



USER GUIDE

How to upload a Reusable Component?



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1 Introduction

This is a guideline document that will assist users in uploading Reusable component document.

1.1 Purpose and Scope

- **In Scope**
This guideline document is for all users who to contribute or upload any reusable component
- **Out of Scope**
Users who doesn't have access to VAL portal

1.2 Intended Audience

All VAL Users

2 General Document Information

2.1 System Overview

VAL-Vodafone Asset library is the one-stop shop for all Knowledge Management activities across TSS, where users can come together to contribute, share, collaborate and use various knowledge articles in their day-to-day work. This portal can store big data like audio and video files apart from the normal documents.

2.2 Authorized Used Permission

All VAL Users

2.3 Points of Contact

Admin-tssc-VAL@vodafone.com

3 Acronyms

Term	Definition
VAL	Vodafone Asset library

4 Describing the System

4.1 Key Features



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NA

4.2 Environment

NA

5 Installing, Starting and Stopping the System/Tool

Login to VAL by typing <https://vodafoneassetlibrary.vodafone.com>

5.1 Access Control

Anyone who have access to VAL will be able to contribute any Reusable component. Having basic VAL access is a pre-requisite.

5.2 User Access Levels

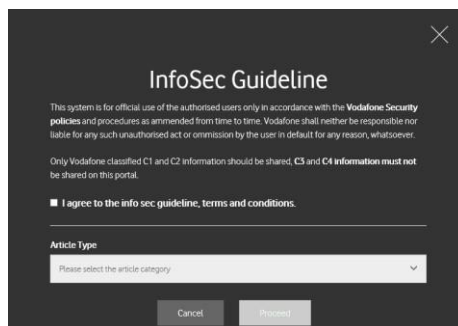
NA

6 Step by Step Instructions for using the system/Tool

- Begin sharing your knowledge, with your colleagues, by using the contribute feature of VAL. Click on contribute button at the home page to get started.



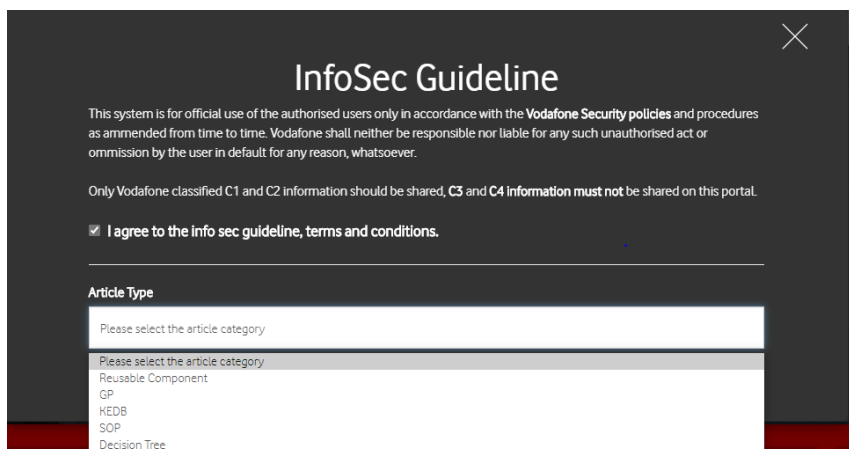
- The content to be uploaded has to follow the InfoSec guidelines, and the author needs to ensure, that the information shared doesn't fall into Vodafone classified C3 and C4 categories.





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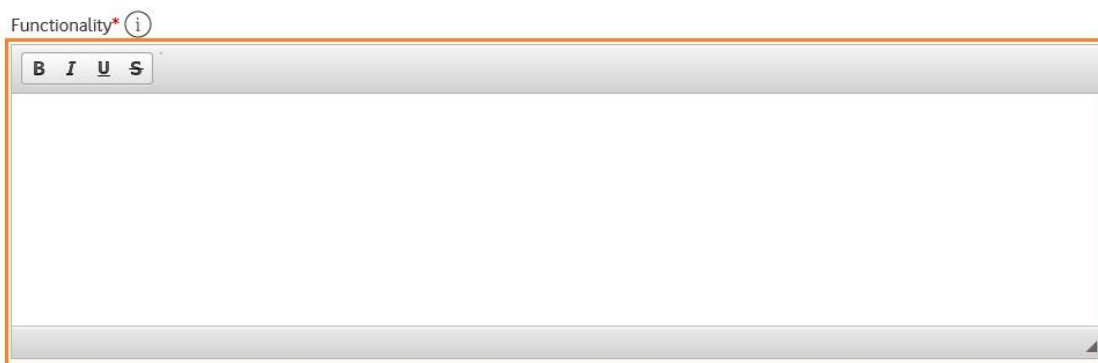
- Select the article category where you want to contribute your article,
 - To upload a script, click on the automation category from the article type dropdown.



- Reusable component form is now open
 - Enter the name of the script / Code you are sharing.

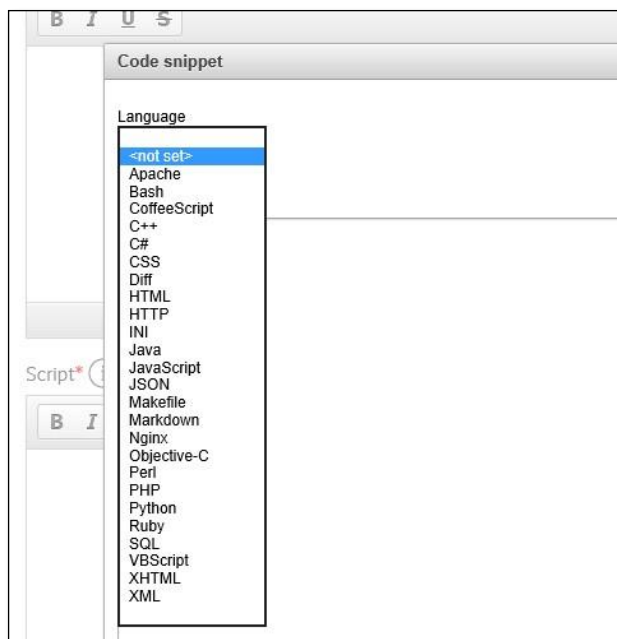


- Next provide a vivid description about the script, explaining what it does and how it should be used.



- In the scripts field, click on the insert code snippet, followed by selecting the correct code language available in the drop down





- You can type in or paste the code in this space. Ensure that the script follows the coding standards and the scripting guidelines. (Refer IQMS portal for details about Coding standards and Scripting guidelines)
- In the keyword field, add specific keyword t to make your article more searchable. You can add multiple keywords separated by commas



- Tag the article as per its relevance for centre, service line, service name, technology and entity

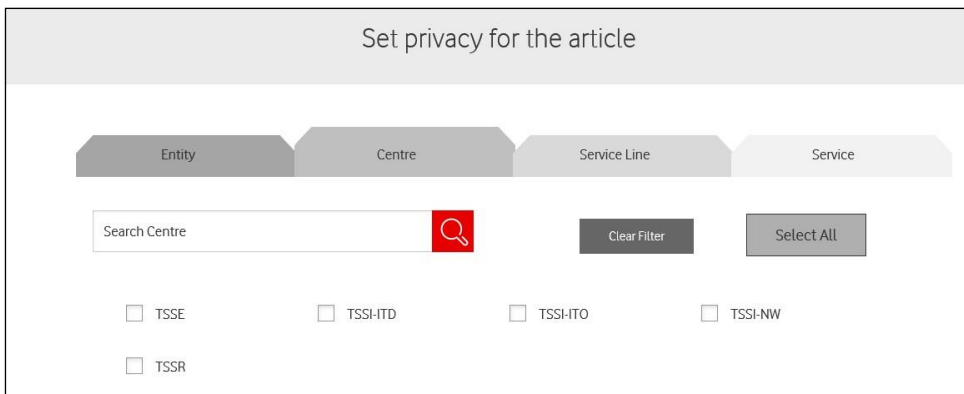
Properties

Center * (i)	Service Line * (i)
<input type="text" value="Technology_VOIS"/>	<input type="text" value="Tech-VI-SWEngg-BizX"/>
Service Name * (i)	Technology * (i)
<input type="text" value="Business Excellence"/>	<input type="text" value="Other"/>
Entity * (i)	Share privately (i)
<input type="text" value="India"/>	<input type="button" value="Set Privacy"/>
Project Name (i)	
<input type="text"/>	



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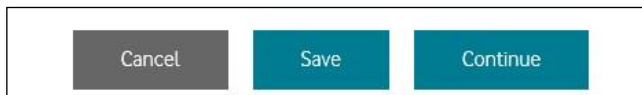
- The privacy option available here, allows you to restrict the view of the article. But we encourage you, to share your knowledge with everyone and not restricting them to a smaller audience.



- Use the browse button to upload attachments



- You need to save your article by clicking on save button.



- To process the article, press continue.
- Preview your article to see how anyone accessing it will see it. To edit the article, click on the back button.



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Preview

Name of the Component

avishek misra

Modified on: 04/07/2019 12:36 PM

Article Type
 Reusable Component

Functionality
 Test

Script
 Test

Attachments

Created on
 04/07/2019 12:36 PM

Entity
 India

Center
 TSS

Service Line
 TSSI-ITD-BizX

Service
 Business Excellence-KM

Technology
 Other

Keywords

- Click on submit when you are sure.

7 Revision History

Document Owner: SharePoint Team

Version No	Date of Revision	Description Of Change	Reason for Change	Affected Sections	Author/Modified By	Reviewed /Approved By
0.1	5.11.2018	Created the first draft	NA	NA	Sayan.banerjee@vodafone.com	Navin.verma02@vodafone.com



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1.0	07.4.2019	Updated the Point of contact in 2.3. Updated	Changes due to change in tool name	2.3 and 6	Avishek.misra@vodafone.com	Shashikant.Dubey2@vodafone.com Navin.verma02@vodafone.com
		contribute image and preview image in Point 6.				
2.0	27.11.2020	Updated section 1.2, 2.2, 3, and 6	Changes due to new development	Updated section 1.2, 2.2, 3, and 6	Avishek.misra@vodafone.com	Shashikant.Dubey2@vodafone.com Navin.verma02@vodafone.com