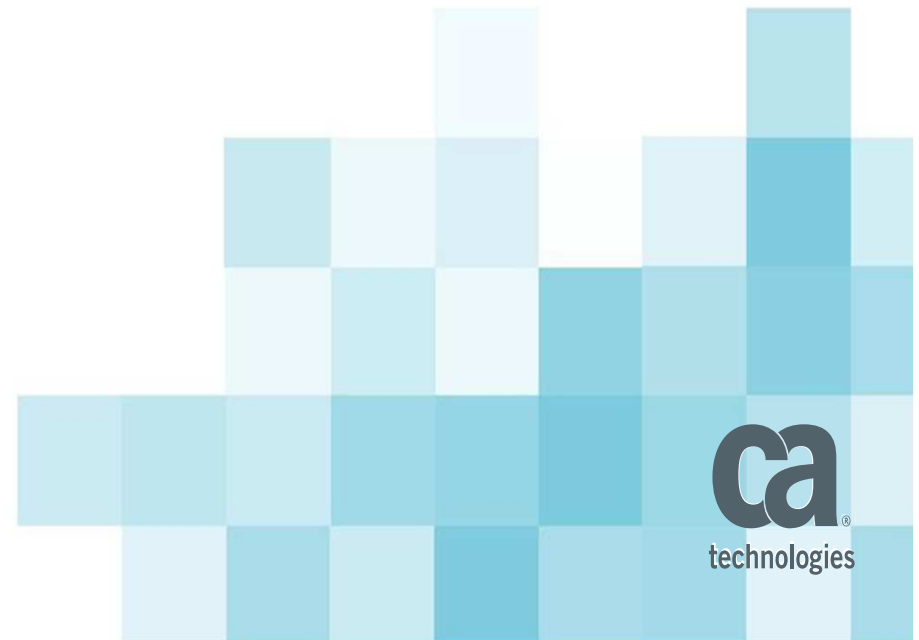


CA User Group

Guide for the members

Abdel Laabi,
Principal Community Programs for Europe
CA Technologies

November, 2015



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.

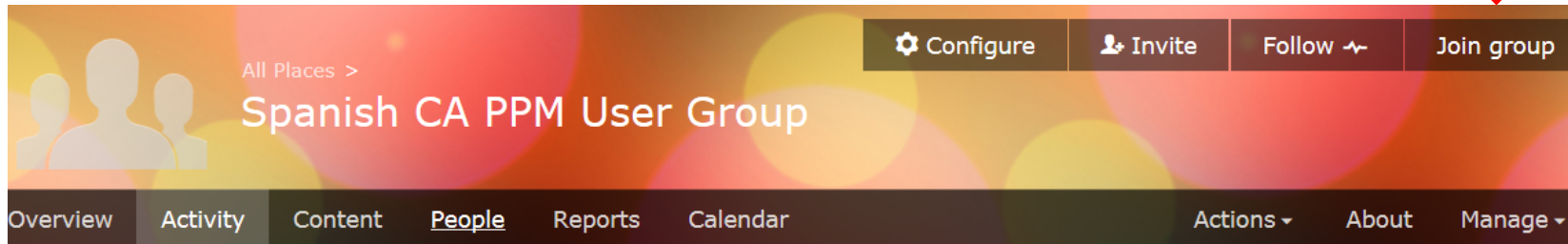
This guide is designed to help user group members in Europe get familiar with the CA Communities new platform. It is also intended to provide some Best Practices to help members get involved in their User Group activities & be active contributors.

How can I get involved with the User Group ?



1) Join the User Group to become member

1. <https://communities.ca.com/groups/spanish-ca-ppm-user-group>
2. **Login** (email / password) - use your Support identification, or create an account
3. Click on '**Join group**' box on the top right of the page



2) Share your experience & knowledge

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



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



3) Be active contributor

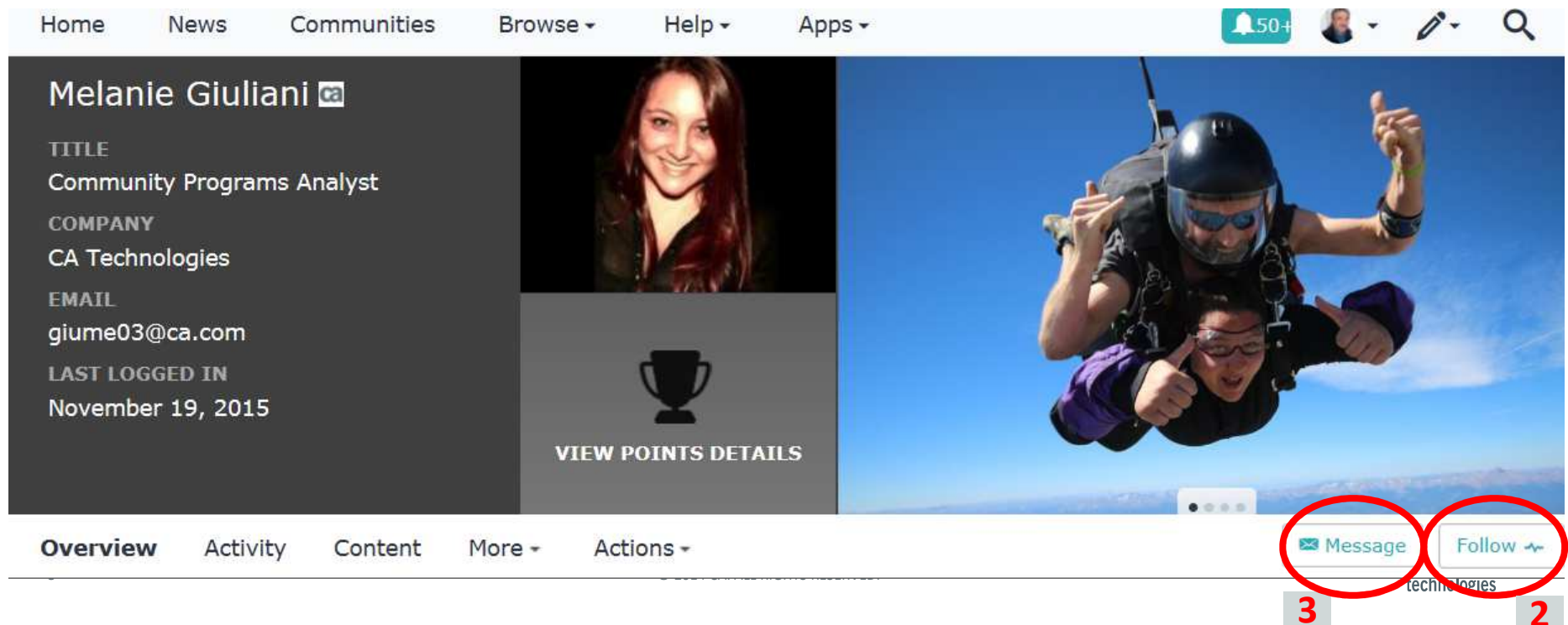
Get involved in the user group activities (as User Group member, or Board member)

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



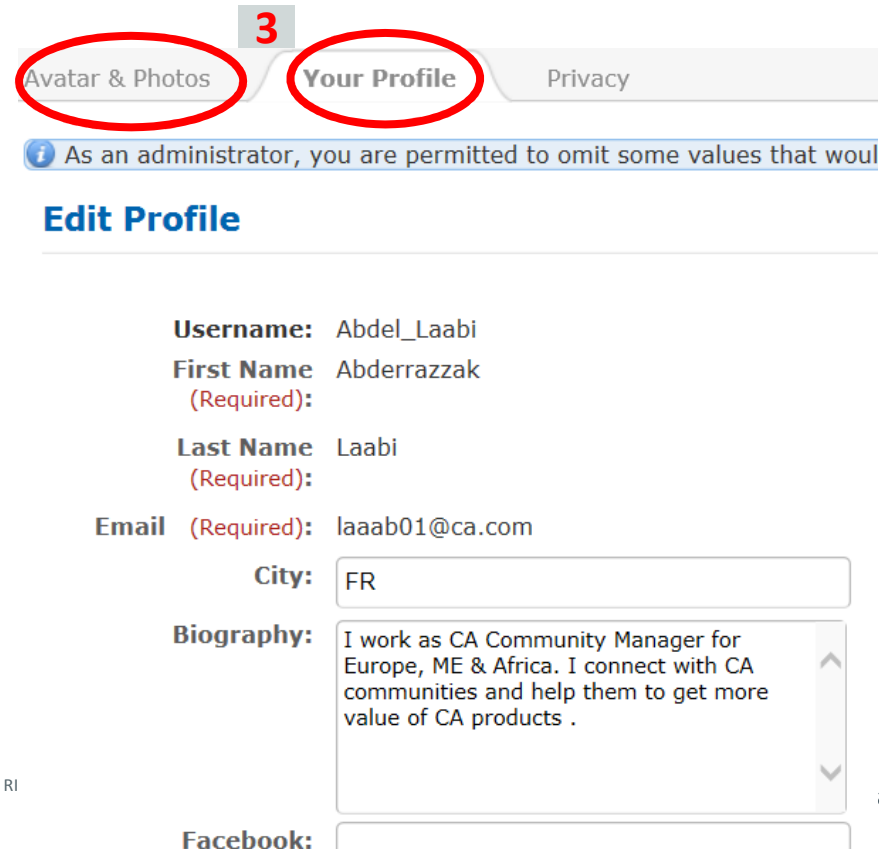
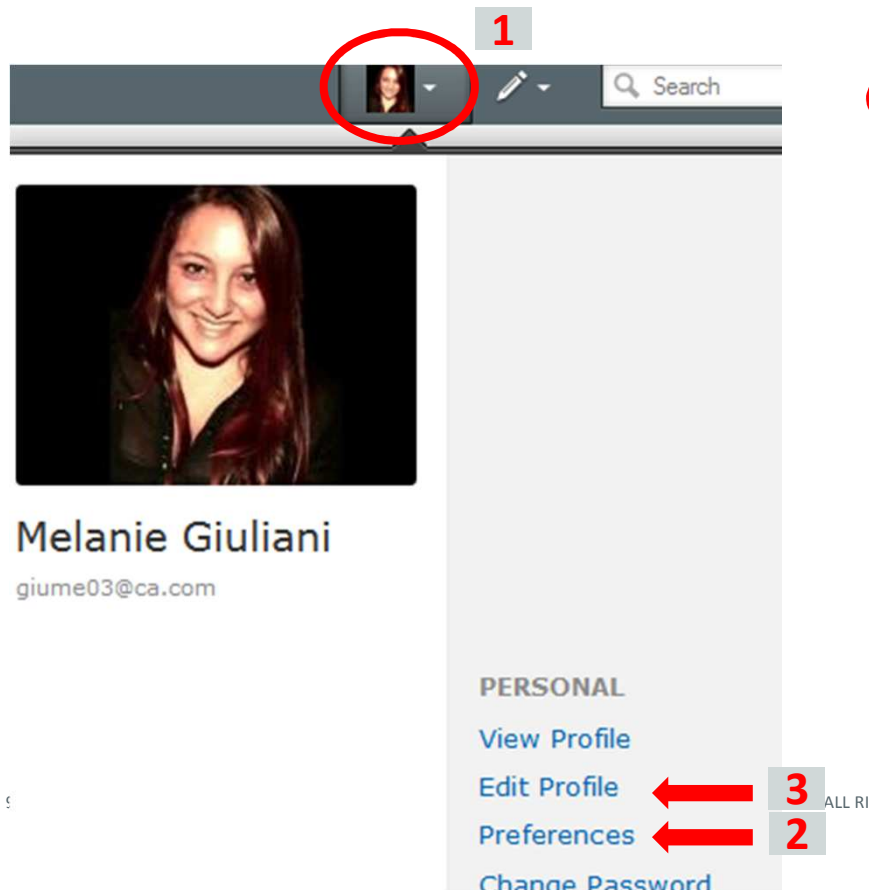
Connecting with people

- 1) Click on **People** tab and use the sorting options to filter and find relevant people
- 2) Click on **Follow** tab on the bottom right
and choose whether to follow that user via your inbox or connections stream.
- 3) Click on **Message** tab on the bottom right to 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, ...



Ideation : Submit & vote for Product Enhancement ideas



Submitting ideas
for product
enhancements



Voting on and discussing
ideas from other
community members



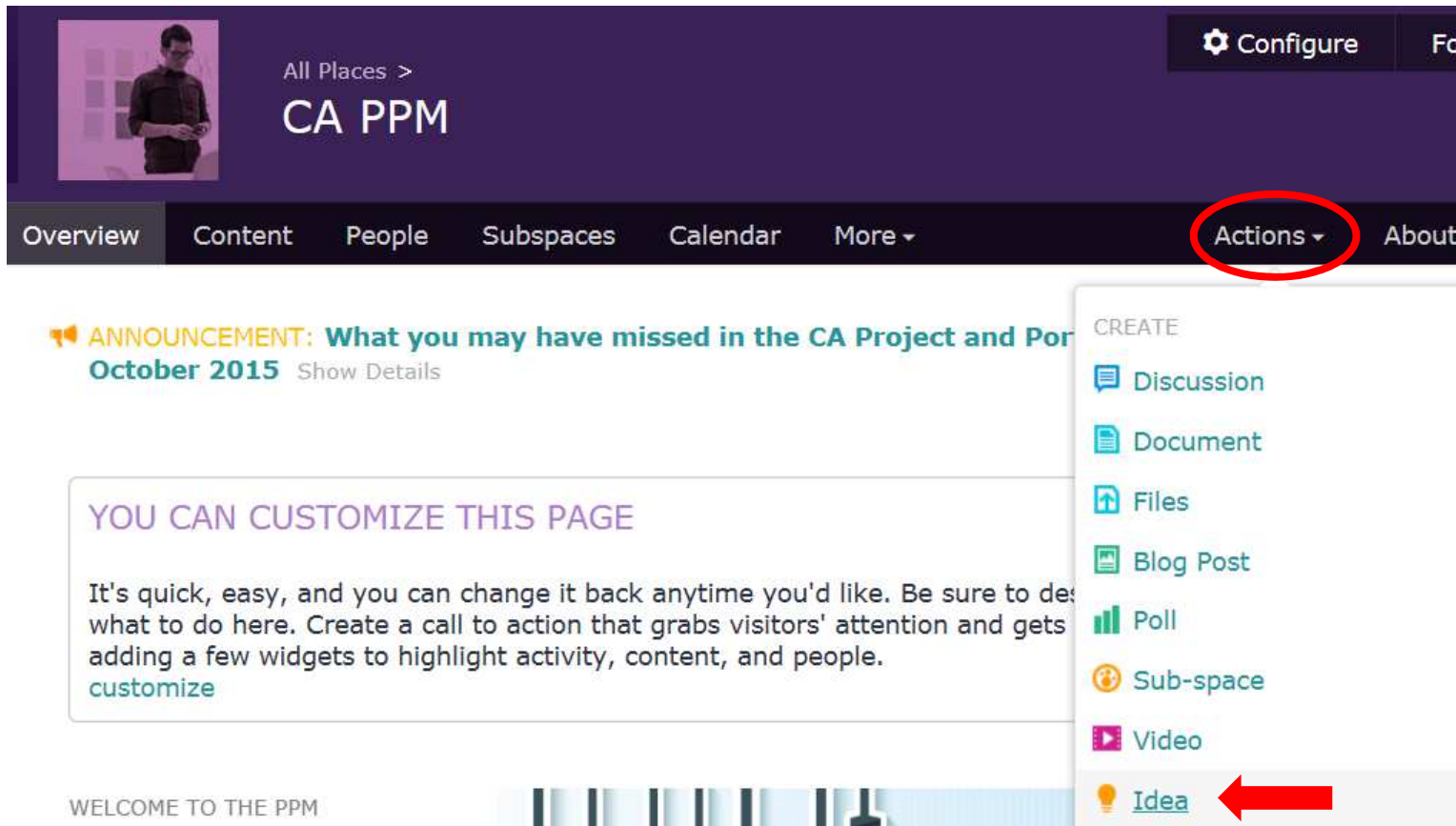
Opting into product validation
programs to test incremental process
and provide feedback that will
influence the next software iteration



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 **Idea**



The screenshot shows the CA PPM community page. The header includes a user profile picture, the text 'All Places > CA PPM', and buttons for 'Configure' and 'Follow'. Below the header is a navigation bar with tabs: 'Overview', 'Content', 'People', 'Subspaces', 'Calendar', 'More', 'Actions', and 'About'. The 'Actions' tab is circled in red. A dropdown menu is open from the 'Actions' tab, listing various creation options: 'Discussion', 'Document', 'Files', 'Blog Post', 'Poll', 'Sub-space', 'Video', and 'Idea'. The 'Idea' option is highlighted with a red arrow. Below the navigation bar, there is an announcement section titled 'ANNOUNCEMENT: What you may have missed in the CA Project and Portfolio October 2015' with a 'Show Details' link. Below that is a section titled 'YOU CAN CUSTOMIZE THIS PAGE' with a description and a 'customize' link. At the bottom, there is a 'WELCOME TO THE PPM' section.

CA PPM

Overview Content People Subspaces Calendar More Actions About

ANNOUNCEMENT: What you may have missed in the CA Project and Portfolio October 2015 Show Details

YOU CAN CUSTOMIZE THIS PAGE

It's quick, easy, and you can change it back anytime you'd like. Be sure to describe what to do here. Create a call to action that grabs visitors' attention and gets adding a few widgets to highlight activity, content, and people.

customize

WELCOME TO THE PPM

CREATE

- Discussion
- Document
- Files
- Blog Post
- Poll
- Sub-space
- Video
- Idea

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 community interface. At the top, there's a header with a user profile picture, the text "All Places > CA PPM", and buttons for "Configure" and "Following in 1 stream". Below the header is a navigation bar with tabs: "Overview", "Content" (highlighted with a red circle and a red '1'), "People", "Subspaces", "Calendar", and "More". To the right of the navigation bar are links for "Actions", "About", and "Manage".

Below the navigation bar, there's an announcement: "ANNOUNCEMENT: What you may have missed in the CA Project and Portfolio Management Community! October 2015 Show Details".

On the left side, there's a "CATEGORIES" section with a list of folders: "CA Agile Planning", "CA Executive Playbook", and "CA PPM". Below this is an "ACTIONS" section with links: "Start a discussion", "Upload a file", and "Write a document".



The main content area shows "All Content (13227)" with a row of icons representing different content types. The "Ideas" icon (a lightbulb) is highlighted with a red circle and a red '2'. Below the icons are filters: "All stages" (dropdown), "Filter by shared content" (checkbox), "Type to filter by text" (input field), "Filter by tag" (button), and "Sort by score" (dropdown). There are also pagination controls showing "1 2" and navigation arrows.

The content list has the following columns: Title, Author, Latest activity, Views, and icons for likes, bookmarks, and comments. The first two items are:


Title	Author	Latest activity	Views	Like	Bookmark	Comment
💡 Make TIMESHEET a studio object 351 UNDER REVIEW	DAVID MORTON	November 4, 2015 2:22 PM	1653	-	8	55
💡 Archiving of old data 220 UNDER REVIEW	Burman	November 13, 2015 3:56 PM	521	-	5	22

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



[Home](#) **50+** [Content](#) [People](#) [Communities](#) [Help](#) [Apps](#)  

[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   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](#)

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






[Follow](#)

[Share](#)



[Bookmark](#) **6**


ACTIONS

-  [Edit idea](#)
-  [Move idea](#)
-  [Delete idea](#)
-  [Report abuse](#)
-  [View as PDF](#)

     **0**

VOTE HISTORY

-  [Chris Hackett](#)
-  [Suzanna Schaffert](#)



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 User Guide](#)

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

[The Water Cooler](#)

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

[CA Communities](#) : All Regional User Groups & Global communities

Thank you







Abdel Laabi

CA Community Manager - EMEA

abderrazzak.laabi@ca.com

 [@cainc](https://twitter.com/cainc)

 slideshare.net/CAinc

 linkedin.com/company/ca-technologies

ca.com