

# Gadget Walkthrough

## *Creating a Project*

To create a new project in Gadget, we start off on the Dashboard (<http://gadget.channelfactory.com:81>). Open the project list from the navigation bar and select 'Project' under 'New'. You should now be on the New Project page and should see three fields labeled: Name, Description, Potential End Date. Only the name field is required to create the project, but it is highly recommended that users fill out any relevant fields in order to provide a clear description and motivation for the project.

Once you have provided a name for the project and filled out the appropriate fields, press next. On step 2 of this process, there are two fields: scope and business case. Use these fields to describe how this project will be used and why it should be built (of course, these fields are also optional and may be omitted). Once you have completed this page, press next.

On step 3, there are three drop down lists. From these lists, select the appropriate individual for the corresponding role (product owner, project manager, and lead developer). Once again, these fields are not required, but recommended to provide a level of accountability for the project.

On step 4, you may enter the various time constraints being placed on the project. You can allocate certain dates for planning and research, as well as indicate the current status of the project. These fields are not required, but may be helpful in the project development process. Once you have completed this page, press next to reach the confirmation page. On this page, you can review the project before its final submission. If you see any fields that were filled out incorrectly or any other errors, you may click on the Previous button to return to the appropriate page for that field. Once you are satisfied with the inputs, press Submit to add the project to the database.

## *More on Projects*

After a project has been created, that project will now appear in the Project list on the navigation bar. If you select a project from this list, you will be brought to the Project Overview page for that project. On this page, you can view all issues, meta issues, and information related to this project.

## *Submitting Issues*

All past and current projects are tracked in Gadget. Users are able to report problems and make requests regarding these projects through Gadget. If you have found a problem or

would like to make a request for a project, you can do this by submitting an Issue on Gadget.

To submit an Issue, you must first navigate to the appropriate project. Select the project from the Projects List in the navigation bar. After selecting the project, you will be navigated to that project's overview page on Gadget.

Next, we must navigate to the New Issue page. Open the context menu on the navigation bar and select 'Issue'. On this next page, you'll see 3 fields labelled Summary, Description, and Screenshot. The only required field on this page is the summary field, where you should provide a concise but clear description of the issue. The description field should be used to add any extra details with regards to the issue.

The last field, screenshots, should be used to upload any screenshots that can be used to clarify the problem. You can select multiple files to upload by holding down Ctrl on the keyboard as you select the files to be uploaded.

#### *More Issues*

By looking at a project's view (you can reach this view by selecting any project from the project list), you can see a list of all issues that exist for that project. You can navigate to the Issue Overview page for any of these issues by clicking on them.

#### *Issue Pinning*

On the Issue Overview Page (see section "More Issues" for how to get to this page), you are able to pin an issue to your Dashboard. This will cause the issue to appear in the "Pinned" section of your Dashboard page. To pin an issue, select "Pin" from the Context menu on the issue's Issue Overview Page.

#### *Using Help Desk*

All users may post questions regarding any aspect of our products on the Help Desk. The Help Desk is monitored by the development team to provide quick responses to your questions. All users may respond to questions posted on the Help Desk, but only moderators and the original poster of a question may update the status of a question and its responses.

To ask a question on Help Desk, navigate to the Dashboard (<http://gadget.channelfactory.com:81/>) and select 'Help Desk' from the Context menu.

You should now be on the 'Ask a Question' page. There are three fields on this page: Summary, Description, and Upload Screenshot(s). The only required field is Summary, where you should provide a concise explanation of your problem/question. The description field should be used clarify any points made in the Summary. The Upload Screenshot(s)

field should be used to upload any files/images that would help clarify the problem/question you have. If you would like to select multiple files for upload, hold down Ctrl on the keyboard while you select the files to be uploaded.

Once you have filled out the appropriate fields, click submit, and your question will be added to the question queue, and you will be navigated to the newly created overview page for your question. On this page, users can submit comments offering suggestions and responses to your question. If one of the submitted comments answers your question, you may mark that question as an answer, and the question's status will be updated to 'Resolved'. After selecting a response as an answer, you can request further clarification by responding directly to that user's response.

On the question overview page, you may edit your original question by selecting 'Edit Question' from the Context Menu. On this page, you can also edit the comments that you have submitted by clicking the 'Edit' button located next to that comment.

There are three other main pages specific to Help Desk. These pages can be found in the Context menu as: Resolved Questions, Unresolved Questions, and Your Questions. The Resolved Questions page displays links to all past questions that have been answered. The Unresolved Questions page provides links to all questions that do not currently have an answer selected. Finally, the Your Questions page displays all the questions that you have previously submitted.

#### *Using Boards*

- 1) From the Dashboard or a Project main page click the context menu and select "Board"
- 2) Enter a title for the board
- 3) Click on the Image field and select the image you would like to upload. (Currently only .png, .jpg and .jpeg are supported)
- 4) Click on the image where you would like to create a node.
- 5) Select the node type, either Note or Issue.

Note) Enter a title for the note and a description

Issue) Enter the issue ID. The issue ID can be found at the top of the sidebar on the issue's page

- 6) When done creating nodes you can click the "Done" button near the upper right.
- 7) The navigation bar can be toggled with the channelfactory logo in the upper-right corner

### *Daily Reports*

The Daily Reports feature is meant to provide a means of tracking the actual progress and development of projects being tracked on Gadget. Individuals working on a project submit daily reports indicating what has been accomplished, what is planned, and what issues may be impeding progress.

The Daily Reports feature (<http://gadget.channelfactory.com:81/reports/edit>) can be accessed from the context Drop Down menu of the Dashboard home page. On this page, you can fill out a daily report and submit it. There are two other pages in the Daily Reports app, the first being “View Daily Reports”. On this page, by selecting a date you can view all the Daily Reports submitted for that day. The last page of this app is the “Report Selection Page”, where you can choose to view all reports submitted for a range of dates.

### *Notifications*

Facebook and Twitter integration is also included in Gadget. Using the notifications feature (<http://gadget.channelfactory.com:81/notification/new>), you can broadcast messages via Twitter Direct Message and Facebook Notifications to anybody who has given your Application access to their accounts. The ability to broadcast notifications via Twitter and Facebook is limited to staff level access accounts.

In order to implement Facebook and Twitter notifications, you must have a Facebook and Twitter application with Consumer Key and Secret. Check the ‘socialplatform’ source code and add your Facebook App Key & Secret, and Twitter Consumer Key & Secret to the appropriate places (socialplatform.views).

### *Facebook Login*

Facebook login has been integrated with Gadget. While the Facebook login does not replace the traditional login of Gadget, it supplies a supplemental means for communication and notification. To enable notifications via Facebook Notifications, select the “Add Facebook Account” link on the Account Settings page ([http://gadget.channelfactory.com:81/auth/account\\_settings](http://gadget.channelfactory.com:81/auth/account_settings)).

### *Twitter Login*

Gadget does not support Twitter logins, but it can be used to send Twitter Direct Messages. To enable notifications via Twitter DM, navigate to the Account Settings page ([http://gadget.channelfactory.com:81/auth/account\\_settings](http://gadget.channelfactory.com:81/auth/account_settings)). Click on the link “Add Twitter Account” and follow the instructions on the page. If you would like to disable Twitter DM

notifications, you can do so on the Account Settings page; if you currently have a Twitter Account synced with Gadget, a “Remove Twitter Account” option will be available.