

CA User Group website

Getting Started Guide for UG 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, ...)
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 - Submit your idea to enhance the product
 - Vote for an idea
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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/italian-ca-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**"

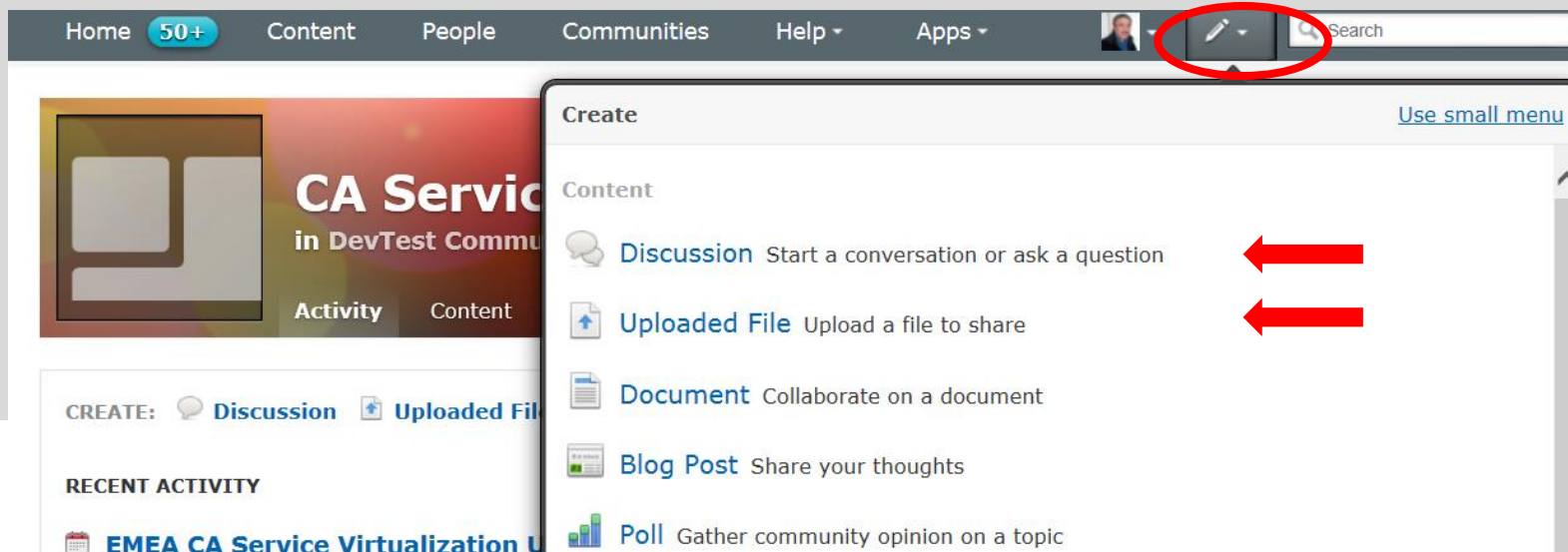
The screenshot shows the 'Italian CA PPM User Group' page. At the top right, a button says 'Following in 2 streams'. A dropdown menu is open, showing options: 'Connections Stream' (checked), 'Inbox' (checked), 'Stop Following', and 'Done'. Red arrows point to the 'Following in 2 streams' button, the 'Inbox' option, and the 'Done' button. The page content includes a 'CREATE:' section with options like Discussion, Uploaded File, Document, and Poll. Below that is 'RECENT ACTIVITY' featuring a post by Abderrazzak Laabi about a meeting on 15th April. On the right, there are sections for 'UPCOMING EVENTS' (listing a meeting on 15th April in Milan) and 'POPULAR CONTENT' (showing 'No popular content available').

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

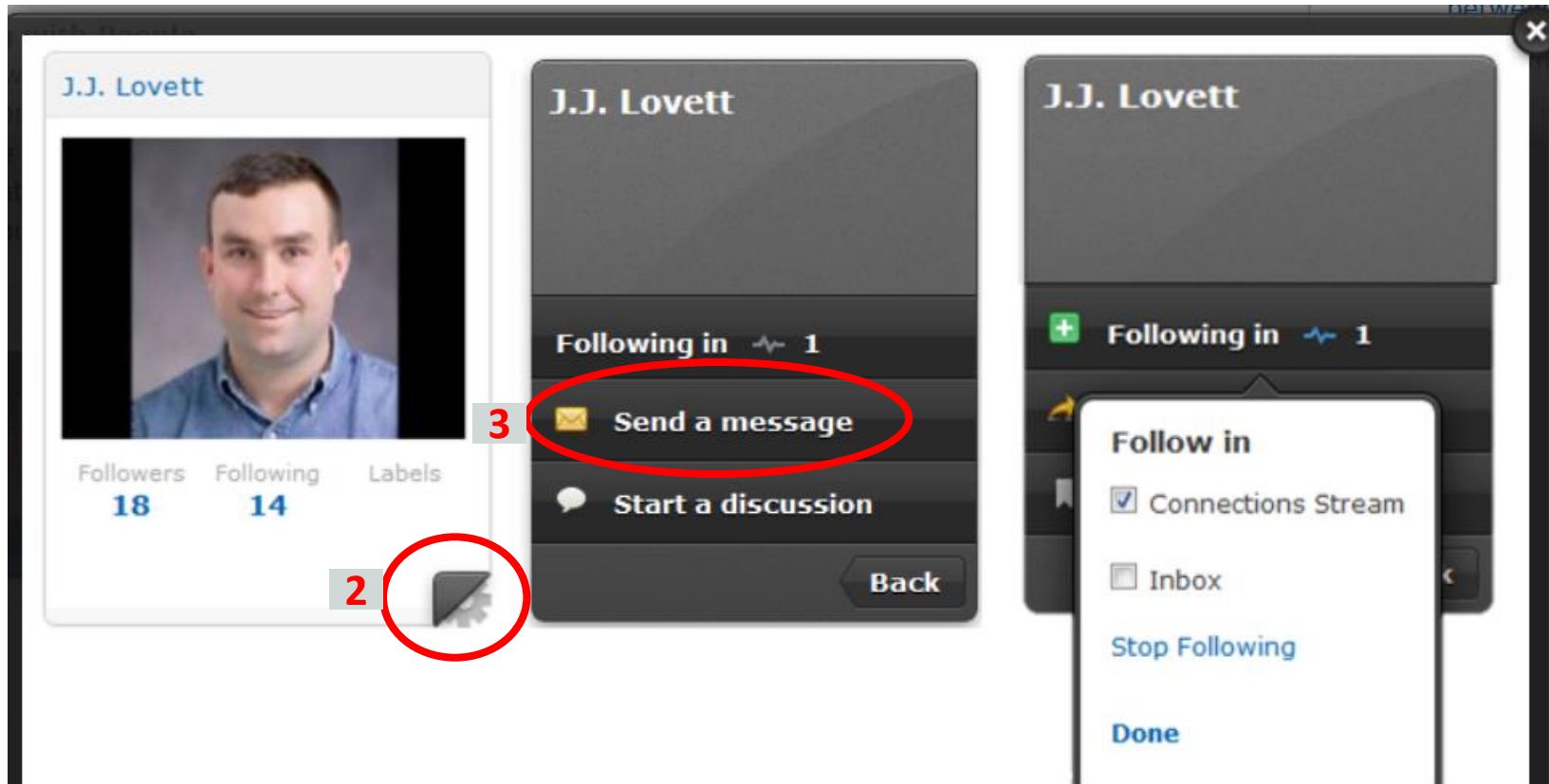
Get involved in the user group activities (as User Group member, or Board member)

- 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, ...

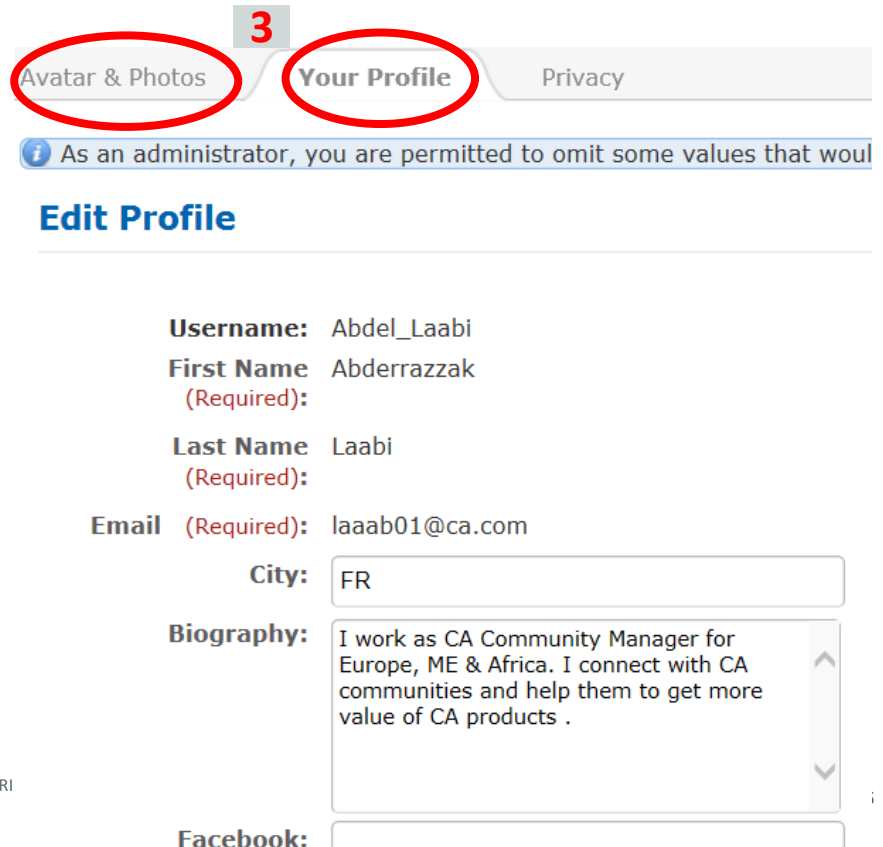


1

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

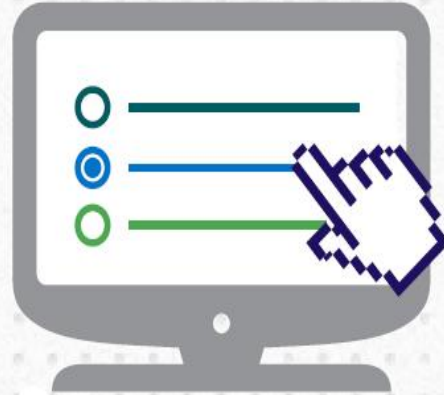
Biography: I work as CA Community Manager for Europe, ME & Africa. I connect with CA communities and help them to get more value of CA products .

Facebook:

Ideation : Submit & vote for Product Enhancement ideas



Submitting ideas
for product
enhancements



Voting on and discussing
ideas from other
community members



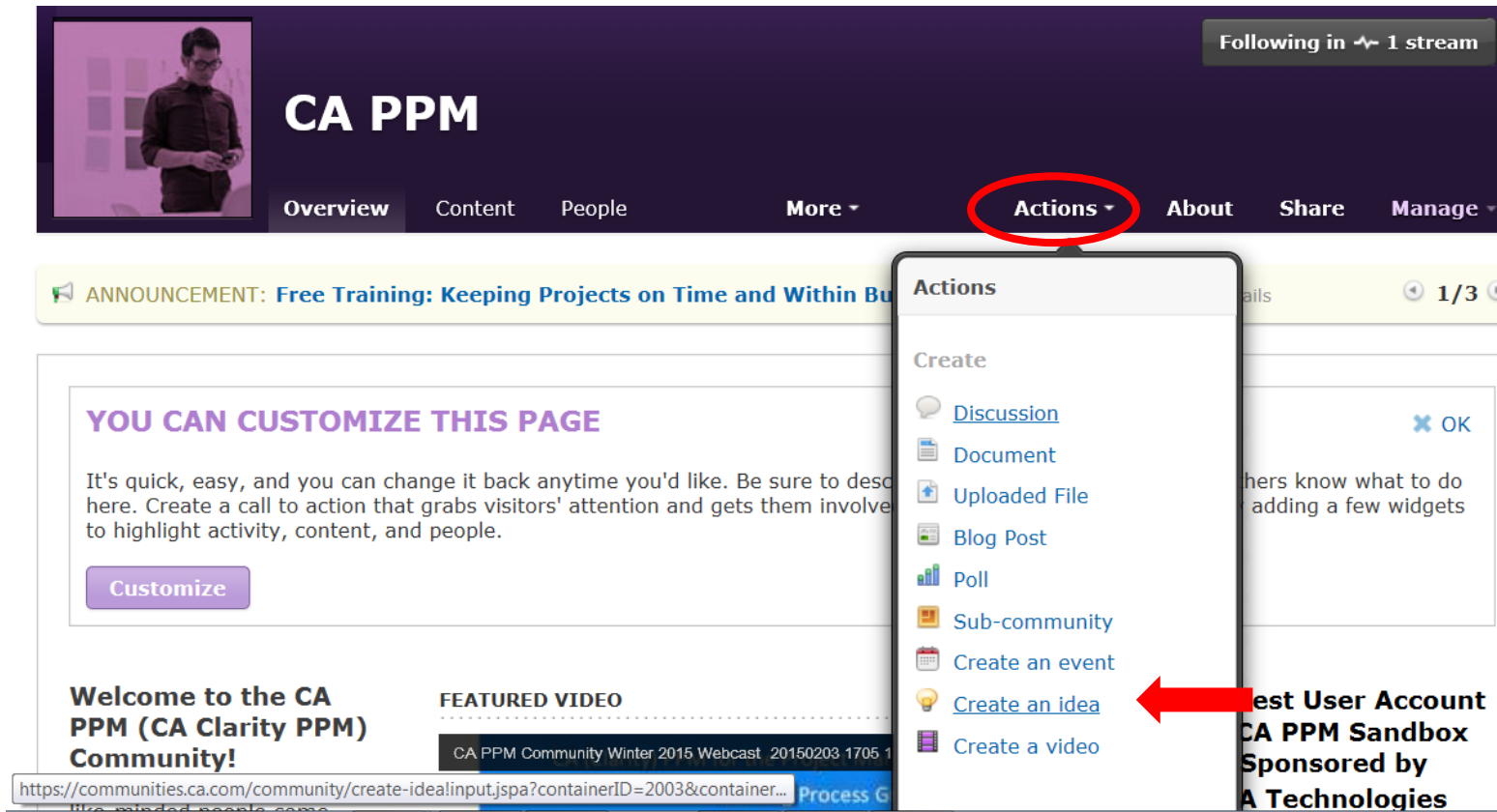
Opting into product validation
programs to test incremental process
and provide feedback that will
influence the next software iteration



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 tabs for 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 'Create' dropdown menu with options: 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 bottom of the page includes a 'Welcome to the CA PPM (CA Clarity PPM) Community!' message and a 'Test User Account CA PPM Sandbox Sponsored by A Technologies' link.

Following in 1 stream

CA PPM

Overview Content People More Actions About Share Manage

ANNOUNCEMENT: Free Training: Keeping Projects on Time and Within Budget

YOU CAN CUSTOMIZE THIS PAGE

It's quick, easy, and you can change it back anytime you'd like. Be sure to describe your idea here. Create a call to action that grabs visitors' attention and gets them involved to highlight activity, content, and people.

Customize

Welcome to the CA PPM (CA Clarity PPM) Community!

FEATURED VIDEO

CA PPM Community Winter 2015 Webcast 20150203 1705 1

Actions

Create

- Discussion
- Document
- Uploaded File
- Blog Post
- Poll
- Sub-community
- Create an event
- Create an idea
- Create a video

Test User Account CA PPM Sandbox Sponsored by A Technologies

<https://communities.ca.com/community/create-idea!input.jspa?containerID=2003&containerID=2003>

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's profile 'CA PPM' is shown with a profile picture and a 'Following in 1 stream' badge. Below the profile, there are navigation tabs: 'Overview', 'Content' (highlighted with a red circle and a '1'), 'People', 'More', 'Actions', 'About', and 'Manage'. A yellow announcement banner is visible below the tabs. The main content area is divided into a left sidebar and a right main panel. The sidebar contains 'Categories' (CA Agile Planning, CA Executive Playbook, CA PPM) and 'ACTIONS' (Start a discussion, Upload a file, Write a document). The main panel shows the 'All Content (11410)' view. A toolbar at the top of the main panel includes icons for document, calendar, chat, bar chart, lightbulb (highlighted with a red circle and a '2'), filmstrip, and calendar. Below the toolbar, there are filters for 'All stages', 'Type to filter by text', 'Filter by tag', and 'Sort by score'. The main content area displays a list of ideas in a table format.


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

[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](#)

[f](#) [t](#) [e](#) [in](#) [+](#) **0**

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

ca
technologies

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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