BASICS OF STARTEAM

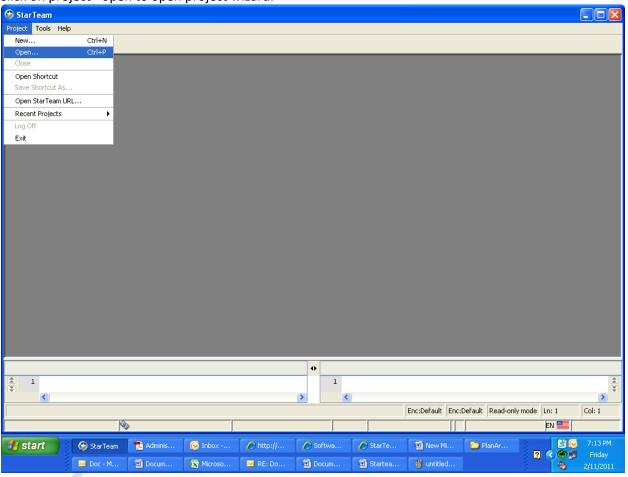
- 1. Steps to add a Server and a Project
- 2. Overview of Views
- 3. How to Create Folders and Files
- 4. How to checkout/checkin a File
- 5. How to Lock/Unlock a File
- 6. All Descendants
- 7. Status Information
- 8. Changing the Default and Alternate working folder path

Configuration of StarTeam application:

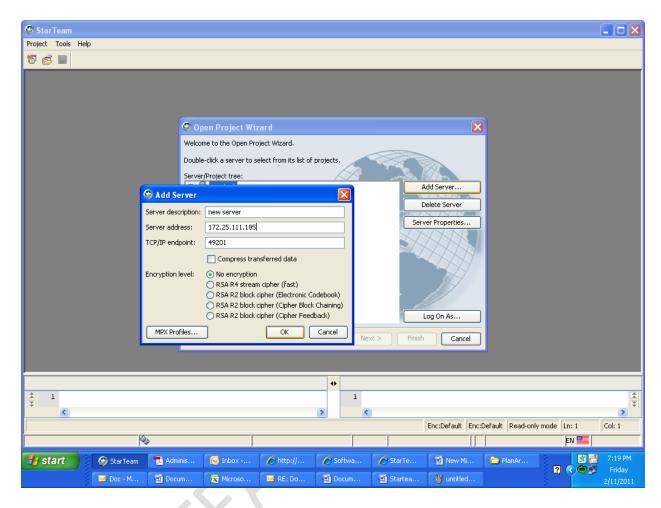
i. Connection details:

Steps to add a server and a project:

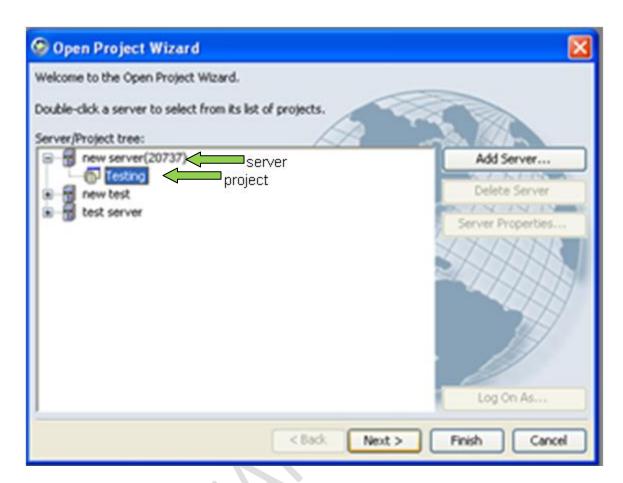
1. Click on project> open to open project wizard.



2. Click on Add server tab to add server information. (Server description is the name of the server. Server address can be an IP address or a host name. TCP/IP endpoint is the port number). Then click ok.

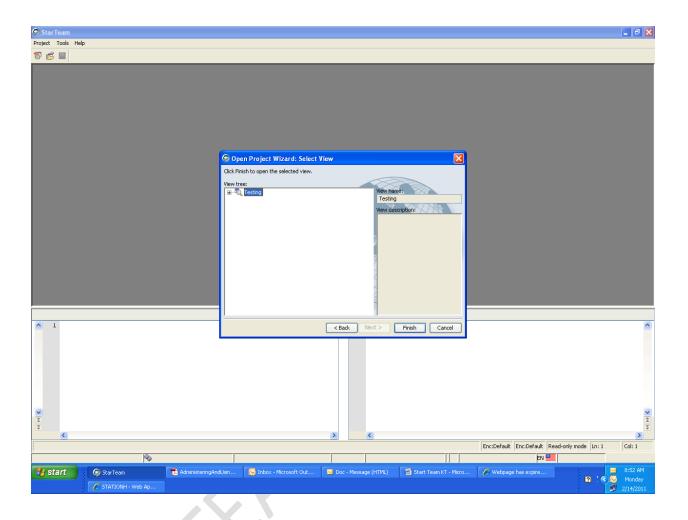


3. Then select the server and the project and click next.



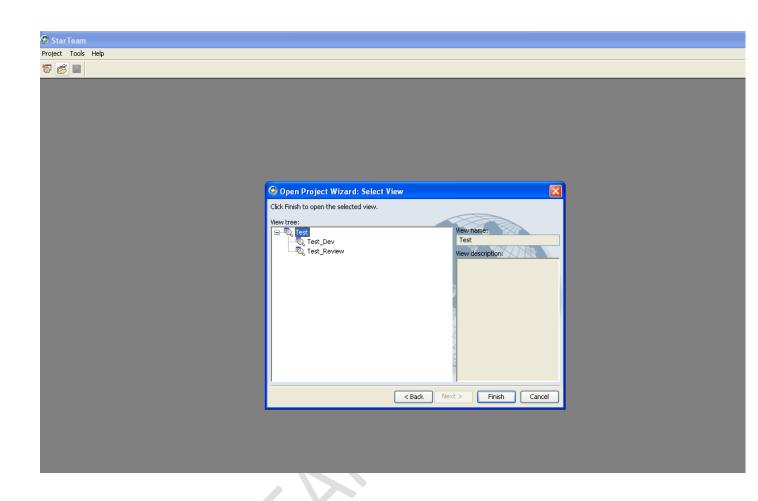
4. Log on to the server, and click Finish on the next screen.





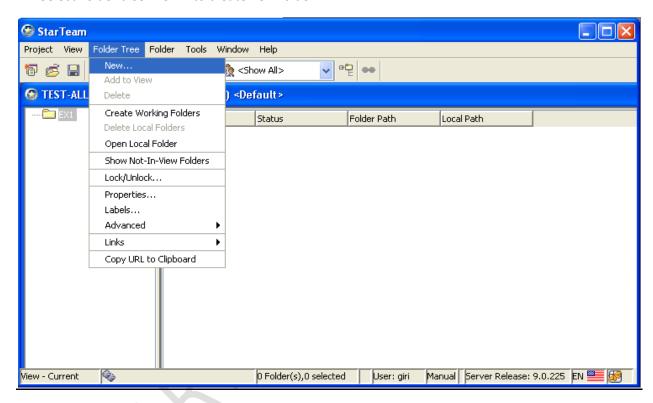
Overview of Views:

A project is a way to group related items (such as files and change requests) hierarchically. Views and folders enable you to organize these related items more efficiently. For example, if you create a project for a software product, the files containing the product's functional specification, marketing requirements document, source code, and test suites can each be stored in separate folders.

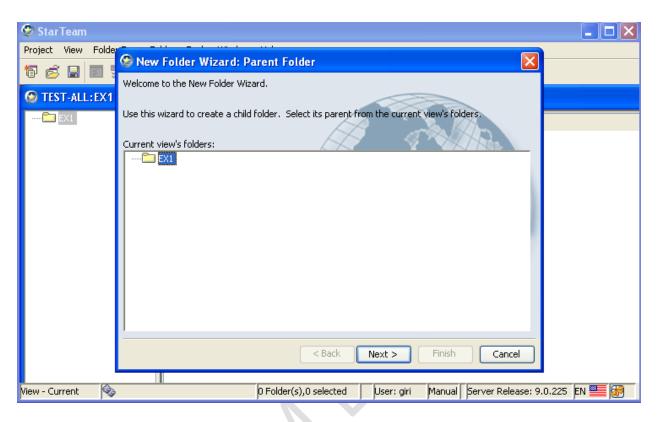


Creating Folders and Files:

1. Select Folder tree>New—to create new folder.



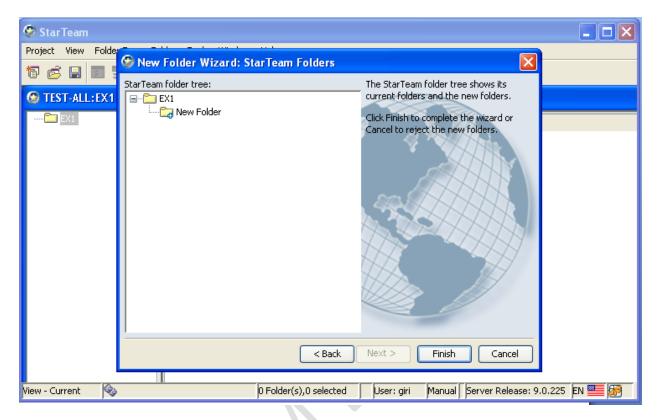
2. Click next.



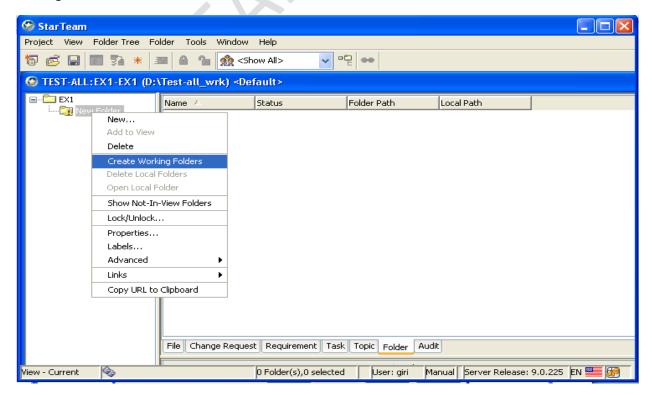
3. Type the new folder name in the folder name field and click next.



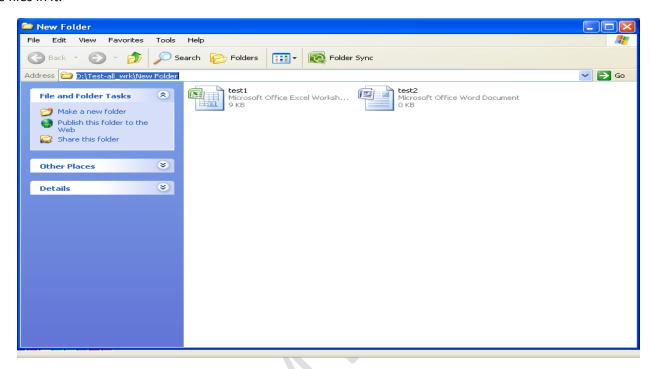
4. Click Finish to create a new folder.



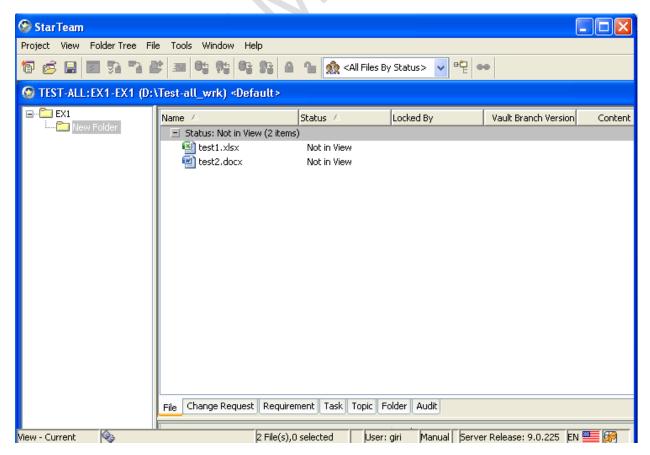
5. After creating the folder in the starteam application, we should create a working folder in the local machine to make use of it. So right click on new folder and click on create working folder.



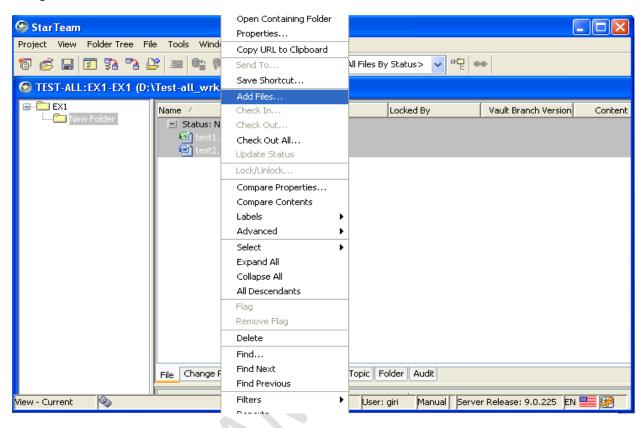
6. Right click the new folder and select open local folder, to open the new folder. So we can create files in it.



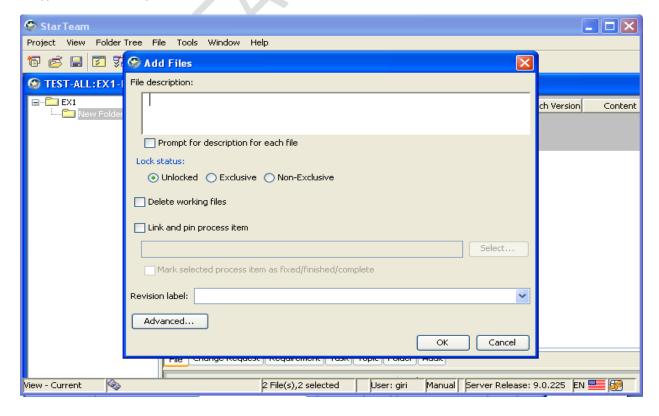
7. Press F5(refresh), shows the files with not in view status under new folder.

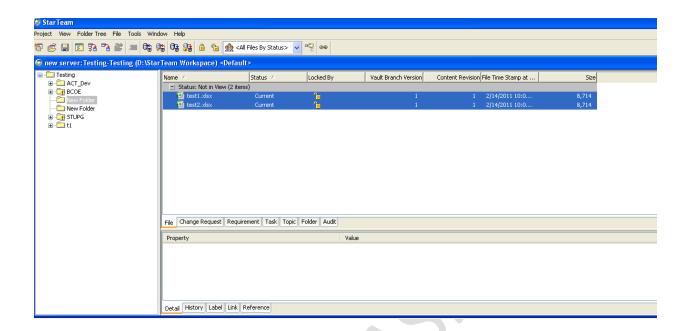


8. Right click on file and select add files, to add them to the server.



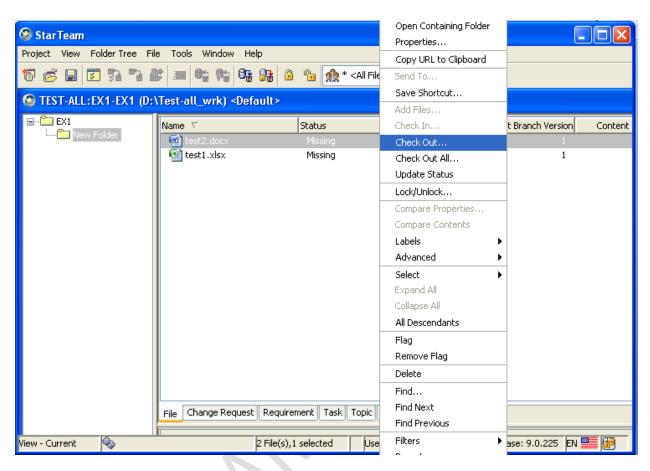
9. Type the file description, and click on ok. (Now the file status is current)



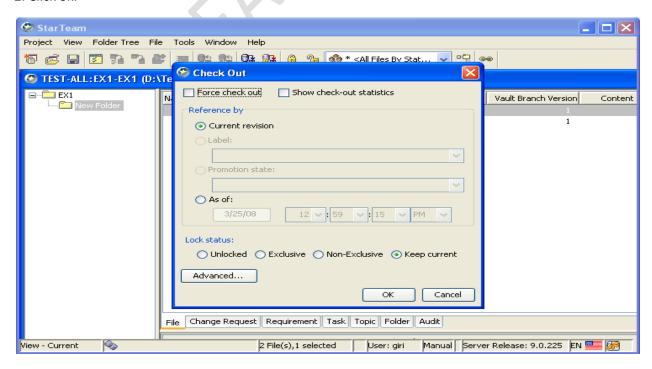


Checkout\Checkin:

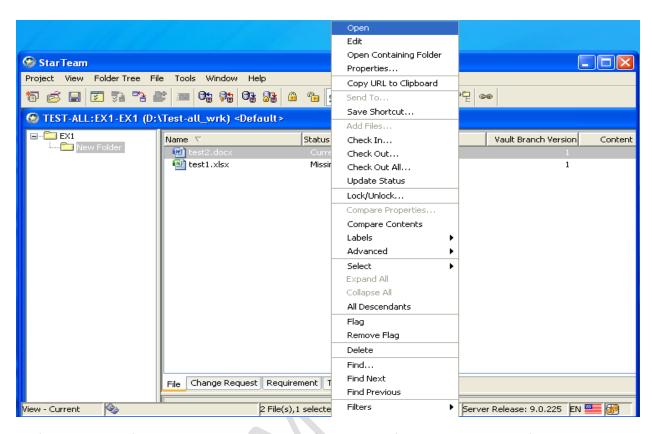
1. Right click the file to checkout for editing. (Missing status indicates that the file is not in local machine right now).



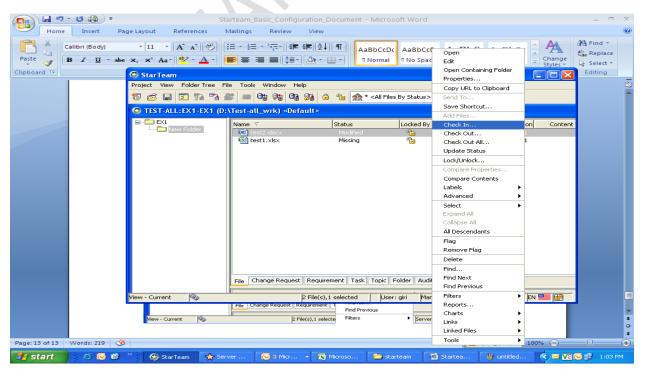
2. Click ok.



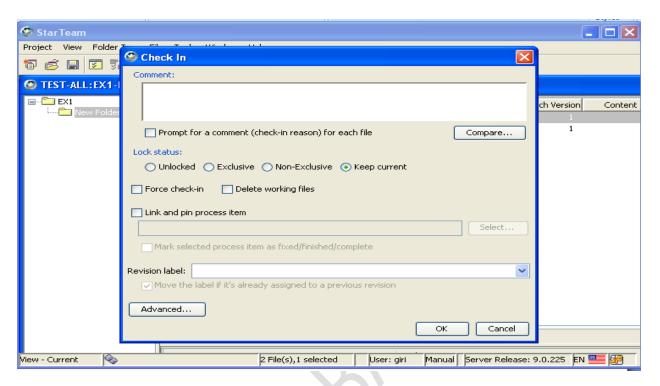
3. Right click the file, select open to edit the file.



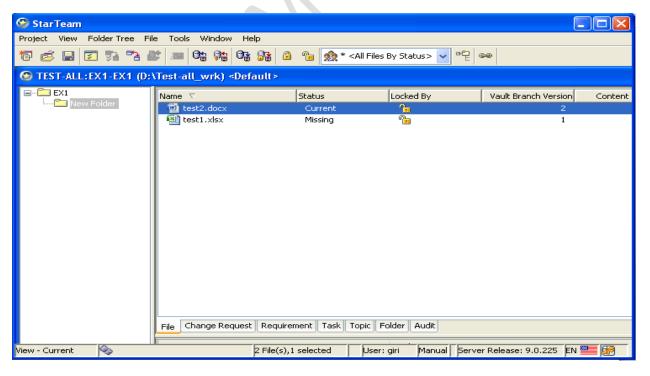
4. After editing the file, we can save and close the file. Now the file status will be modified. So we have to update this modification to the server by clicking on check in.



5. Click ok.



6. Then the file status will become current (Current indicates that the file is both in local machine and server)



Locking and Unlocking Items

Before changing the contents of a file or editing item properties, you should exclusively lock the file or item. This action informs other team members that you intend to make changes. Files, change requests, requirements, tasks, and topics can all be locked. Exclusively locking an item prevents others from creating new revisions of it before the lock has been released. You can lock and unlock any type of item as a separate operation. In addition, you can lock and unlock files as part of the check-in and check-out processes. If an item is exclusively locked by someone else, you can review its properties but cannot change them. Normally the words Read only and the name of the user who has locked the item will appear on the title bar.

To lock an item using a menu

- **1.** Select a folder in the folder hierarchy tree on the left.
- 2. Click any component tab in the upper pane except Audit. (Audit items cannot be locked.)
- 3. Right-click an item in the upper pane and choose Lock/Unlock.

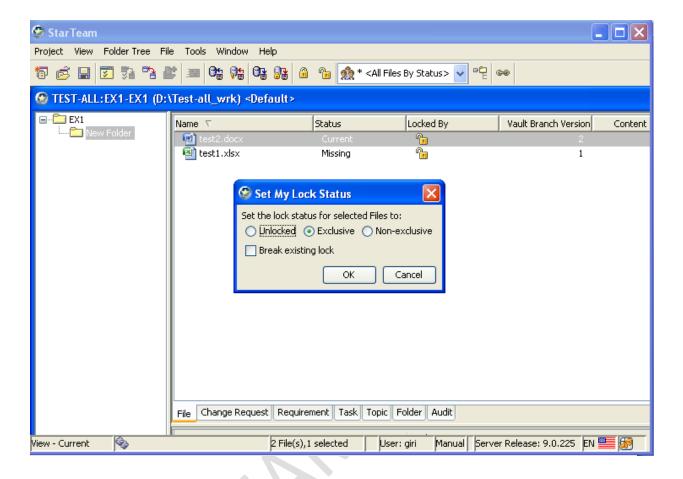
This opens the Set My Lock Status dialog box.

4. Select a lock status option:

Unlocked: Removes your exclusive or non-exclusive lock on the selected items

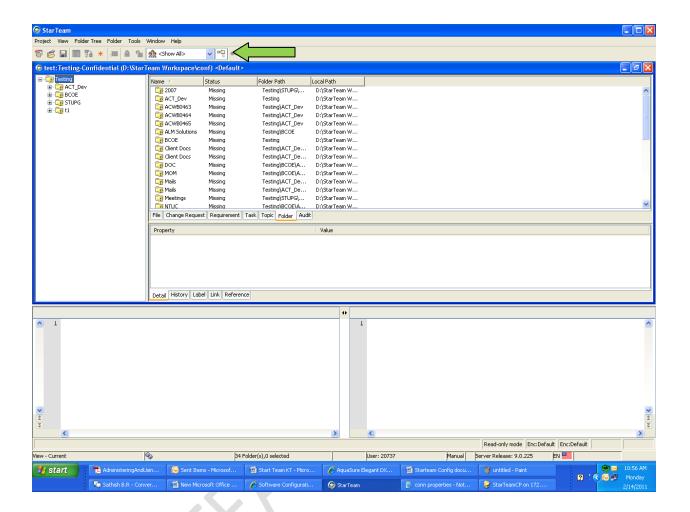
Exclusive: Prevents others from creating new revision of this item (until you release the lock or another person breaks your lock).

Non-exclusive: Indicates that you are working on the item and may possibly make changes (not recommended for items other than files).



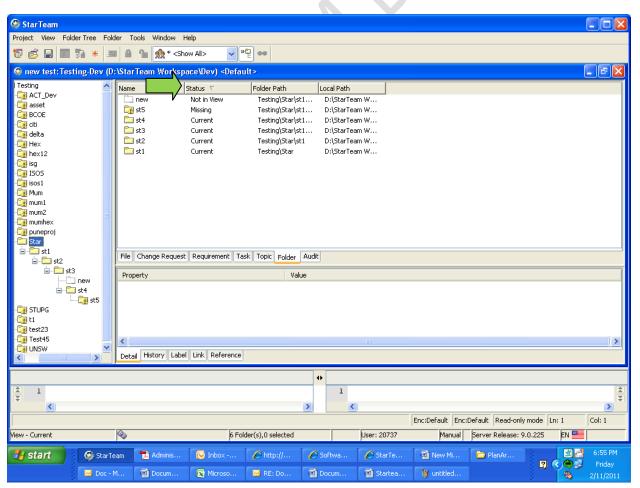
All Descendants:

When the All descendants button is not selected, the application displays information for the selected folder only. When this button is selected, the application displays information for the selected folder, its children, its children, and so on. (the arrow indicates the location of the All descendants button).



Status Information:

File status is the relationship between the working file and the tip (latest) revision in the repository.



For Files:

- *Missing—when the file is not present in the local machine (working folder).
- *Current— when the file is present in both working folder and the server.
- *Not in view—when the file is not in the project view.
- *Modified—indicates that the file was modified.
- *Merge— the file in the working folder has been modified, but is not based on the latest reversion of the file.
 - *Out of Date—the file in the working folder is an outdated revision of the file.
- *Unknown—the file in the working folder has the same name as the file in the project view, but the file has not been checked out from the project view. It might have copied from a different location.

For Folders:

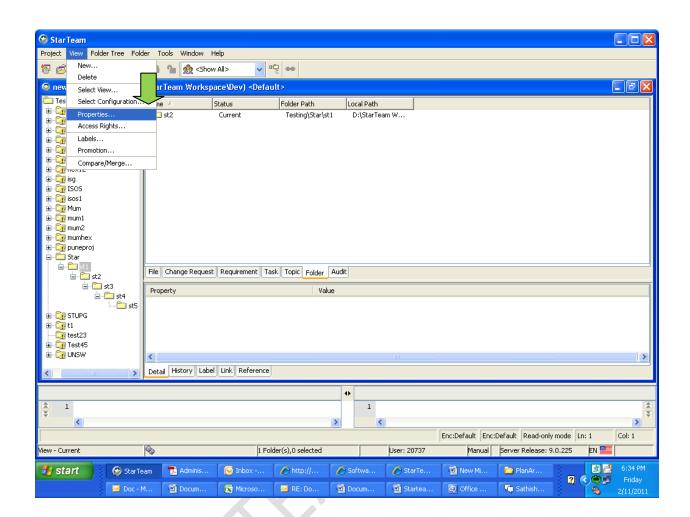
- *Missing-- when the folder is not present in the local machine.
- *Current-- when the folder is present in both local machine and the server.
- *Not in view-- when the folder is not in the project view.

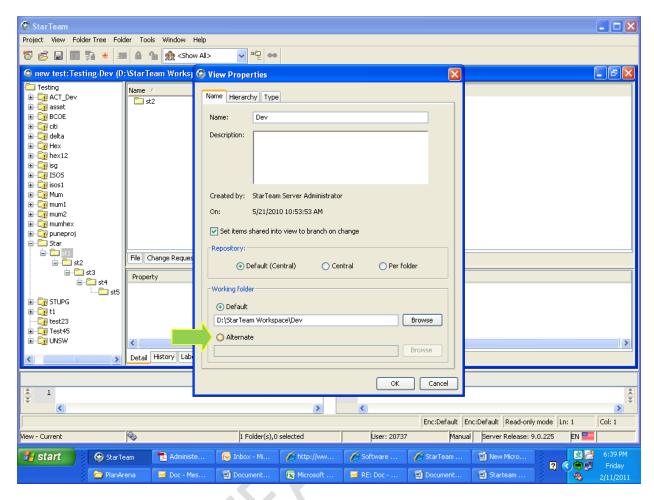
Changing default and Alternate working folder path:

You can change the working folder path when the specified folder path (local drive letter ie-D: or E:) is not present on your computer.

Steps to change the working folder path:

1: Choose View> properties to open the view properties dialog box. Shown below.





- 2. Select the name tab.
- 3. Select Alternate to create a different working folder (path).

Note: Do not modify the Default path, because it affects the complete project.

4. Then click ok.