USER GUIDE

How to upload Decision Tree Article?

Document ID   GL-User Guide
Version Date   27.11. 2020
Version   2.0

Table of Contents

1   Introduction

This is a guideline document that will assist users in uploading and viewing Decision Tree articles in VAL.

1.1   Purpose and Scope

- In Scope

  This guideline document is for all users who can contribute or upload any Decision Tree article

- Out of Scope

  Users who doesn't have access to VAL portal

Document ID   GL-User Guide
Version Date   27.11. 2020
Version   2.0

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-today 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 users who have access to the portal.

2.3   Points of Contact

Admin-tssc-VAL@vodafone.com

3   Acronyms

Term	Definition
DT	Decision Tree

4   Describing the System

4.1   Key Features

NA

4.2   Environment

NA

5   Installing, Starting and Stopping the System/Tool

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

Technology Shared Service Centre
Integrated Quality Management System (IQMS)

5.1   Access Control

Anyone who have access to VAL will be able to contribute any Decision Tree article. Having basic VAL access is a prerequisite.

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.
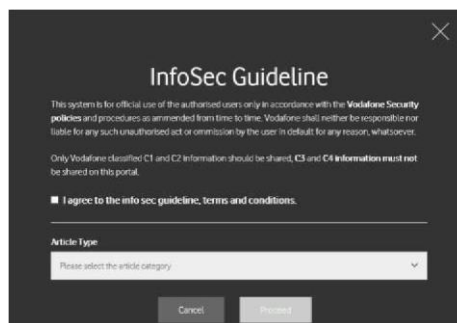
- Select the article category where you want to contribute your article,

- To upload Decision Tree article, click on the Decision Tree category from the article type dropdown.

- Decision Tree contribution form is now open

- Enter the name of the article you are sharing. The title should help in easily recognize the problem this decision tree will help to resolve.
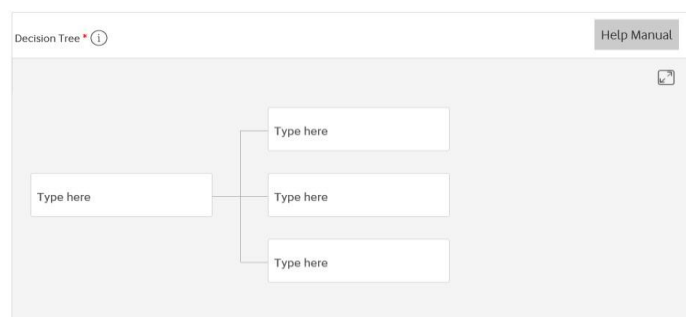

- In the description field, provide a vivid description about the Decision tree, explaining what it does and how it should be used.
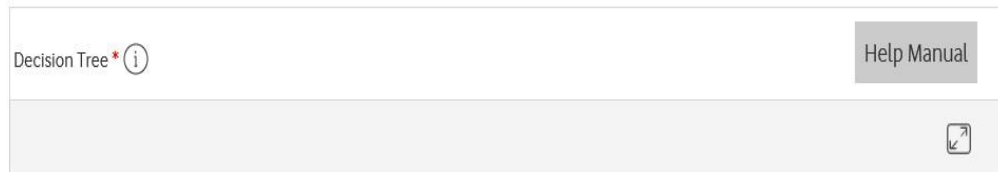

- Next in Decision Tree field provide your inputs in the parent and child nodes.


- You can expand the Decision Tree section field, through the expand arrow to create your inputs in the nodes in the expanded view option for greater convenience. You can refer to "Help Manual" for quick check on how to fill the fields.

Technology Shared Service Centre

- Each parent node can have a maximum of ten child nodes and user can add multiple levels to the Decision Tree. User can add more child node by clicking on the plus sign. In Decision Tree field user will provide his inputs in the first node stating the problem statement. The subsequent child node will have the different solution and options to resolve the user's problem
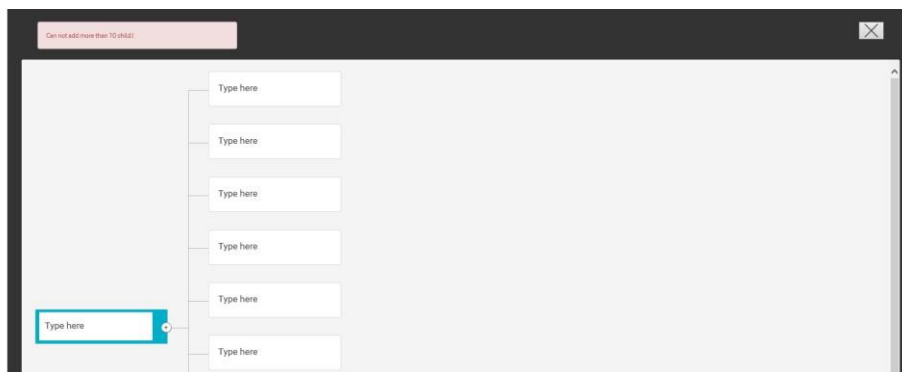
- Next in Decision Tree field provide your inputs in the nodes. Each node has 4 options which are visible by selecting the node. These options are Link, Attach, Move and Delete.
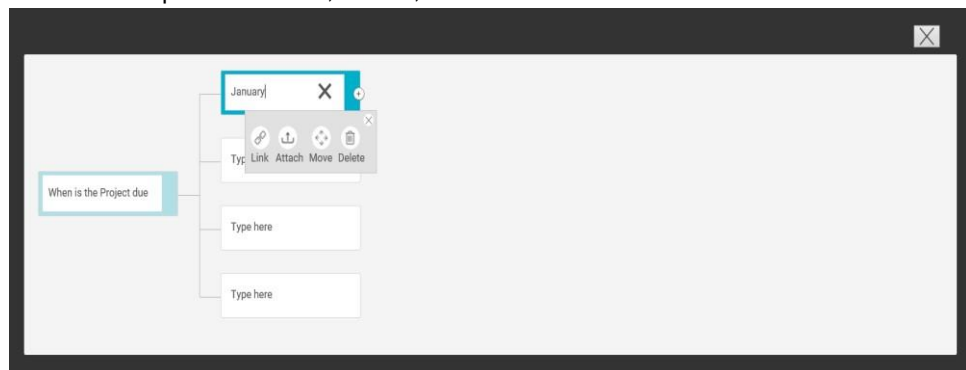
- Link option is used to hyperlink which can be referred for more information for the solution mentioned in the node. In Link, you can link the node with the website. When you click on Link, it becomes active and you can type or paste the website address.

Technology Shared Service Centre
Integrated Quality Management System (IQMS)
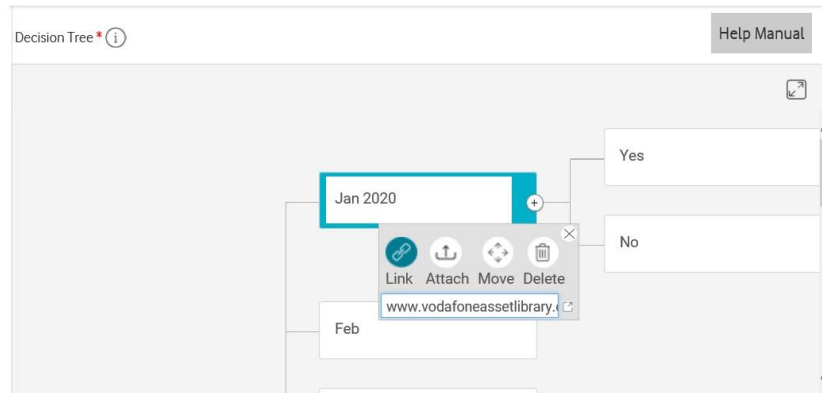
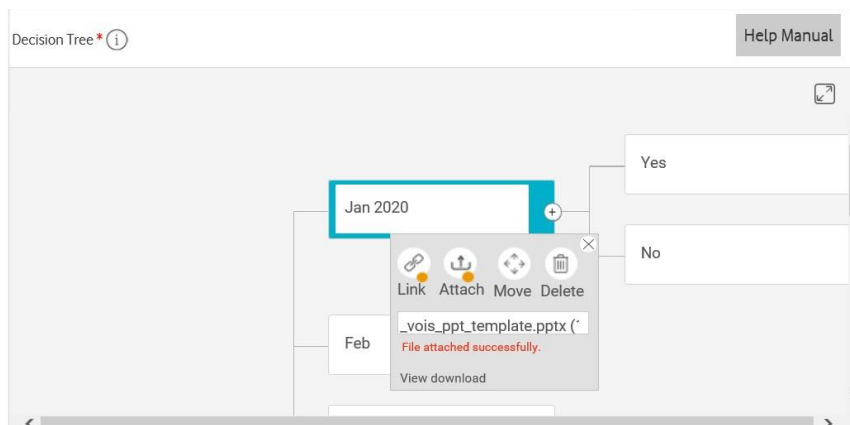- In Attach, you can attach the node with your attachment. When you click on Attach tab, it becomes active and you can browse the file you want to attach.

- By using move option you can move the selected node from an existing parent to any other parent node in the tree. Below is an example of move option. In the first screenshot the project due is mentioned followed by the respective month. In the second screenshot option "April" tab is moved and added to the node after January. This is how you can move the tab.

Document ID   GL-User Guide
Version Date   27.11. 2020
Version   2.0
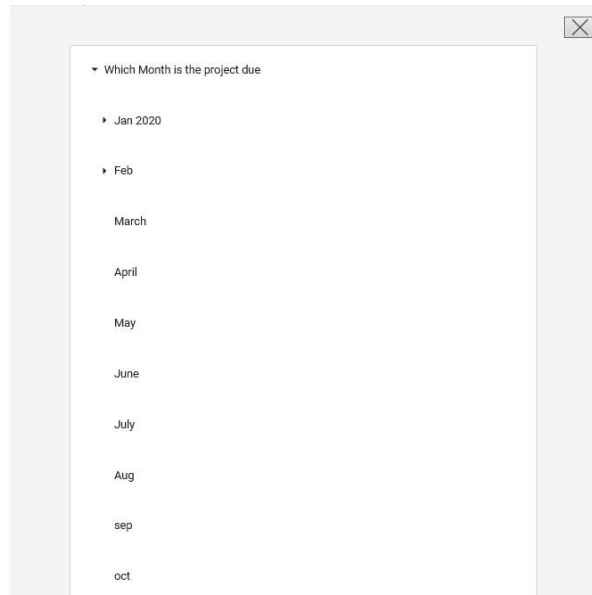
- Delete option is used to delete the selected node. All connected child nodes will get deleted if you delete any parent node. In case you do not want to delete the child node, then move the child node to the appropriate place by using move option, before deleting the node.
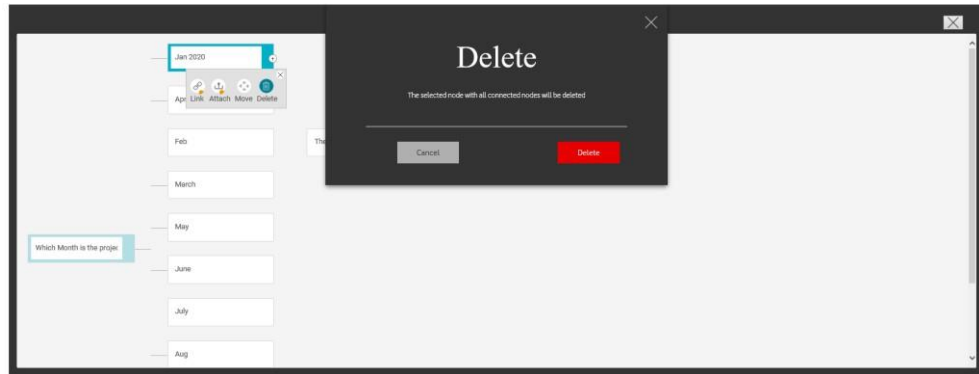
Document ID   GL-User Guide
Version Date   27.11. 2020
Version   2.0

- 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 center, service line, service name, technology and entity

- 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.

Document ID   GL-User Guide
Version Date   27.11. 2020
Version   2.0

Set privacy for the article

| Entity | Centre | Service Line | Service |

Search Centre

Clear Filter   Select All

☐ TSSE   ☐ TSSI-ITD   ☐ TSSI-ITO   ☐ TSSI-NW

☐ TSSR

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

Cancel   Save   Continue

- 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.

Preview

When is Project Due

avishek misra

Article Type
Decision Tree

Description
When is the project due. We are ascertaining the date when the project needs to be delivered.

Decision Tree
● Total Nodes Ahead   ● Child Nodes   ● Levels Ahead

March

When is the Project...   April

May

Modified on
27/02/2020 06:21 PM

Created on
27/02/2020 06:21 PM

Entity
India

Center
TSS

Service Line
TSSI-ITD-BizX

Service
Business Excellence-KM

Technology
Other

Keywords
Project

Back   Submit

- Click on submit when you are sure.

- Once the Decision Tree article is approved and published, this is the preview of how the article will look like when viewed.

Technology Shared Service Centre

Document ID   GL-User Guide
Version Date   27.11. 2020

Version   2.0

- In the Decision Tree article you can search the nodes with the keyword. This search with keyword will take you to the node, and you can decide whether the Decision Tree have your problem solution.

Technology Shared Service Centre
Integrated Quality Management System (IQMS)
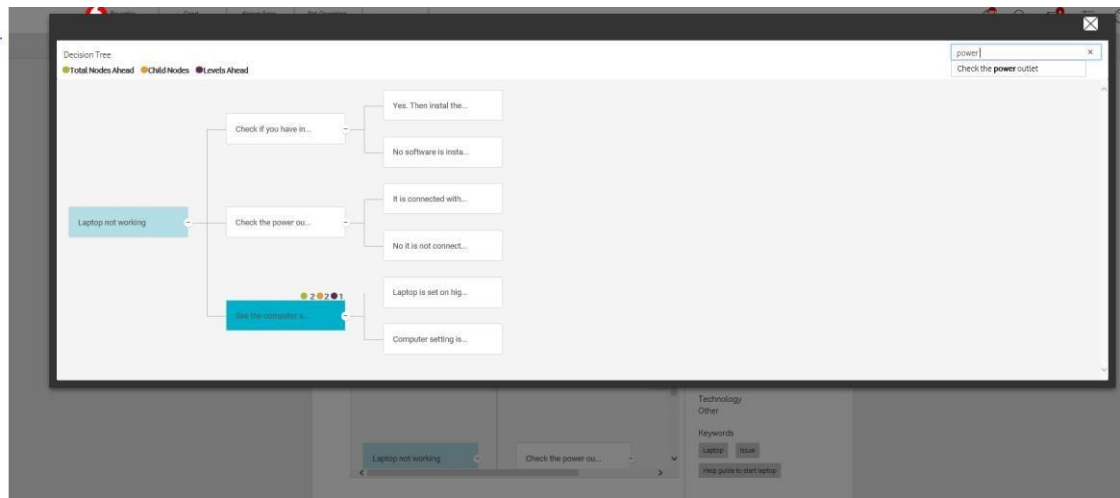
7   Revision History

Document Owner: VAL Team

Version No	Date of Revision	Description Of Change	Reason for Change	Affected Sections	Author/Modified By	Reviewed /Approved By
New	17.02.2020	Created the first draft	NA	NA	Avishek.misra@vodafone.com	Shashikant.Dubey2@vodafone.com Navin.verma02@vodafone.com
2.0	27.11.2020	Updated 1.2, 2.2,3.	Changes due to new development	Updated 1.2, 2.2,3.	Avishek.misra@vodafone.com	Shashikant.Dubey2@vodafone.com Navin.verma02@vodafone.com