

CA User Group

Guide for the members

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Introduction

Welcome to the Guide for the CA User Group members.

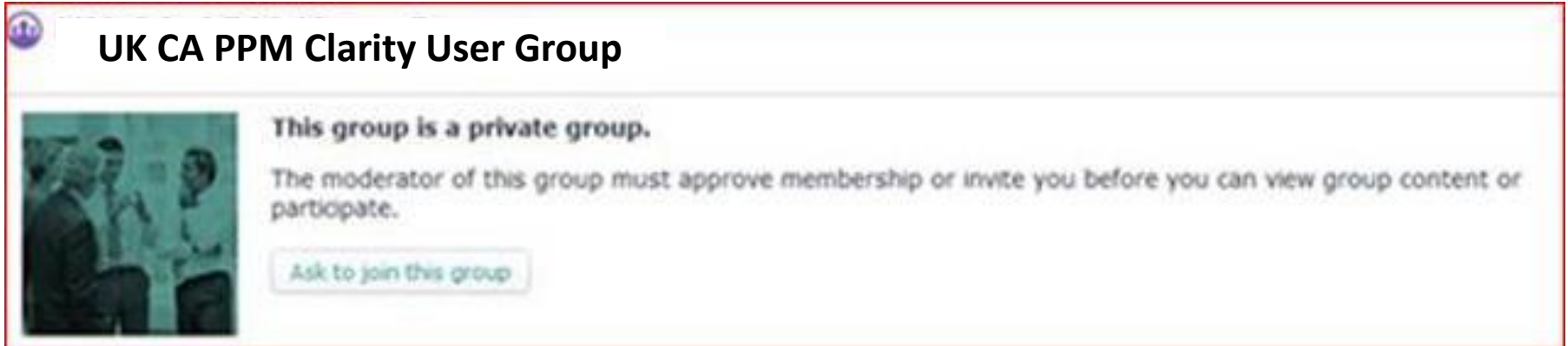
This guide is designed to help user group members in Europe get familiar with the CA Communities new platform. It is also intended to provide some Best Practices to help members get involved in their User Group activities & be active contributors.

How can I get involved with the User Group ?



1) Join the User Group to become member

1. <https://communities.ca.com/groups/uk-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 (highlighted with a red circle), 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 in the UK CA PPM User Group, dated 3 weeks ago. 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. The footer includes the CA technologies logo.

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

The screenshot displays a LinkedIn profile for Melanie Giuliani. The top navigation bar includes links for Home, News, Communities, Browse, Help, and Apps, along with a notification bell showing 50+ alerts, a profile picture, and a search icon. The profile header shows the name 'Melanie Giuliani' with a 'CA' badge. Below this, the title 'Community Programs Analyst' and company 'CA Technologies' are listed. The email address 'giume03@ca.com' and the last logged in date 'November 19, 2015' are also visible. A large image of two people skydiving serves as the background for the profile. A 'VIEW POINTS DETAILS' button with a trophy icon is located below the profile picture. At the bottom, a navigation bar includes 'Overview', 'Activity', 'Content', 'More', and 'Actions'. Two red circles highlight the 'Message' and 'Follow' buttons in the bottom right corner. The 'Message' button is circled with a red circle and the number 3, and the 'Follow' button is circled with a red circle and the number 2.

Home News Communities Browse Help Apps

50+

Melanie Giuliani **CA**

TITLE
Community Programs Analyst

COMPANY
CA Technologies

EMAIL
giume03@ca.com

LAST LOGGED IN
November 19, 2015

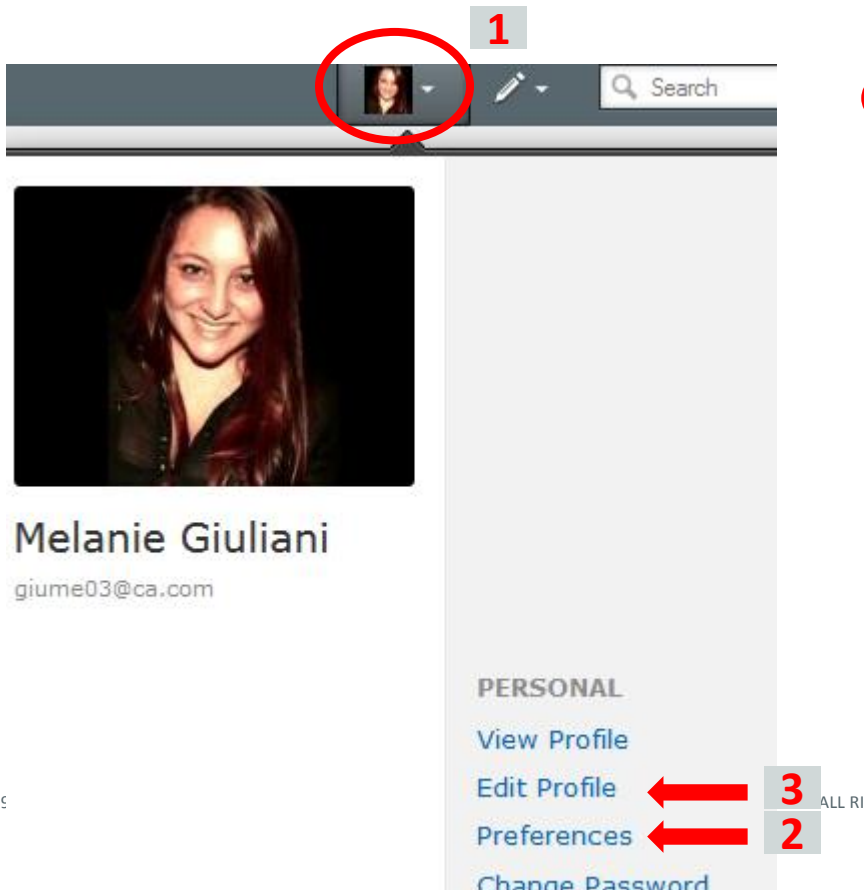
VIEW POINTS DETAILS

Overview Activity Content More Actions

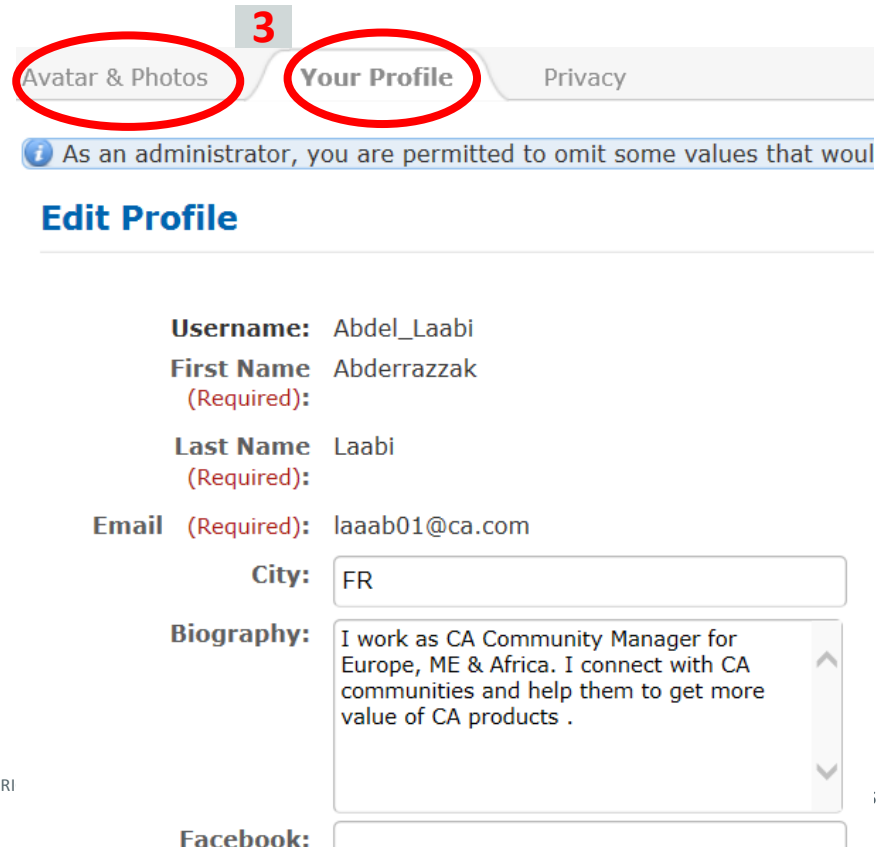
Message Follow

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, ...



This screenshot shows a user profile for Melanie Giuliani. A red circle with the number '1' highlights the user's profile picture in the top navigation bar. Below the profile picture, the name 'Melanie Giuliani' and email 'giume03@ca.com' are visible. On the left sidebar, under the 'PERSONAL' section, there are links for 'View Profile', 'Edit Profile', 'Preferences', and 'Change Password'. Red arrows point to 'Edit Profile' (labeled with a red '3') and 'Preferences' (labeled with a red '2').



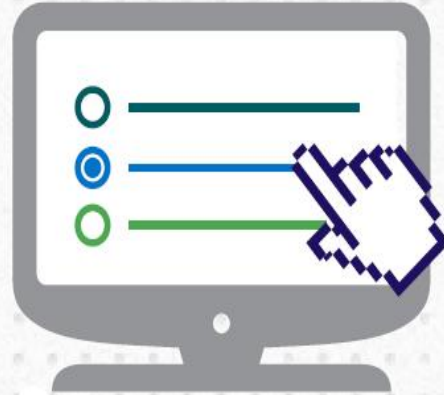
This screenshot shows the 'Edit Profile' form. At the top, there are tabs for 'Avatar & Photos', 'Your Profile', and 'Privacy'. The 'Your Profile' tab is selected and circled in red with a red '3'. Below the tabs, an information message states: 'As an administrator, you are permitted to omit some values that would otherwise be required.' The form fields are as follows:

- Username:** Abdel_Laabi
- First Name (Required):** Abderrazzak
- Last Name (Required):** Laabi
- 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:** (empty field)

Ideation : Submit & vote for Product Enhancement ideas



Submitting ideas
for product
enhancements



Voting on and discussing
ideas from other
community members



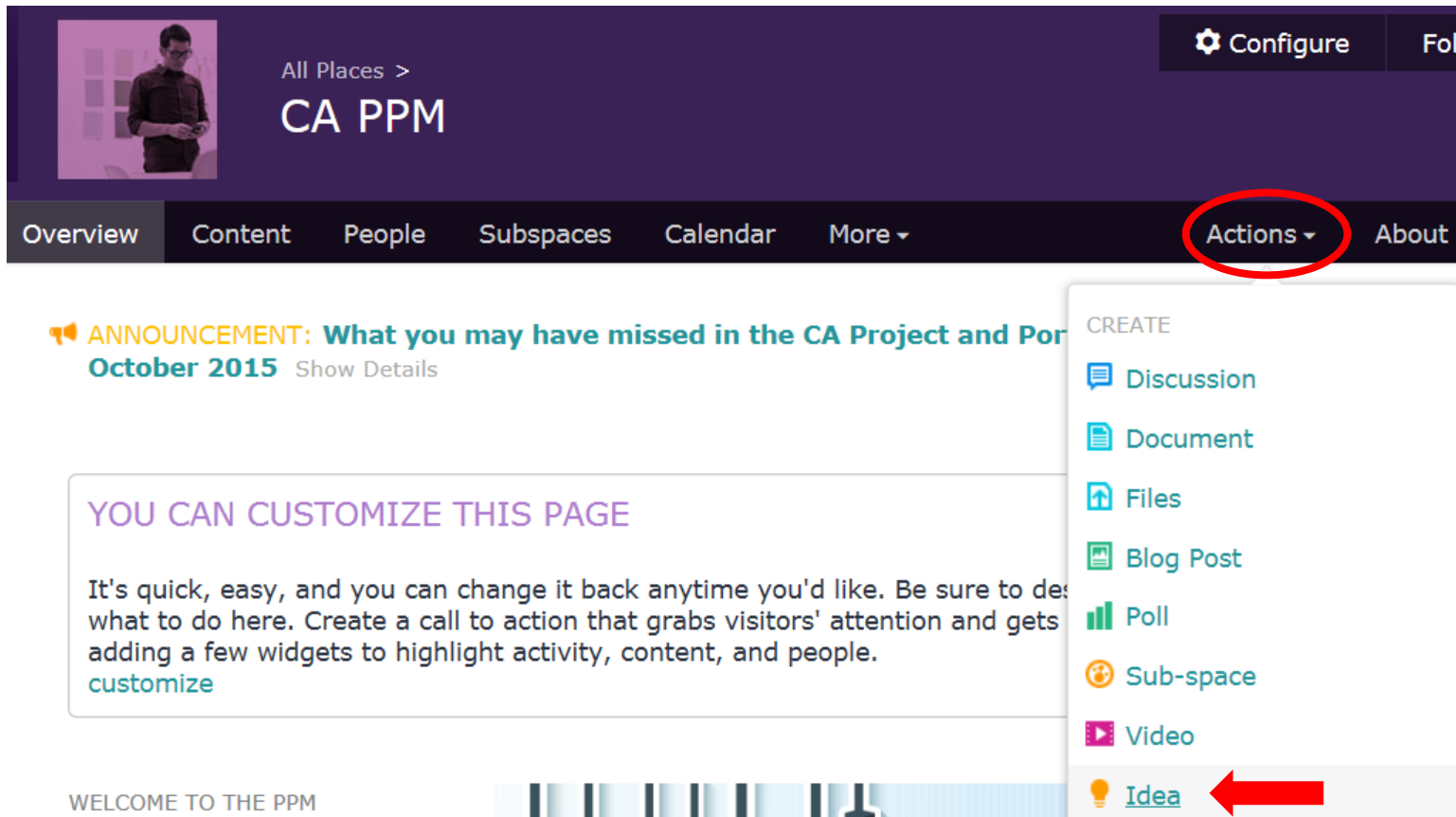
Opting into product validation
programs to test incremental process
and provide feedback that will
influence the next software iteration



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". A red arrow points to the "Idea" option at the bottom of the dropdown. 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 that is a section titled "YOU CAN CUSTOMIZE THIS PAGE" with a brief description and a "customize" link. At the bottom left, it says "WELCOME TO THE PPM".

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 for voting and commenting. The first idea is 'Make TIMESHEET a studio object' by DAVID MORTON, with 351 votes and 'UNDER REVIEW' status. The second idea is 'Archiving of old data' by Burman, with 220 votes and 'UNDER REVIEW' status.

1

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

2

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

[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

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](#)


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



[Chris Hackett](#)




[Suzanne Schaffart](#)



0

VOTE HISTORY



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







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