

# CA User Group

## Guide for the members

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# Content

- Get involved with the CA Community (Best Practices)
- Steps for main actions
  - How to join the Community
  - How to Start a conversation or ask question (online Forum)
  - How to create content (File, Video, Poll, ...)
  - Connecting 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 CA Regional User Groups Guide for UG members.***

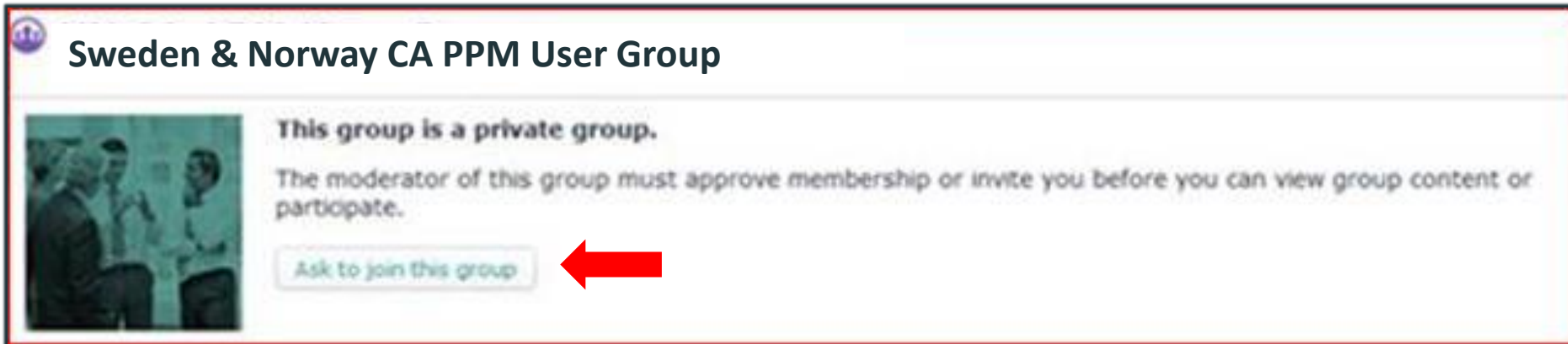
This guide is designed to help user group members in Europe learn more about the CA Communities program & get familiar with the CA Communities new platform under Jive. It is also intended to provide some Best Practices to help members get involved in their UG activities & be active contributors.

# How can I get involved with the CA Community ?



## 1) Join the User Group to become member

1. <https://communities.ca.com/groups/sweden-and-norway-ca-ppm-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

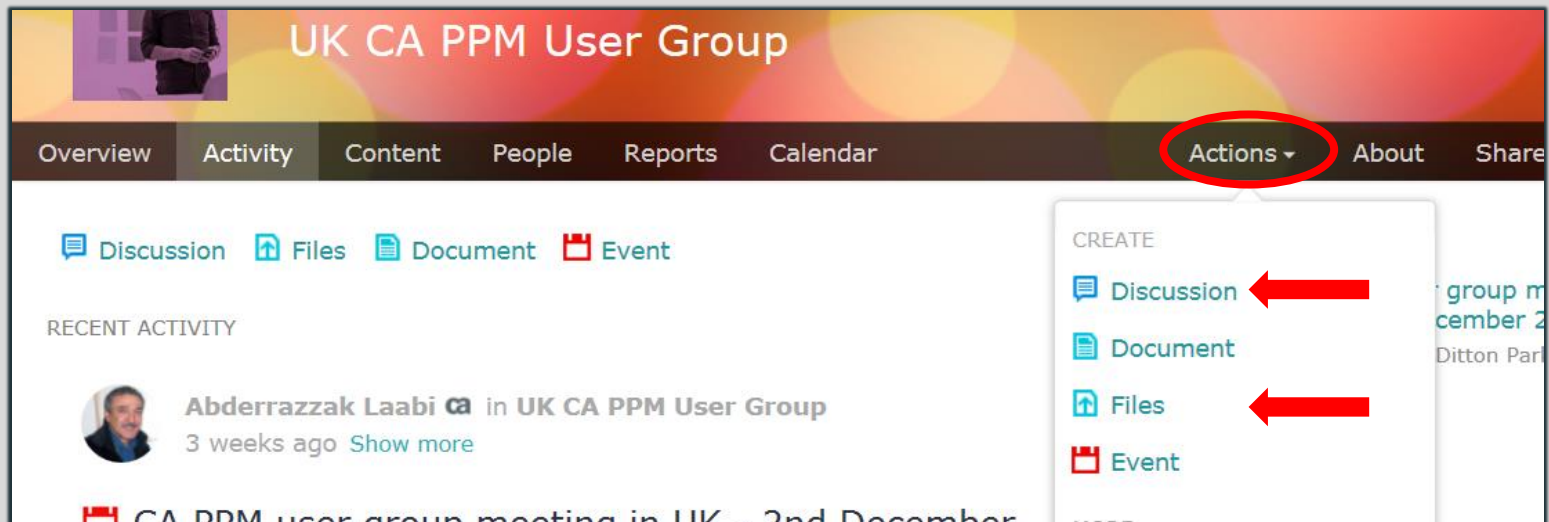


## 2) Share your experience & knowledge

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



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

The screenshot shows the UK CA PPM User Group website. The header has a navigation bar with links: Overview, Activity, Content, People, Reports, Calendar, Actions (circled in red), About, and Share. Below the navigation bar, there are icons for Discussion, Files, Document, and Event. The main content area shows 'RECENT ACTIVITY' with a post by Abderrazzak Laabi. A dropdown menu is open from the 'Actions' link, showing options: CREATE, Discussion (with a red arrow), Document, Files (with a red arrow), and Event.

### 3) Be active contributor

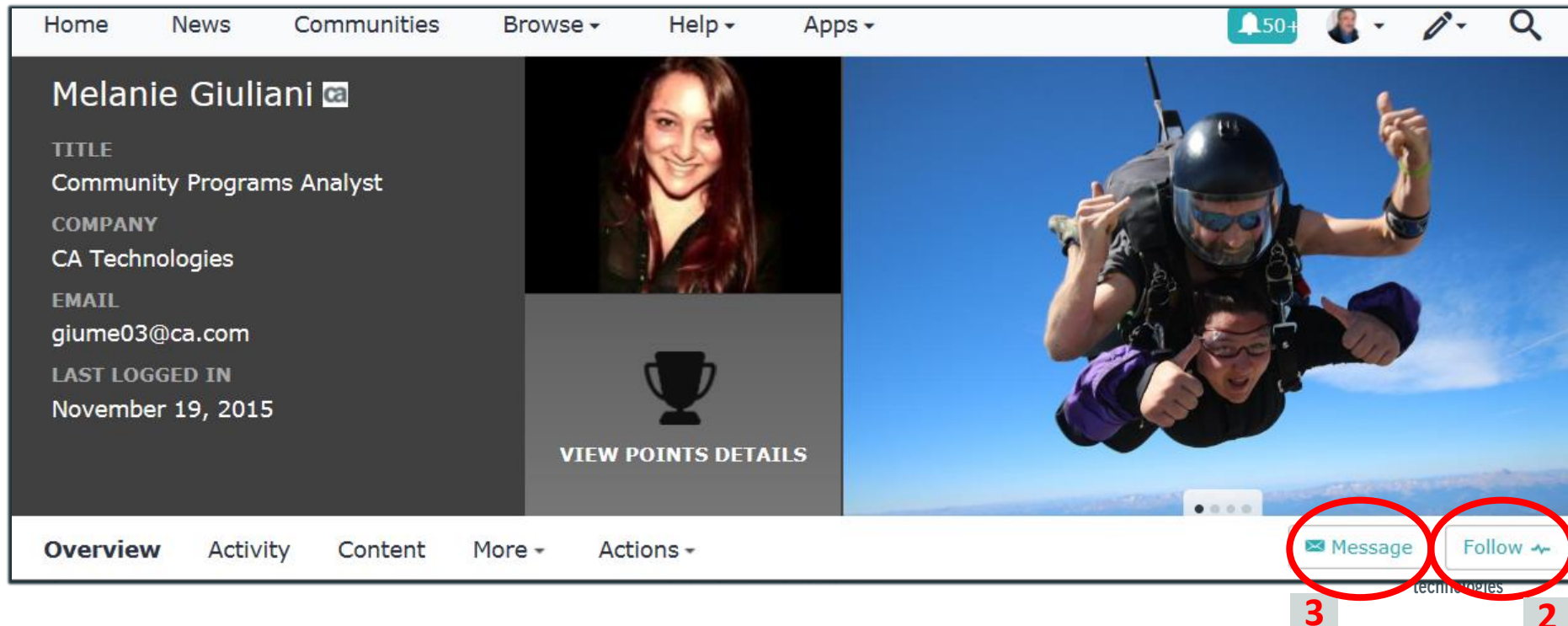
Get involved in the user group activities (as User Group member, or Board member)

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



# Connecting with people

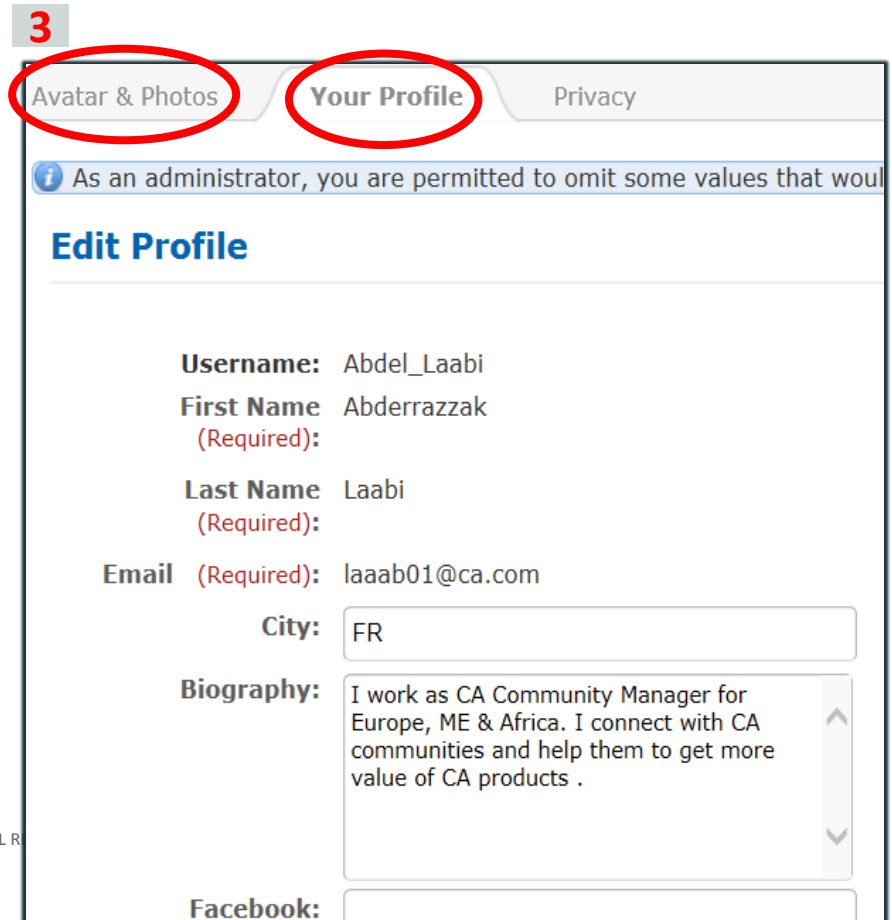
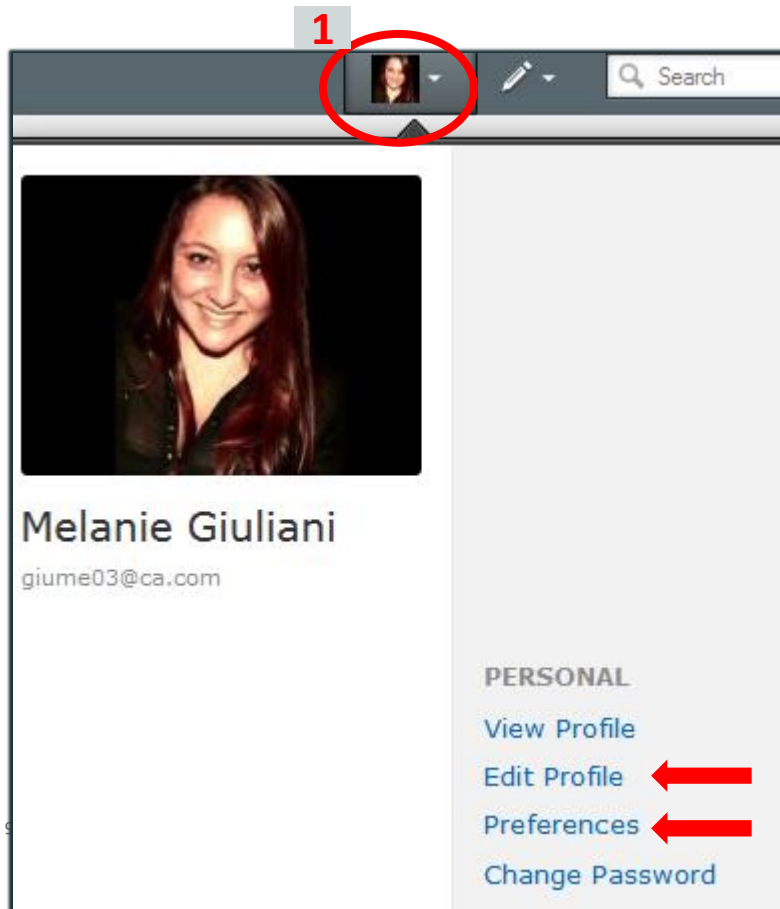
- 1) Click on **People** tab and use the sorting options to filter and find relevant people
- 2) Click on **Follow** tab on the bottom right  
and choose whether to follow that user via your inbox or connections stream.
- 3) Click on **Message** tab on the bottom right to send private message





# Update your profile

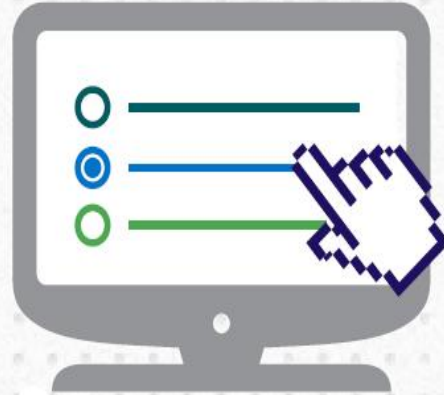
- 1) Click on the drop menu on the top of the page
- 2) Click on **Preferences** and update your time zone, language, ...
- 3) Click on **Edit Profile** to load your photo, update your Biography, ...



# Ideation : Submit & vote for Product Enhancement ideas



Submitting ideas  
for product  
enhancements



Voting on and discussing  
ideas from other  
community members



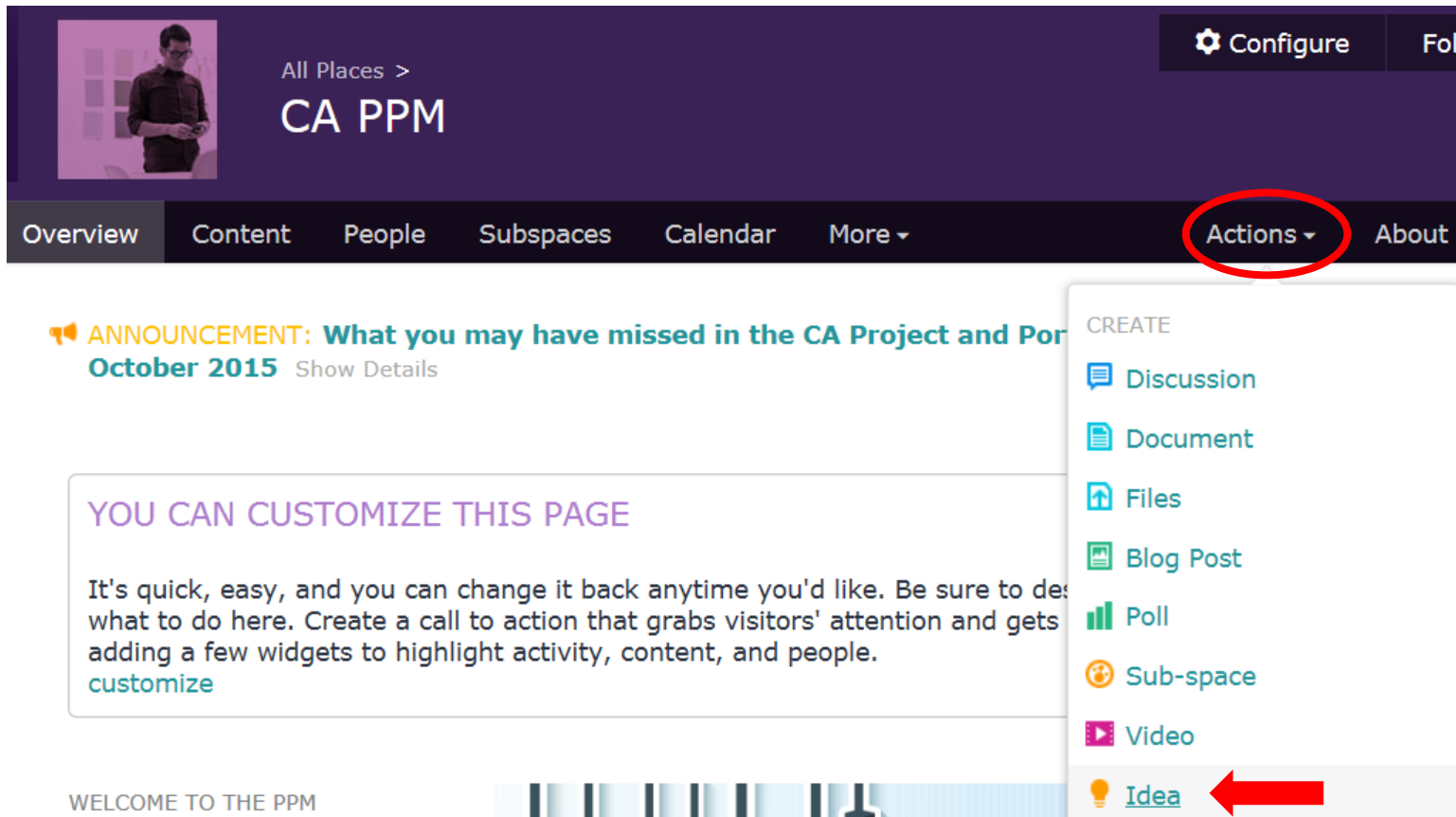
Opting into product validation  
programs to test incremental process  
and provide feedback that will  
influence the next software iteration



**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 displays the CA PPM (Product Portfolio Management) interface. At the top, there's a header with a user profile picture, the text "All Places > CA PPM", and a "Configure" button. Below the header is a navigation bar with tabs: "Overview", "Content", "People", "Subspaces", "Calendar", "More", "Actions", and "About". The "Actions" tab is highlighted with a red circle. 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's an announcement section titled "ANNOUNCEMENT: What you may have missed in the CA Project and Portfolio Management October 2015" with a "Show Details" link. Below the announcement is a section titled "YOU CAN CUSTOMIZE THIS PAGE" with a description and a "customize" link. At the bottom, there's a "WELCOME TO THE PPM" message and a series of vertical bars representing a progress or status indicator.

Overview Content People Subspaces Calendar More Actions About

ANNOUNCEMENT: What you may have missed in the CA Project and Portfolio Management 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 them 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. The top navigation bar includes 'Overview', 'Content' (highlighted with a red circle and a '1'), 'People', 'Subspaces', 'Calendar', and 'More'. The 'Content' tab is selected, showing a list of content items. The 'Ideas' section is highlighted with a red circle and a '2', showing a list of ideas. The 'Ideas' section includes a table with columns: Title, Author, Latest activity, Views, and a set of icons (thumbs up, thumbs down, bookmark, comment, and settings). The table lists two ideas: 'Make TIMESHEET a studio object' by DAVID MORTON and 'Archiving of old data' by Burman. Both ideas are marked as 'UNDER REVIEW'.

1

2

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

CATEGORIES

- CA Agile Planning
- CA Executive Playbook
- CA PPM

All Content (13227)

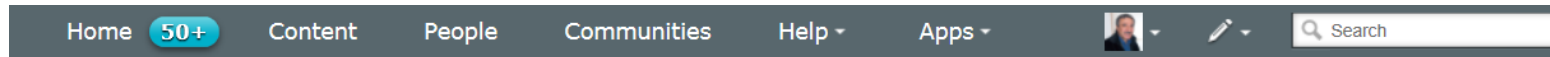
All stages ☐ Filter by shared content

Type to filter by text Filter by tag Sort by score


Title	Author	Latest activity	Views	👍	👎	🔖	💬	⚙️
💡 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



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: <br>\* Ability to shade alternating rows in the timesheet <u><strong>or</strong></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 User Guide](#)

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

[CA Communities Major Changes & FAQs](#)

[The Water Cooler](#)

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


[CA Communities](#) : Main site, All Regional & Global communities




## **Abdel Laabi**

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 [linkedin.com/company/ca-technologies](https://linkedin.com/company/ca-technologies)

**ca.com**