

Programmer Worklist Workshop Agenda



CREATING A WORKLIST

CREATING A WORKLIST FOR A PROJECT TASK USING THE STRPWM COMMAND

- Creating a new list from the command*
- Adding a Worklist*
- Adding Items To The Worklist*
- Adding a new item*
- Adding items from PDM*
- Adding items from TurnOver's Cross-Referencing*
- Adding items from Hawkeye or Abstract/Probe*
- What you see on the worklist*
- Setting Filters*
- Setting Session Defaults*
- Worklist Options*
- Worklist Function keys*
- Changing a Worklist Item*
- Deleting a Worklist Item*

WORKING WITH THE WORKLIST

CHECKING OUT AND RESERVING OBJECTS

- Interactive Checkout*
- Batch Checkout*

WORKING WITH SOURCE AND OBJECTS

- Editing Source*
- Browsing Source*
- Compiling and Creating Objects*
- Using Screen Design Aid and Report Layout Utility*
- User defined options*
- Testing your changes in development*
- Making Timesheet entries*
- Updating task information*
- Changing the active worklist*

WORKING WITH FORMS

- Creating a TurnOver Form*
- Changing Form Defaults*
- Changing a Line*
- Adding Comments, Lock Checks and Commands*
- Form Exit Options*
- Running a Form*
- TurnOver Log Report*
- Testing and Acceptance*
- Copying a Form*
- Approving a Form*

ADVANCED TOPICS

- Changing a worklist*
- Assigning multiple programmers to a worklist*
- Copying a worklist*
- Deleting a worklist*
- Adding items to a worklist*
- Copying/Moving Items from One Worklist to Another*
- Working with Message ID's*
- Working with IBM i Menus from a worklist*
- Source Compare*
- Source Merge*
- Adding Lock Checks to Forms*
- Send Form Completion Messages*
- Overriding Create Commands from a Worklist*
- Using Pre/Post Run Commands from a Worklist*
- Adding Commands to Forms*
- More about Forms*
- Submitting a Group of Forms*
- How do Form Groups work?*
- Create and Submit a Recovery Form*
- Restarting a Failed TurnOver Job*
- User-defined options*

USING RELATED APPLICATIONS

- Working with multiple versions*
- Resolving version conflicts*
 - Conditions that cause conflicts:*
 - Building a form with unresolved conflicts*
 - Approving forms with version conflicts*
 - Submitting a form with unresolved conflicts*

MANAGING ILE OBJECTS

- Creating ILE objects from a single source member*
- Setting up the Type Codes*
- Converting the Source to ILE*
 - Mass changes*
 - One at a time*
- Deleting the obsolete source*
- Creating ILE modules, service programs and programs*
- Setting up the Type Codes*
- Testing your changes in development*
- Worklist Commands*

TurnOver Administrator Agenda



OVERVIEW

Change Management Methodology
Overview Of Application
Role Of The Turnover Administrator

ENROLLMENT INTO TURNOVER

Turnover Authority
Application Authority
Enrolling Programmers In Turnover
Enter Programmer Information

APPLICATION DEFINITION

The Work with Application Definition panel
Create an application definition
Application description
Application Authorized Users
The Define the Application panel
Application Defaults and Rules
Application Project Defaults
Application Library Defaults
Application Form Defaults
Application Line Defaults
Application Type Codes
Authorized Users
Application Distribution Defaults
Application Approval lists
Form Completion Messages
Application Relationships
Version and stamping defaults

REPORTING

Overview
Application-Reports

UTILITIES

Setting Global TurnOver Defaults
Display Current Release Level
Set Source Compare Utility Defaults

HOUSEKEEPING

Deleting a User from TurnOver
Purge TurnOver Data
Submit Archive Source Save
Reorganize TurnOver Files
Archive Objects To Off-Line
Looking Up and Restoring Object Authorities

ADVANCED TOPICS

Distribution Overview
Define Your Computers To Turnover
Application Distribution Defaults
Related Applications
Object History
Object History Overview
Work With Object History
Working With Turnover Type Code Definitions
Defining User-Defined Parameters
Using The Emergency Application Method

TARGET AUDIENCE

Change Management Administrator
CM Administrator backup
Programmers that will advise on setup of CM

TurnOver Project Administration Agenda



OVERVIEW

- Project Management*
- User Roles*
- Review and assign tasks*
- Organize your projects*
- Automate reminders with escalation queues*
- Improve internal communications on projects*
- Tie working projects to change requests*
- Track time spent on tasks and projects*

PROJECT ADMINISTRATION

- Enrollment*
- Project authorities based on roles*
- Managing control files*
- Status reporting and management*

PROJECT CONTROL FILES

- Overview*
- User defined Fields*
- Customizing Control Files*
 - Task Type Codes*
 - Timesheet Categories*
- Resources*
- Requesters*
- User-Defined Fields*
- Project Entry Masks*
- Project Report Masks*
- Email Messages*

PROJECT ADMINISTRATION

- Project description*
- Project details*
- User-defined fields*
- Valid applications*
- Valid resources*
- Valid status codes*
- Task defaults*
- Authorized users*
- Personality defaults*
- Wise Desk Dynamic Update*

ESCALATION TABLES

- Create escalation tables for messaging*
- Complete message formatting*
- Identify any timers that need to be in effect*
- Test email messaging*
- Test project workflow including escalations and messaging*

REPORTING

- Overview*

TARGET AUDIENCE

- Project Administrator and backup*
- TurnOver Administrator and backup*
- Helpdesk manager*
- Point person(s) for Development Staff*