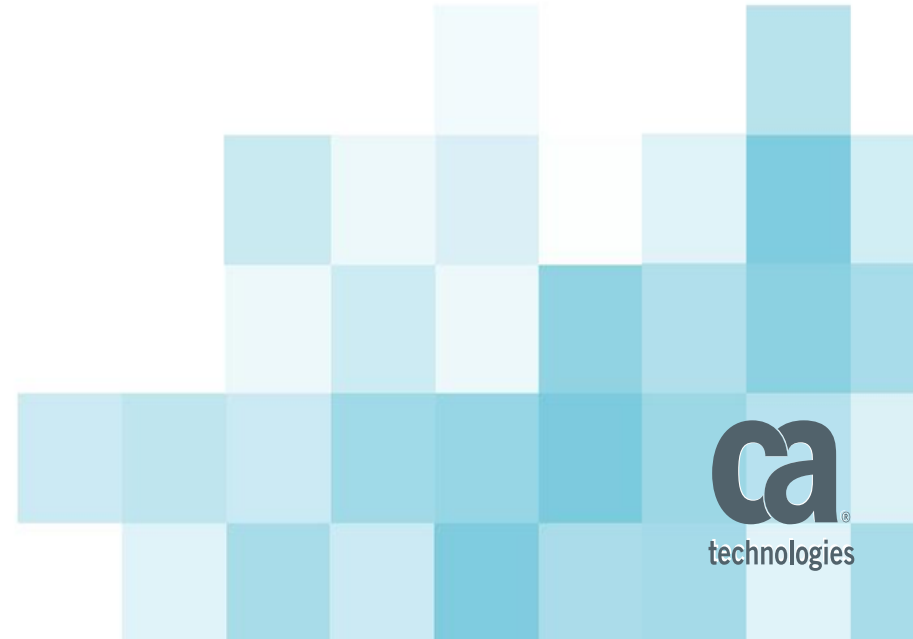


CA User Group website

Getting Started Guide for UG members

Abdel Laabi,
Principal Community Programs for Europe
CA Technologies

January, 2015



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 Community

1. <https://communities.ca.com/community/ca-clarity/uk-clarity-user-group>
2. **Login** (email / password) - use your Support identification, or create an account
3. Click on '**Following**' box on the top right of the page, Select the **inbox** and click **done**.
This will make content flow to your inbox. You will now see "**Following in 2 streams**"

The screenshot shows the 'UK CA PPM User Group' page. At the top, there's a header with a profile picture and the group name. Below the header are tabs for 'Activity', 'Content', 'People', and 'More'. To the right of the header, there's a 'Following in 2 streams' button, which has a red arrow pointing to it. A dropdown menu is open from this button, showing options: 'Follow in' (with a sub-menu), 'Connections Stream' (checked), 'Inbox' (checked, with a red arrow pointing to it), 'Stop Following', and 'Done' (with a red arrow pointing to it). The main content area shows 'RECENT ACTIVITY' with a post titled 'Save the Date, UK PPM User Group meeting on Wed 4th March' by 'hemstedn' 4 weeks ago. Below this is a post titled 'User_Group_Website_Getting_Started-V3.pdf' by 'Abderrazzak Laabi' 2 months ago. On the right side, there's a section for 'UPCOMING EVENTS' with a calendar icon and a date 'MAR 4', and a section for 'POPULAR CONTENT' with a list of documents and a 'All Content' link. The 'ca technologies' logo is in the bottom right corner.

UK CA PPM User Group

Following in 2 streams

Follow in

- ☒ Connections Stream
- ☒ Inbox
- Stop Following
- Done

CREATE: Discussion Uploaded File Document Poll More

RECENT ACTIVITY

Save the Date, UK PPM User Group meeting on Wed 4th March

hemstedn 4 weeks ago (Show more)

Join us for the next UK PPM User Group meeting on 4th March. Details of the agenda and joining instructions will be distributed soon.

in UK CA PPM User Group • Share • Reply • Like (0)

User_Group_Website_Getting_Started-V3.pdf

Abderrazzak Laabi 2 months ago (Show more)

UPCOMING EVENTS

MAR 4 Save the Date, UK PPM User Group meeting on Wed 4th March CA Datchet

POPULAR CONTENT

User_Group_Website_Getting_Started-V3.pdf

Save the Date, UK PPM User Group meeting on Wed 4th March

All Content

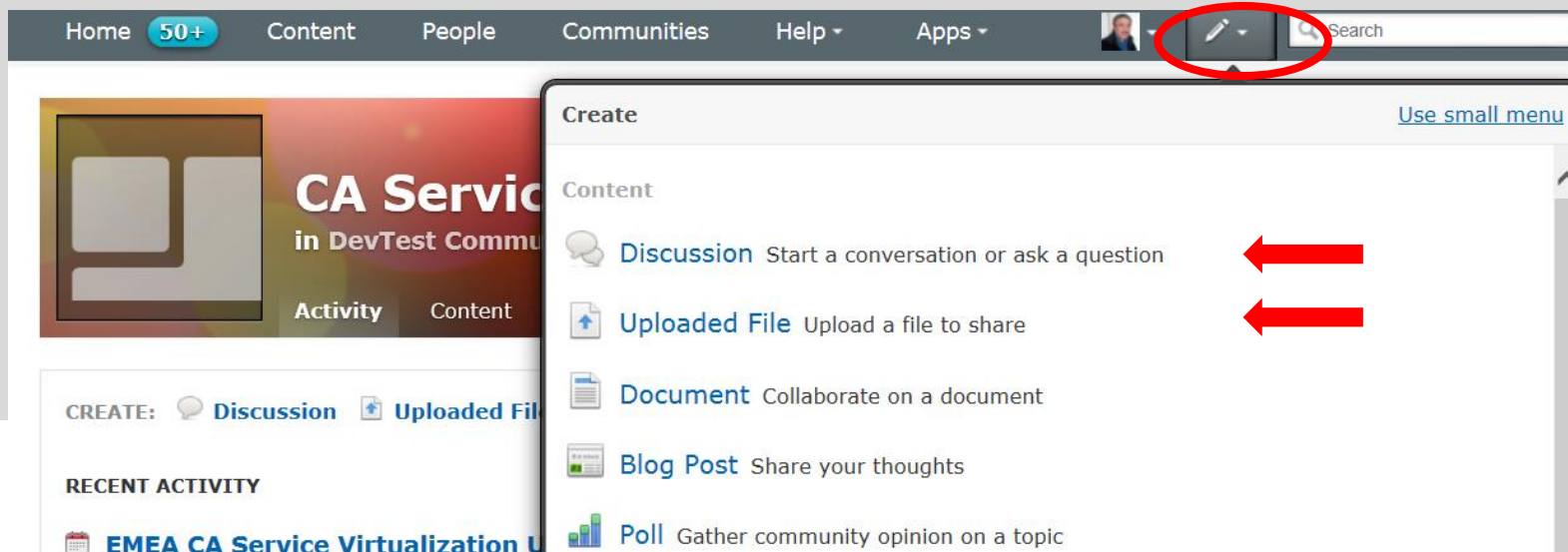
ca technologies

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

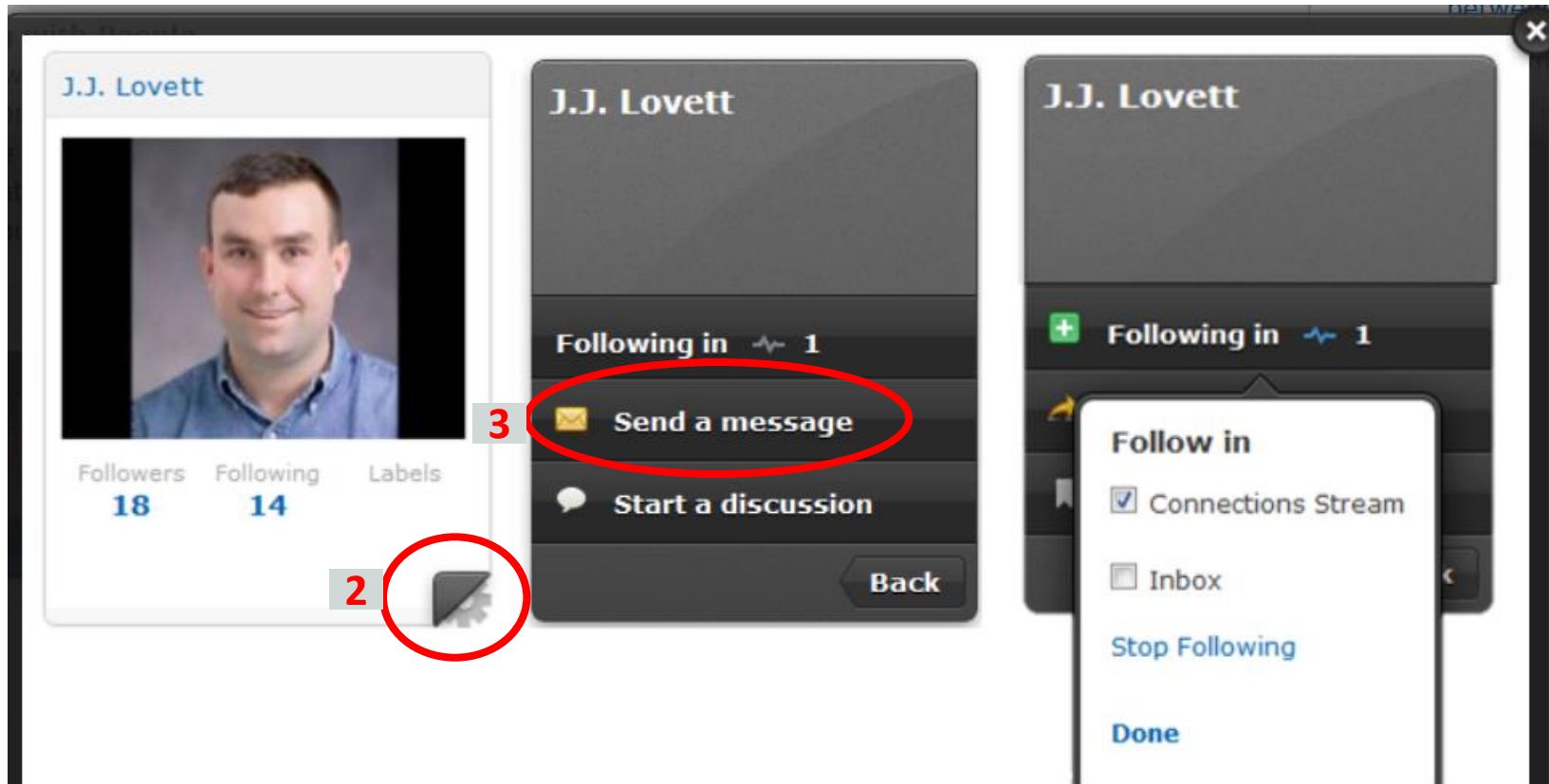
Get involved in the user group activities (as User Group member, or Board member)

- 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

Melanie Giuliani
giume03@ca.com

PERSONAL

- [View Profile](#)
- [Edit Profile](#) **3**
- [Preferences](#) **2**
- [Change Password](#)

3

Avatar & Photos Your Profile Privacy

3

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

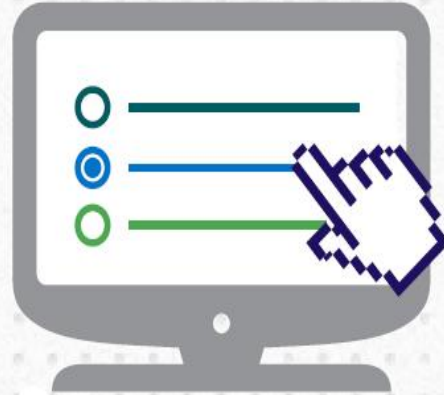
Biography: I work as CA Community Manager for Europe, ME & Africa. I connect with CA communities and help them to get more value of CA products .

Facebook:

Ideation : Submit & vote for Product Enhancement ideas



Submitting ideas
for product
enhancements



Voting on and discussing
ideas from other
community members



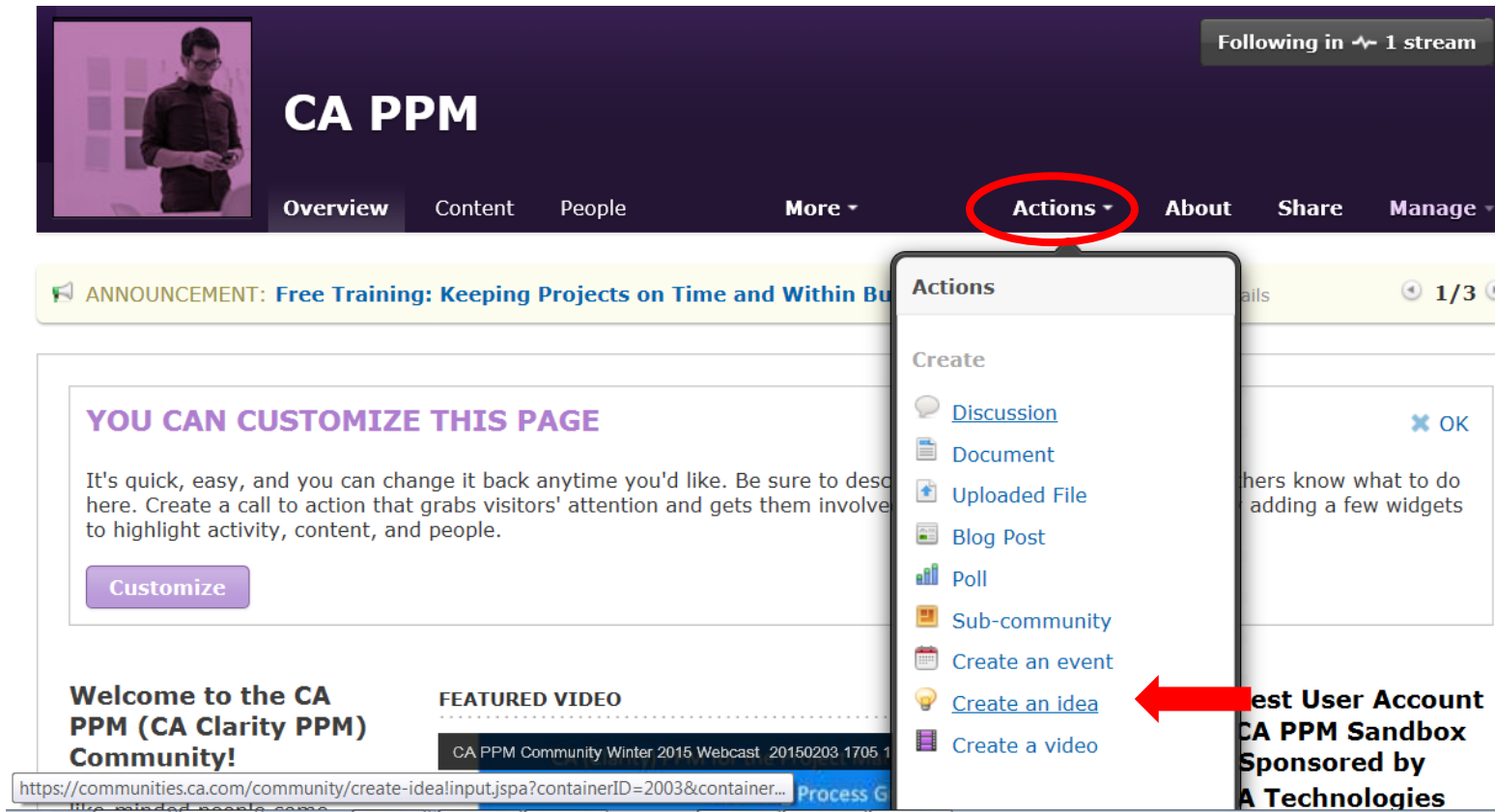
Opting into product validation
programs to test incremental process
and provide feedback that will
influence the next software iteration



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 displays the CA PPM user interface. At the top, the user profile 'CA PPM' is shown with a profile picture and a 'Following in 1 stream' badge. Below the profile, the 'Content' tab is highlighted with a red circle and a red '1'. The main content area shows an announcement banner for 'Free Training: Keeping Projects on Time and Within Budget with CA PPM v13'. Below the banner, the 'Ideas' section is visible, with the 'Ideas' icon (a lightbulb) highlighted by a red circle and a red '2'. The 'Ideas' section includes a table of ideas with columns for Title, Author, Views, and Latest activity. 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'.

CA PPM

Overview **Content** People More Actions About Manage

1

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

2

All Content (11410)

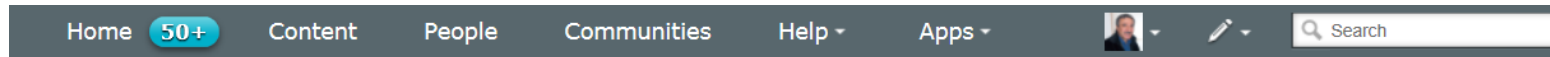
All stages

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 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




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