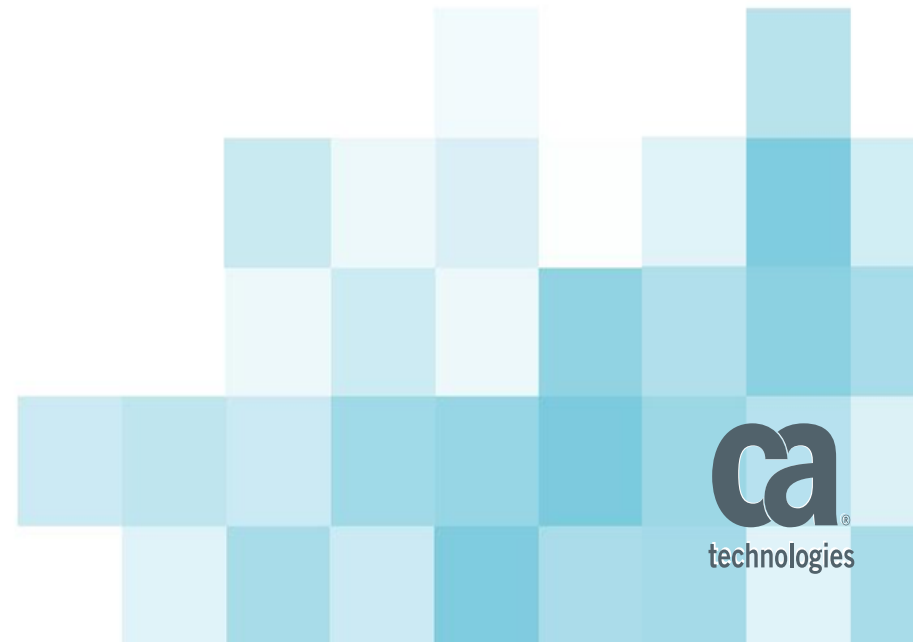


CA User Group website

Getting Started Guide for UG members

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CA Technologies

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Content

- Introduction
- Best Practices - Get involved with the CA User Group
- Steps for key actions
 - How to join the User Group
 - How to Start a conversation, ask question (online Forum)
 - How to create content (Document, Conversation ...)
 - How to connect with People & Update your profile
- Ideation : provide input to CA Product Management
 - Submit your idea to enhance the product / Vote for an idea
- Useful Links

Introduction

Welcome to the Guide for the CA User Group members.

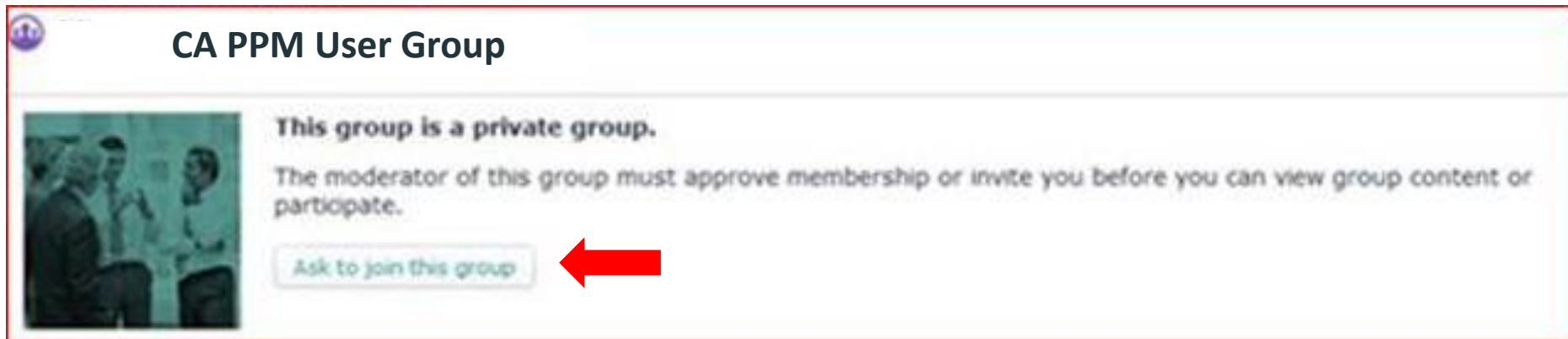
This guide is designed to help user group members in Europe get familiar with the CA Communities new platform. It is also intended to provide some Best Practices to help members get involved in their User Group activities & be active contributors.

How can I get involved with the CA Community ?



1) Join the User Group to become member

1. <https://communities.ca.com/community/ca-clarity/sweden-and-norway-ca-clarity-user-group>
2. **Login** (email / password) - use your Support identification, or create an account
3. Click on **"Ask to join this group"**. Your request will be reviewed then Approved

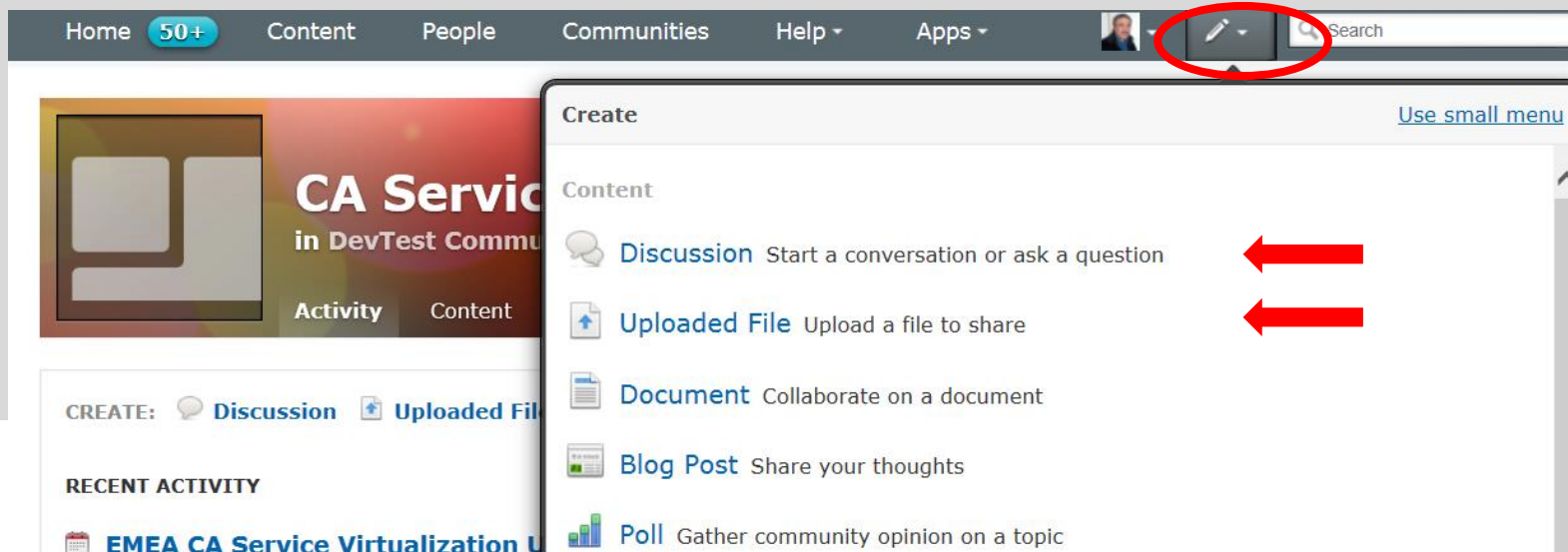


2) Share your experience & knowledge

- **in-Person meetings** : User presentations, Roundtable discussions, ...



- **Online** : Click on '**Action**' to share file, video ..., or start a conversation ('**Discussion**') ..



3) Be active contributor

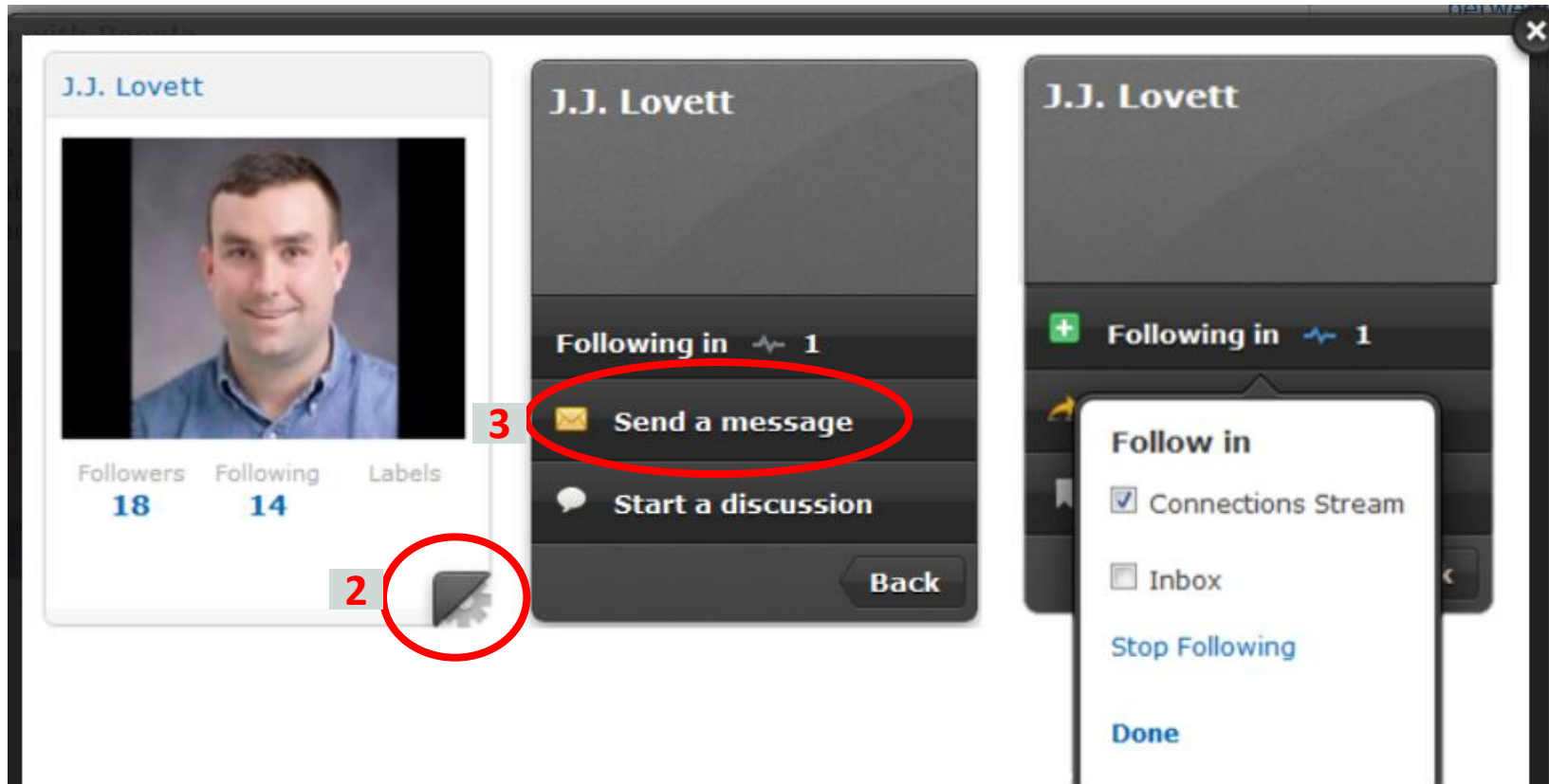
Get involved in the user group activities (as User Group member, or Board member)

- Make suggestions, ideas, Topics for the next UG meeting, ...
- Contribute to enhance the CA solution (Ideation ...)



Connecting with people

- 1) Click on **People** tab and use the sorting options to filter and find relevant people.
- 2) Click on the gear image in the bottom right corner of that user, and click "**follow**." and choose whether to follow that user via your inbox or connections stream.
- 3) Send Private message



Update your profile

- 1) Click on the drop menu on the top of the page
- 2) Click on **Preferences** and update your time zone, language, ...
- 3) Click on **Edit Profile** to load your photo, update your Biography, ...



1

Avatar & Photos

Search

Melanie Giuliani

giume03@ca.com

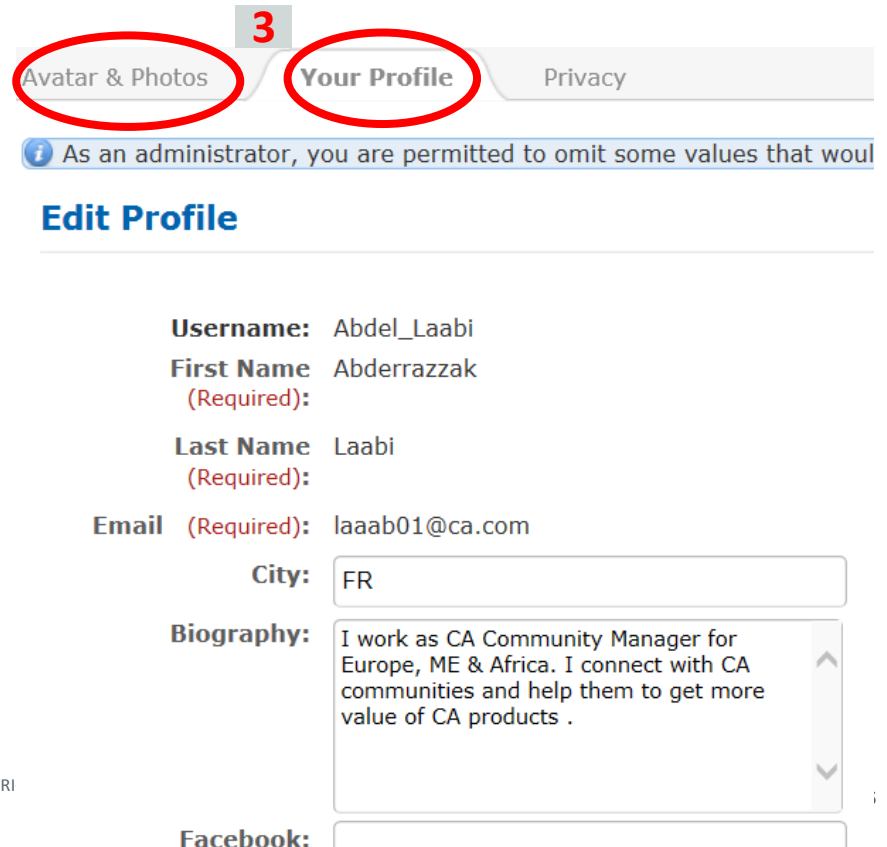
PERSONAL

View Profile

Edit Profile

Preferences

Change Password



3

Avatar & Photos

Your Profile

Privacy

As an administrator, you are permitted to omit some values that would otherwise be required.

Edit Profile

Username: Abdel_Laabi

First Name Abderrazzak
(Required):

Last Name Laabi
(Required):

Email (Required): laaab01@ca.com

City: FR

Biography: I work as CA Community Manager for Europe, ME & Africa. I connect with CA communities and help them to get more value of CA products .

Facebook:

Ideation : Submit & vote for Product Enhancement ideas



Submitting ideas
for product
enhancements



Voting on and discussing
ideas from other
community members



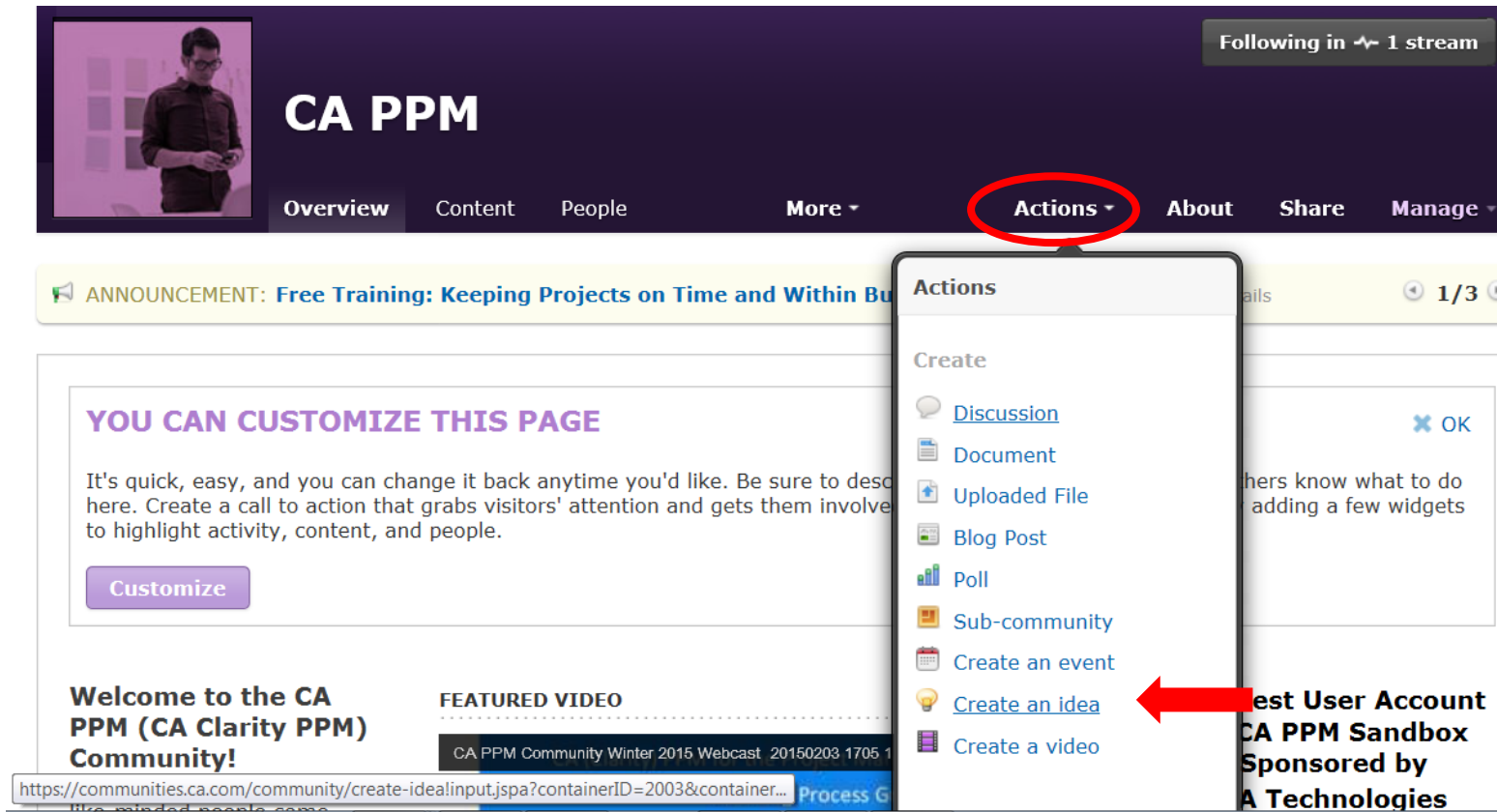
Opting into product validation
programs to test incremental process
and provide feedback that will
influence the next software iteration



5 of the 9 marquee features for the CA Clarity 13.3 release came directly from its Global User Community, which receives **~100 ideas per month**

Ideation : Submit ideas for product enhancements

- 1) Global Community : <https://communities.ca.com/community/ca-clarity>
- 2) Login (email / password)
- 3) Click on **Action** tab on the top, then **Create an Idea**



The screenshot shows the CA PPM community page. The top navigation bar includes 'Overview', 'Content', 'People', 'More', 'Actions' (highlighted with a red circle), 'About', 'Share', and 'Manage'. Below the navigation bar, there is an announcement banner for 'Free Training: Keeping Projects on Time and Within Budget'. The main content area features a section titled 'YOU CAN CUSTOMIZE THIS PAGE' with a 'Customize' button. A 'FEATURED VIDEO' section is also visible. On the right side, there is a 'Test User Account' section. A dropdown menu for 'Actions' is open, showing options: 'Create', 'Discussion', 'Document', 'Uploaded File', 'Blog Post', 'Poll', 'Sub-community', 'Create an event', 'Create an idea' (highlighted with a red arrow), and 'Create a video'. The URL in the browser address bar is <https://communities.ca.com/community/create-idea!input.jspa?containerID=2003&container...>.

Ideation : Vote for ideas from community members

- 1) Click on **Content** tab,
- 2) Click on **Ideas** (💡) to list all the ideas

The screenshot shows the CA PPM user interface. At the top, the 'Content' tab is highlighted with a red circle and a red '1'. Below the header, an announcement banner is visible. On the left sidebar, there are categories like 'CA Agile Planning', 'CA Executive Playbook', and 'CA PPM'. The main content area shows a toolbar with various icons, including a lightbulb icon for 'Ideas', which is circled in red with a red '2'. Below the toolbar, there are filters for 'All stages', 'Type to filter by text', 'Filter by tag', and 'Sort by score'. A table of ideas is displayed with columns for Title, Author, Views, and Latest activity. The first idea is 'Make TIMESHEET a studio object' by David Morton, and the second is 'Archiving of old data' by Burman.

CA PPM

Overview **Content** People More Actions About Manage

Following in 1 stream

1

ANNOUNCEMENT: Free Training: Keeping Projects on Time and Within Budget with CA PPM v13 Show Details 1/3

2

All Content (11410)

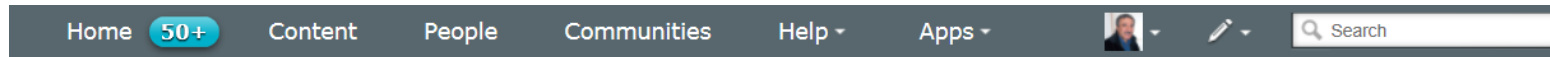
All stages

Type to filter by text Filter by tag Sort by score 1 2

Title	Author	Views	Latest activity
💡 Make TIMESHEET a studio object 305 UNDER REVIEW	DAVID MORTON	6 46 884	February 11 2015 6:51 AM
💡 Archiving of old data 200 UNDER REVIEW	Burman	4 21 275	February 5 2015 1:54 PM

Ideation : Vote for ideas from community members

3) Click on an idea in order to open it, then **vote** through the button on the top left



All Places > CA PPM > Ideas

 **Make TIMESHEET a studio object**

Created on May 3, 2011 6:43 PM by [DAVID MORTON](#) - Last Modified: Jun 14, 2014 6:55 AM

305

3

Voted on 311 times. You have not voted.


UNDER REVIEW


To make the TIMESHEET a studio configurable OBJECT.


(This has been long-requested by the user community in various forums, the detail should be obvious)

Categories: CA PPM

Tags (edit): [projectandprogram_management](#), [resource_management](#), [projectprogram_management](#)






 Follow

 Share

 Bookmark



6

ACTIONS

-  Edit idea
-  Move idea
-  Delete idea
-  Report abuse
-  View as PDF




VOTE HISTORY

-  [Chris Hackett](#)
-  [Suzanne Schaffart](#)

46 Comments

[Add a comment](#)

 [Lisa Kollin](#) Jan 17, 2013 7:36 PM

With our recent v13.1 upgrade and widespread training sessions, some great ideas on enhancements to timesheets have come up:
* Ability to shade alternating rows in the timesheet <u>or</u> have the tool highlight vertically & horizontally where the mouse

Ideation : Benefits

- Enables transparency and turns enhancement requests into conversations
- Places context around the priority and value of an idea
- Maximizes the input of our customers into our development process
- Provides a timely decision for customers' ideas
- Keeps customers informed of decision and status changes
- Builds trust with our customers that we are building products based on open, transparent and collaborative process

Useful Links

CA Communities : All Regional User Groups & Global communities

Ideation (Video) : <https://communities.ca.com/videos/1447>

CA Communities User Guide

The Water Cooler


The go-to spot to ask questions, submit ideas, or find tips, tricks and training pertaining to the CA Communities




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