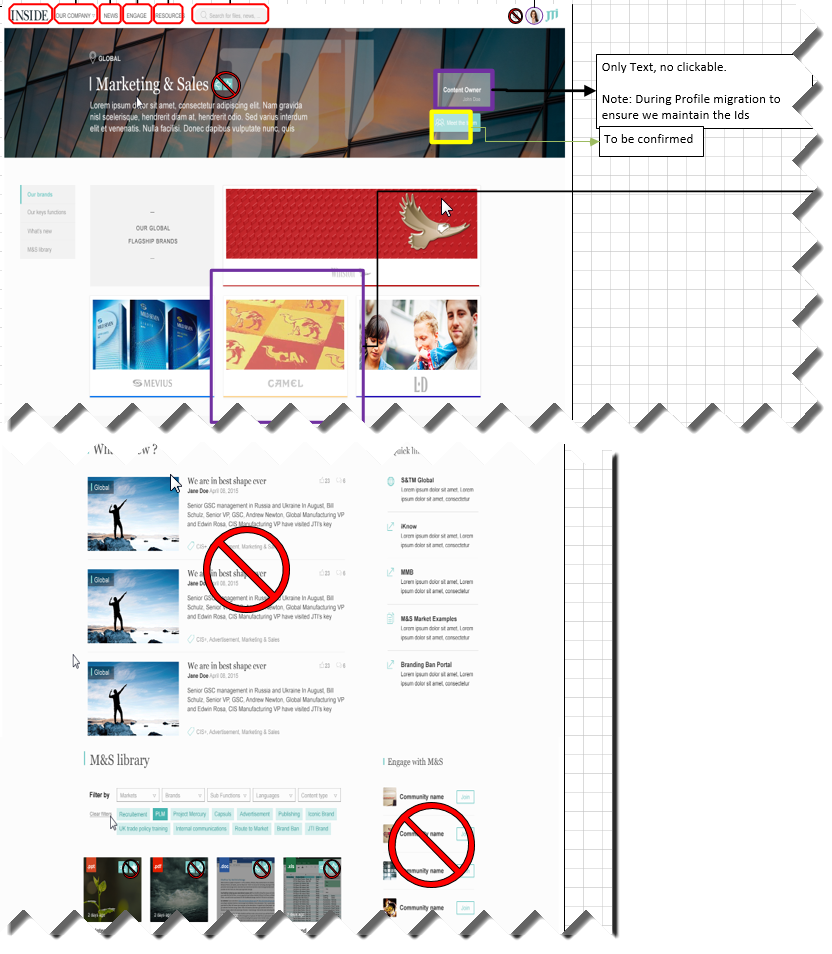
Document Page

|  |  |  |  |
| --- | --- | --- | --- |
| Document Ref | Component | Component Name | Action to be done |
| 14.6.2.3 | Document page header | Add to favorites / Remove from favorites button | Hidden |
| 14.6.2.4 | Document page header | Share button | Hidden |
| 14.6.2.5 | Document page header | Content owner | Only text. No clickable |
|  |  |  |  |



M&S Landing Page

|  |  |  |  |
| --- | --- | --- | --- |
| Document Ref | Component | Component Name | Action to be done |
| 15.1.2.5. | M&S Template Header | Add to favorites / Remove from favorites button | Hidden |
| 15.1.2.6. | M&S Template Header | Share button | Hidden |
| 15.1.2.7. | M&S Template Header | Content owner | Only text. No clickable |
| 15.1.2.8. | M&S Template Header | Meet the team button | Only content |
| 15.1.4.2. | M&S Template Body | Content section 2: News component | Hidden |
| 15.1.4.3. | M&S Template Body | Top communities component | Hidden |
| 15.1.4.4. | M&S Template Body | Content section 3: M&S library component | Share/add favorites options for each document cart must be hidden |
|  |  |  |  |



Brand Page

|  |  |  |  |
| --- | --- | --- | --- |
| Document Ref | Component | Component Name | Action to be done |
| 15.3.2.4. | Brand template header | Add to favorites / Remove from favorites button | Hidden |
| 15.3.2.5. | Brand template header | Share button | Hidden |
| 15.3.2.6. | Brand template header | Content owner | Only text. No clickable |
| 15.3.2.7. | Brand template header | Meet the team button | Only content |
| 15.3.4.3. | Brand template body | News component | Hidden |
| 15.3.4.4. | Brand template body | Brand Library component | Share/add favorites options for each document cart must be hidden |

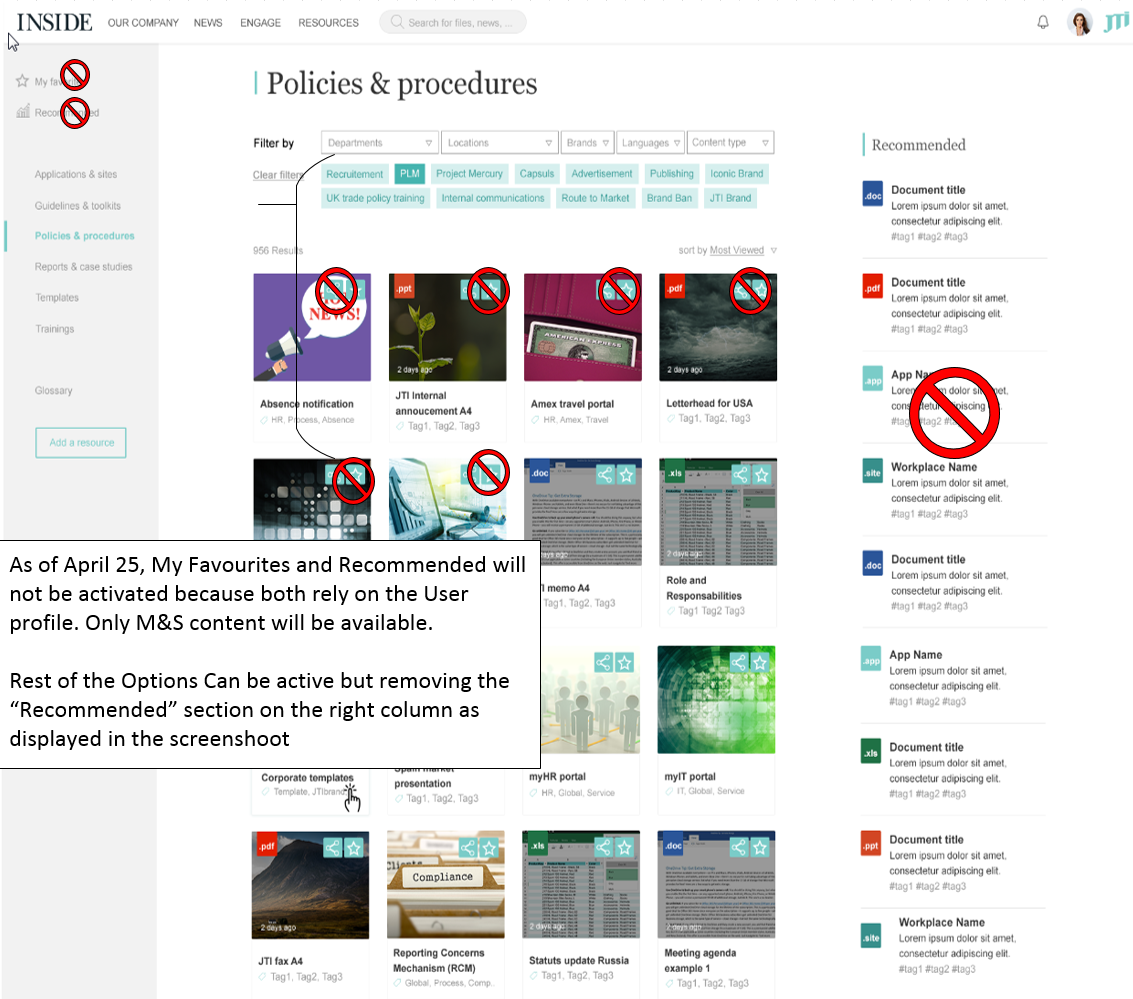
Simple Page Template

|  |  |  |  |
| --- | --- | --- | --- |
| Document Ref | Component | Component Name | Action to be done |
| 15.4.2.4. | Simple template header | Add to favorites / Remove from favorites button | Hidden |
| 15.4.2.5. | Simple template header | Share button | Hidden |
| 15.4.2.6. | Simple template header | Content owner | Only text. No clickable |
| 15.4.2.7. | Simple template header | Meet the team button (optional) | Only content |
| 15.4.4.3. | Simple template body | News component (optional) | Hidden |
| 15.4.4.4. | Simple template body | Top communities component (optional) | Share/add favorites options for each document cart must be hidden |

Resources Page

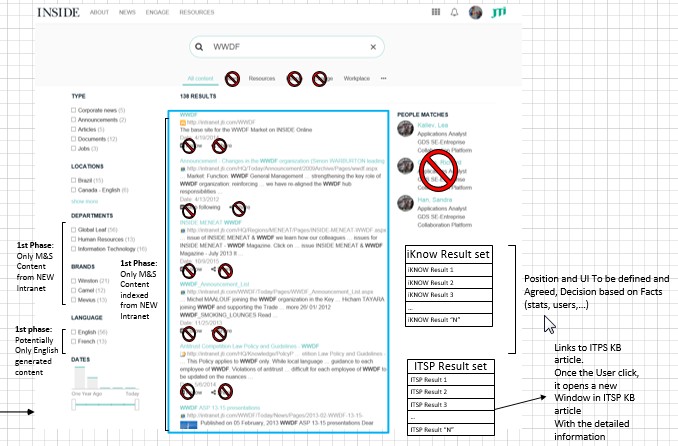
Due to the “My favorites” and “Recommended” pages will not be active at the M&S go-live moment. The default-landing page for this section is “Guidelines and toolkits”.

All the pages below this section have to follow the sample principles followed in the M&S content pages, Therefore, whatever Social capability, Profile reference should be hidden/not available at the go-live moment.



Search result page:

After M&S go-live the search result page has have hidden / deactivated all those functional components that rely on user profile services or Engage content. During this phase, the search engine will only crawl content coming from the new platform. Hence, result set based on News, Engage, People must be hidden or deactivated.



|  |  |  |  |
| --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | **Description** |
| 1 | Go-live | Hide of social functionality | Given that I am Admin user  And located in the Admin site of the Intranet Web application  I have an option to hide all the social capabilities. This mechanism has to impact only to Topic and resources templates used by M&S to create content including the search center.  When I click on this Option  all the social capabilities become hidden and not available for end users.  Social capabilities are:   * Add to favorites / Remove from favorites button * Share button * Content owner * And, In case that are not designed as a webparts. News, Top Communities, People in instantiated in T&R templates, * Content Owner (non clickable text) |
| 2 | Go-live | Display social functionality | Given that I am Admin user  And located in the Admin site of the Intranet Web application  I have an option to display all the social capabilities. This mechanism has impact only to Topic and resources templates used by M&S to create content including the search center.  When I click on this Option  all the social capabilities become visible and available for end users.  Social capabilities are:   * Add to favorites / Remove from favorites button * Share button * Content owner * And, In case that are not designed as a webparts. News, Top Communities, People in instantiated in T&R templates,   Content Owner (non clickable text) |
| 3 | Go-live | On boarding activation | Given that I am Admin user  And located in the Admin site of the Intranet Web application  I have an option to Activate the On boarding process.  When I click on this Option  all the end user connecting will be requested to do the on boarding process |
| 4 | Go-live | On boarding deactivation | Given that I am Admin user  And located in the Admin site of the Intranet Web application  I have an option to disable the On boarding process.  When I click on this Option  all the end user connecting will not be requested to do the on boarding process |

The new intranet has to be available to create all the content one month before the Go-live date.  
The new system has to allow end users to create content using Core functionality and the M&S topic and resources functional components. Before the Go-live date, all the new intranet Social/profile functionality will be unavailable for end user / publisher.

High level plan of M&S Go-live

|  |  |  |
| --- | --- | --- |
| Date | Actions | Owner |
| 30 days before M&S go-live (M0) | Platform available for content creation | Dev/Infra WS |
|  | M&S is able to create content such: M&S landing page, brand pages, document pages, | Content Migration WS |
|  | Corp. Comm is able to create Global pages but not publishing them. | Content Migration WS |
|  | Corp. Comm is able to create the Top navigation | Content Migration WS |
| 10 days before M&S go-live | User profile, social, on boarding, engage functional components are hidden from T&R pages | Dev/Infra WS |
| 5 days before M&S go-live | Go-live sign-off | Project Manager |
| 1 day before M&S go-live | Old intranet Navigation is modified to link to the new content | Content Migration WS |
|  | Global Communication is issued to inform about the new system available for end users. Sharing the new URL | Change management WS |
|  | OLD intranet M&S content is set to “No searchable” to remove it from the search result | Content Migration WS |
| M&S go-live (M1) | M&S present the new web site to all M&S community | M&S Team |
| After M&S go-live | Corp. Comm is able to continue the content creation phase acknowledging that Social/profile capabilities are hidden or not getting the data from the real platform | Change management WS |

As soon as the content is created and the SteerCo provide the sign-off. JTI need to be able to hide all the functionality linked or based in User profile services, Engage, on boarding process or any Social functionality.

All the templates (Core and non core-T&R)) must be available to create content during the content creation phase.

### 17. 1. Go-live Key Milestones

The New intranet is having the following Go-live key milestones and functionalities to be available for each of the milestones.

**M0- Technical Go-live:**

Full Platform ready to create content for both M&S and Corporate communications functions.

One month before M1 Date

**M1- Go-live 1:**

1. Platform fully usable to allow the content creation phase at least 1 month prior Go-live
2. Functional Go-live: **April, 25 2017**
   1. Content Available: Only M&S content
   2. Audience: All JTI employees will be able to read the content
   3. Functional deployment:
      1. M&S Global home page
      2. M&S Topics pages (estimated 25-30 pages)
      3. M&S Documents (estimated 600 documents)
      4. M&S Glossary page
      5. Search Center available including iKnow integration
      6. Best Bets
      7. Terms store available and usable
      8. User Profiles: SharePoint profiles will be available but not usable

Features/content that will not be migrated or activated (or hidden) during this phase:

1. Social features like comments, post, likes, follows (including Engage content migration)
2. User preferences capabilities/features (including User profile data migration)
3. No Global content will be available for this phase.
4. On boarding process will not be launched the 1st time end user is connecting to the website.
5. End user Favorites feature will not be available.
6. End user Notifications will not be available.
7. All the web parts, templates, master pages, SharePoint features, that rely on any of before mentioned functionality should be ready to work properly without these mentioned features.

**M2 - Go-live 2:**

1. 2nd functional Go-live will be scheduled for Q2/2017 (Date to be provided in alignment with Content migration stream)
2. Audience: All JTI employees
3. GPO change to activate the new Intranet as a default Home page
4. Content available: Corporate communication content like:
   1. Global intranet Home page
   2. Global News, Announcements, post-its, my links, cafeteria menu, Glossary, Best bets,…
   3. Markets News and Announcements.
   4. ITSP Integration.
5. Features to be available as of the 2nd phase go-live to be available for end user
   1. Social features like comments, post, likes, follows (including Engage content migration)
   2. User preferences capabilities/features (including User profile data migration)
   3. On boarding process will launched the 1st time end user is connecting to the website after this Go-live.
   4. End user Favorites feature.
   5. End user Notifications.

### 17.2. Go-live considerations

Functional / Technical points to be considered as part of this Go-live approach.

* Separate User profile will be used for New Intranet (INSIDE Online and INSIDE Engage) and Collaboration Farms (Docs, Apps, ePortal).
* Engage data migration and end user profile migration will be done during the M2 Go-live 2,
* During the M&S content creation phase and after M1-Go-live 1 both, M&S and Corp. Comm will be able to create content. The content created by Corp. Comm (example: Global Home page) will be available / published during the M2 Go-live 2.
* As of April 25, the new intranet will be considered in production, therefore, whatever technical change to be applied must follow JTI processes to ensure the end user is not impacted in terms of platform availability, performance, and quality.

## Duplicated User Info scenario

The information related with this requirement was also formerly detailed on [this document](http://eportal.jti.com/sites/JTIDW/PrMa/_layouts/WordViewer.aspx?id=/sites/JTIDW/PrMa/Shared%20Documents/Active%20Directory%20Preparation%20-%20temp%20location/JTI%20New%20Intranet%20UseCases%20%E2%80%93%20Duplicated%20User%20Info_v0.1_June16.docx&Source=http%3A%2F%2Feportal%2Ejti%2Ecom%2Fsites%2FJTIDW%2FPrMa%2FSitePages%2FHome%2Easpx%3FRootFolder%3D%252Fsites%252FJTIDW%252FPrMa%252FShared%2520Documents%252FActive%2520Directory%2520Preparation%2520%252D%2520temp%2520location%26FolderCTID%3D0x012000D9A746A46E88C7448F1080261DAB580E%26View%3D%7B49D6842C%2DA576%2D4D03%2DB691%2DD8D22AB4DA8D%7D&DefaultItemOpen=1&DefaultItemOpen=1). Over that document, further information regarding the current work-arounds in place on JTI in order to mitigate this scenario and other technical details are shared.

### Technical Background and current impact of this scenario

JTI follows the practice of modifying the login name for the users under different scenarios (relocations, marital status changes, etc.…) on Active Directory. For instance, a user that is relocated from Geneva to Madrid will have a login name that was originally in the format of ‘GVA… ’ and that will be effectively modified to ‘MAD… ‘, while keeping the same underlying Active Directory Account.

That fact makes that SharePoint creates a new User Info entry for the user, as it detects a new login. However, from a user profile perspective, only the last information related to that particular account exists.

So summarizing, on AD we have one modified account, after user profile synch, that same account is the one that exists as the User Profile on SharePoint, but from a site collection basis, UserInfo table saves two entries (one with a tp\_IsActive setting of False and the other True). This is a known behavior of SharePoint due to the present architecture of the platform (at least on its 2010 and 2013 versions).

From an application perspective (focusing on the current INSIDE Online version), this scenario makes that certain components that are relying in data coming directly from the UserInfo table throws different errors. In the next version of the platform, we need to avoid this kind of errors.

### Use Case

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Id** | **Feature category** | **Feature name** | | **Description** | **Priority** |
| 17.8.2.1 | **Duplicate User Info** | | User with duplicated user info access the New Intranet | Given A user with duplicated user info or duplicated profile  When the user access to the New Intranet site  Then System obtains the last information available for that user account  And other conflicting or previous user info data saved in the platform is discarded  And the whole functionality of the platform remains available for the user | 1 |