**Using Sheffield Management**
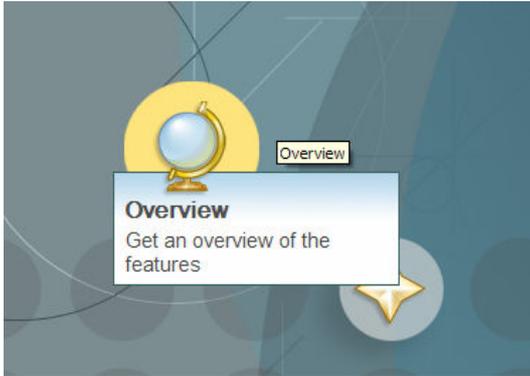
**Logging in**

To use Sheffield Management you must first start Eclipse. If this is the first time you have started it, and occasionally at other points then you will be presented with the welcome screen.

To get started click on the Globe icon, when you hold the mouse over icon it will show "Overview". (see left)

In the overview screen at the bottom left (by default) you will see "Sheffield Management".

If the welcome screen is not showing, In the "window" menu select "show view" then "other" and in the list in the new dialog, "University of Sheffield" and then "Sheffield Management".

If the window that appears fills the screen double click on the tab (not on the X) and it should now be about the width that you see to the left.

You should have received an email (to your university account) containing your password, use this email address (capitalised as in the email you received), and the eight character password. (There is currently no way to change you password.) Click on "Login" to proceed. OR click on "Summary View" to get a read-only view of your whole team.

If you ever forget your password, enter your email address and click on "Send Password" a new password will be sent to your email address. You can change the password when you log in.

Under the login information is an announcement area. Check here for information about new versions of the software and other important notices

At all times when the Sheffield Management tab is open, there is a window at the bottom which allows you to launch the help and log out. Clicking on "log out" will return you to the login screen.

Many screens include a printer button (see left). Click on this to make a hard copy of data which is open. The icon to the right copies the data to the clipboard in Media WIKI format (http://www.mediawiki.org).
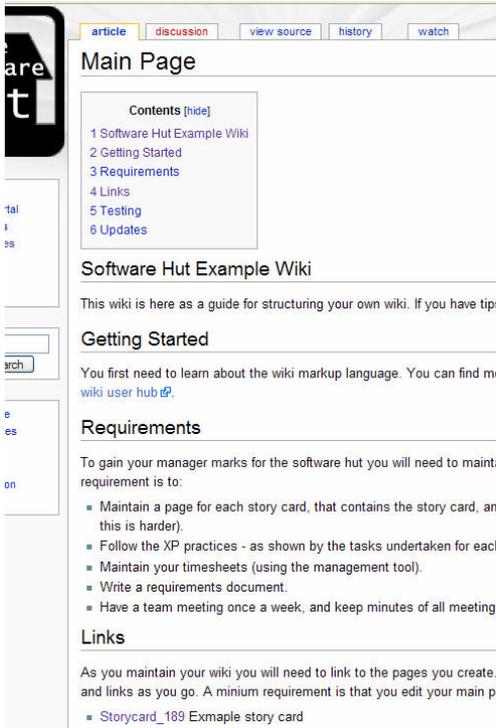
**Using the Wiki**

In this version of Sheffield management we have integrated a wiki for your use. Many of the things you edit are automatically copied to the wiki. You will also notice that some of your settings for the wiki in the preferences are automatically set, please don't edit these.

To view the wiki click the "wiki" button or go to:
*http://ext.dcs.shef.ac.uk/~u0017/COM3420/2007/hutXX*
Where XX is your team number. Your username is the part of your email address before the @ symbol and your password is the same as the one set for Sheffield Management.

For some help on using the wiki, you can visit the test wiki at:
*http://ext.dcs.shef.ac.uk/~u0017/COM3420/2007/team1*
With username: user1 and password: pass8word.

Your wiki will be automatically updated with the story cards, diary entries, meetings, and timed tasks that you record using the management tool. This is done by inserting special tags into the pages. If you wish you can copy these tags onto different pages, to organise your wiki in a better way.

If you find that for some reason a diary entry or item recorded using the timer tool does not arrive on your wiki automatically, please click the "publish diary to wiki" button, this will re-write all of the entries.

Story cards can be re-written using the "send to wiki" button on the story card page. If the story card pages on the wiki get jumbled up with tasks above the card, edit the page, work out which tag relates to the card, and more it to the top of the page.

## Using the diary

When you first login you will see a diary screen like that to the left, containing no entries.
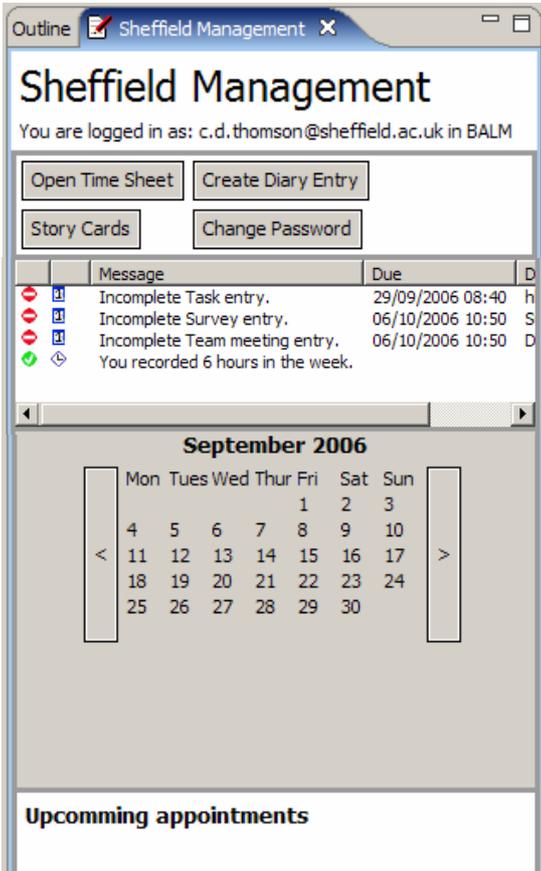
The top banner shows who is logged in, so if you share a PC between two users remember to log out before you use the other features.

If you are a member of several teams, then your appointments for all teams will be shown in the diary, but when you create new diary items, they will be attached only to the team which you currently have selected (in the case opposite team "BALM").

At the top of the screen are four buttons which allow you to edit your time sheet, create new diary entries, edit story cards and change your password. Under this is a list which will remind you to complete tasks which you have missed. Below is a calendar which shows the current month, the buttons on the side allow you to change months. At the bottom is list of your appointments over the next seven days.

When you have entered a few appointments in the diary these will appear as shown opposite.

- On the 19th, the date is underlined, showing an entry that has been completed in the past.
- On the 20th, the date has a red background showing that there is an uncompleted entry in the past on this day.
- Today is the 21st, one entry has been completed and one not. This means a red background is used. The list of entries at the bottom shows which is completed by a green tick, and a no entry sign is used for those not completed.
- On the 22nd, there is an uncompleted entry, in the future. This is denoted with a white background and an yellow exclamation mark.

To edit any of these entries you would first click on the date in the calendar view, and then the entry itself in the list at the bottom.

*Sometimes we will insert items directly into your diary as a reminder. These will have some of the editing options disabled.*

**Creating and editing a new diary entry**

If on the main screen you click "Create diary entry" then the new diary entry window will appear.

There are currently two types of diary entry: "*Task*" which you should use to assign tasks to each of the team members (such as completing a document, or implementing a requirement); and "*Meeting*" which you should use to record a meeting, either as a team or with your client or one of the lecturers.

*If you want to suggest a new type of entry please email us your request (details at the end of this document).*

Diary entries can be personal to yourself, made to selected team members *(remember to include yourself if you want to be able to see the entry)*, or your whole team. To select multiple team members hold down *shift* whilst clicking on the second and subsequent members.

Click "Next" to continue with the diary entry or "Cancel" if you change your mind.

*Once you click next these settings will be saved and you will not be able to edit them at a future date.*

Next you define the date and time, in the case of tasks this should be the deadline, and for meetings the time of the meeting.

Use the description to describe the purpose of the meeting, or the work to be done for the task. It should be detailed enough for somebody not in your team to know what you are planning to do.

The comments should be used for your notes about this entry. Everybody who can see this entry can also make their own comments. These will also be visible (but read only) to everybody who can see the entry.

The completed checkbox should be checked once this task is complete.

*The checkbox cannot be unchecked once complete – in this case create a new diary entry.*

The buttons allow you to "add" or "cancel" the creation of this entry, "delete" behaves the same way as cancel. If this is a "meeting" entry then the "Edit minutes" button will be present. This is how you create the minutes, or written record of your meetings.

**Editing an old diary entry**

Old diary entries are edited in a very similar way to new ones. To edit a diary entry click on the name of the entry in the summary view on the main page.

The same editor is used as for the Add/Create diary screen, however here the "add" button is replaced by "update" and the "delete" button will delete the diary entry that you are editing.

In the first screen shot of the editor you are able to change the date, time and description of this entry. You are able to do this whenever a member of your team created this entry. If the entry was made by somebody else (possibility one of lecturers) this functionality will be disabled. This is shown in the second screen shot. In this case you are still able to add comments and mark the entry as complete, and in the case of meetings add a set of meeting minutes.

Under the description of the entry you will find a copy of the comments that each of your team members have made against this entry. This is especially useful if you are unable to edit the description.

**Time sheet editor**

< February 2008 (week 6) >

| | Mon 4 | Tue 5 | Wed 6 | Thu 7 | Fri 8 | Sat 9 | Sun 10 |
|---|---|---|---|---|---|---|---|
| Team meeting | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Lectures | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Writing the minutes | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Checking the minutes | 0 | 0 | 0 | 0.0 | 0 | 0 | 0 |
| Writing a story card | 0 | 0 | 0 | 0.0 | 0 | 0 | 0 |
| Checking a story card | 0 | 0 | 0 | 0.0 | 0 | 0 | 0 |
| Writing a test | 0 | 0 | 0 | 0.0 | 0 | 0 | 0 |
| Checking a test | 0 | 0 | 0 | 0.0 | 0 | 0 | 0 |
| Writing some code | 0 | 0 | 0 | 0.0 | 0 | 0 | 0 |
| Testing some code | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Writing documentation | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Checking documentation | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Tool configuration | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Checking tool configuration | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Editing images | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Checking images | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Write XXM | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Check XXM | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Close

## Filling in a time sheet

You are required as part of your module assessment to keep an individual weekly time sheet for your project during the module. We provide you with an electronic time sheet to make this as quick and easy as possible.

*If you have any suggestions which you feel would make it easier to record your time sheet please email us.*

You open the time sheet by clicking on the "Open time sheet" button on the main page. The time sheet shows a week to a view, with the current week (Monday-Sunday) shown when first opened (see left). To change the week, use the left and right buttons on either side of the date. *The week number corresponds to the week of the year, not the semester week.*

Each column in the view represents one of the days as listed at the top, each row an activity that you will perform as part of your project. The white boxes contain the amount of time in hours that you have recorded for that activity on that day. You may if you wish use a decimal part to define parts of hours so 0.5 would be half an hour (30 minutes) and 0.25 a quarter (15 minutes). However we recommend that you always round up to the nearest whole hour. Entries to the time sheet are automatically saved when you leave the entry field.

The items should be self explanatory. If you are at all unsure please ask your manager which one to use.

*If you feel you have undertaken an activity which does not fit into the categories mentioned please email us your idea.*

**Meeting minutes**

You will be assessed on the meeting minutes that you produced for each of you meetings. These are created by clicking on the "add minutes" button in a meeting entry in the diary.

The meeting minute's editor works around the outline of the document you are producing. We have pre-set the sections to help you structure the minutes. They are:
1. *Present*: Use to record who attends the meeting, the chair person and the secretary.
2. *Story*: Use to record a discussion about a new or revised story (feature). You need to identify the person/s who suggested the change or new story, the new story card (which you must enter first) and the task created to implement the story (which you must enter first).
3. *Bug*: If you find a bug in the system after a task to implement the related story is completed, and the bug does not require a revision to the story use this section. Select the story/s affected by this bug, the identifiers and tasks created to fix this bug.
4. *Team problem*: If you encounter a problem to do with your team or members in it use this section. This could involve a member missing a deadline, or somebody finding that they don't know how to do something. Please identify who raised the issue, any story/s affected and any tasks created to fix this issue.
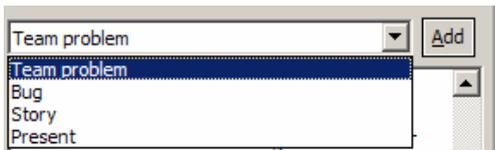
You can add these by clicking the down arrow in the combo box. Click "Add" to add a new section to the bottom of the list. *WARNING – sometimes this takes up to 30 seconds*. To remove a previously inserted section, click on the small black arrow to the right of the title and select delete from the menu. This menu also allows you to move sections up and down the list.

To fill in the required data for each section, click on the black arrow to the left of it. A popup menu will appear containing valid items, you may select more than one for most items by making repeated selections. You can remove items by selecting them a second time.

Use the free text below the section heading to describe the discussion you had as a group about this topic. You should note: the details of the issue; any options you considered; and your final conclusions.

Clicking close will take you back to the diary entry that you were viewing before editing these minutes.

**Story card editor**

19 New Story ▾ | Add new

Unique ID: 19
Priority: 0
Version: 0

New Story

Description:

Tests:

NF Tests:

Close

**Adding stories**

Stories can be edited in the story card editor. Initially most of the boxes are greyed out, to add your first story click on "Add new". The unique ID will be blank and will be calculated when the story is saved (either when you move to another story, or exit the editor). Each story you create should take no-longer than two weeks to implement.

To move between stories, once two or more are created, select them in the combo box at the top of the editor. Their details will then be displayed below for editing. *Note that the unique ID is set by the system and is not user editable.*

Use the priority box, to set the priority of this story (i.e. how important it is to the customer) on a scale of 1 to 1000, where 1000 is the highest priority. You can do the same with the version indicator, this should be used to note any major revisions made to the story card.

The description should contain the details of this story. It should contain enough detail for somebody to understand the process that the user wants to follow. So for example:
" *Add user:*
*A new user clicks "join" on the main screen, the register screen is displayed, where the user enters their preferred username and password. The user clicks on "submit", if the user name is available the user is added to the database, and the main menu is shown, otherwise the register screen is redisplayed and the user is prompted to select a new username."*

The tests should describe how you plan to test this, including any unusual cases the client requires for example:
"*Test 1: initialise the database, register 'blogs', confirm the menu screen appears.*
*Test 2: register 'blogs', confirm that the user is prompted for a new username.*
*Test 3: register 'Mrs Blobby' confirm that the menu screen appears and is coloured pink."*
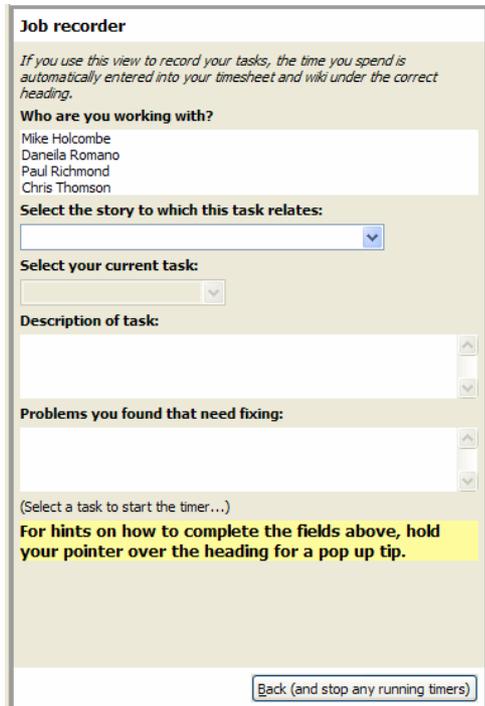
The NF-Tests are for non-functional tests such as:
"*In each of the test cases above the system should register the user in less that 10 seconds"*

**Using the Timer Tool**

The timer tool is accessed by a button on the main page. This tool helps you to fill in your timesheets easily, when you are using the computer.

Click the button to start the tool (whilst using it you can't use any other aspect of Sheffield Management).

A screen opens called "Job Recorder". The first list shows your team members, if you are working with somebody on this task (perhaps using the *pair programming* technique) click on their name (there is no-need to click on your own name, although it will appear in this list). Ask them to login using the dialog that appears.

Now select a story from the drop down box, if there are none here it means you need to enter one first.

Now select a task from the drop down box, these are exactly the same tasks, as found on the timesheet. As soon as you select the task the timer is started. (*Note that no information about the time passed is currently shown, a future version of the tool will show the time recorded so far after the label*)

Every 10 minutes the tool will update your timesheet, so even if your computer crashes the time will still be logged.

When you either select a new task, or click on the back button the final total is written to your timesheet, and that of any of your team members selected. A task is also written into your diary (and that of the selected team members), so that you can see when you were working. If you enter some comments into the comments area, these will be added to the task when it is created.

**Automatic Log-in**

You can set Sheffield Management to automatically log you in when you open the view. To do this open Window →
Preferences…

In the preferences window, select "Sheffield Management" on the left and then fill in your email address and password. Click "Apply" and then "OK" and your settings will be saved. The next time you start Eclipse you will be automatically logged in!

Alternatively you can select the checkbox on the login screen which will set the settings described here to those you have entered.
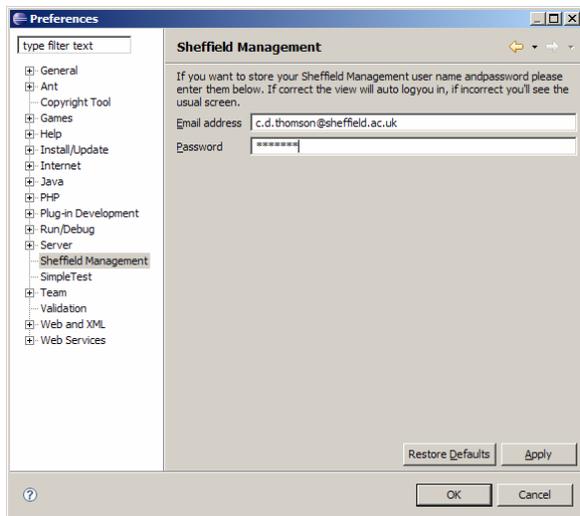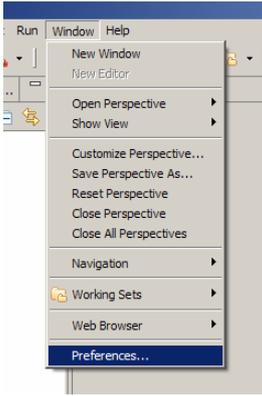
**Frequently asked questions**

**Q**: *I want to be able to print out my minutes/diary/time sheet.*
**A**: Click on the printer icon, this only works in windows currently.

**Q**: *I don't want to use Eclipse is there some other way that I can access Sheffield Management?*
**A**: You can use the standalone tool, download it from the website. Also Sheffield Management can be accessed directly via the SOAP protocol. A reference to the WSDL file is available on request (email: c.thomson@dcs.shef.ac.uk). An alternative maybe to take the Java component used in Eclipse and deploy it in a standalone application, email to discuss this if interested.
> http://ext.dcs.shef.ac.uk/sheffieldmanagement

**Q**: *Why is use of Sheffield Management required for my assessment?*
**A**: We use Sheffield Management as it allows the assessors to find your timesheets and minutes easily. It will also notify you when you forget to fill in your time sheets, or create meeting minutes.

**Q**: *Can I use Sheffield Management and Eclipse at home?*
**A**: Yes, you can download a preconfigured Eclipse package (for Windows XP) from:
> http://ext.dcs.shef.ac.uk/sheffieldmanagement

To install it just unzip archive and double click on the Eclipse icon to run.

Alternatively if you already have Eclipse 3.2 installed (or use another operating system) ensure you have Eclipse 3.2 (from http://eclipse.org) and use the "Software updates" → "find and install" option in the help menu. You need to add our update site which is:
> http://ext.dcs.shef.ac.uk/~u0017/sheffieldmanagement/update/

**Q**: *Does Sheffield management work with Eclipse 3.3?*
**A**: It does, but some other plug-ins that you need to use may not.

**Giving feedback and suggestions**

We welcome your feedback and suggestions for Sheffield Management. We are interested in anything that would make it easier for you to use the system.

Suggestions could be in the form of new categories (for meting minutes, time sheets or diary entries) or whole new areas of functionality. If the implementation is simple and we think it will be of benefit we may even make changes within a few days of your suggestion!

**Bug reporting**

When you use Sheffield Management you may occasionally encounter bugs, some of these are spotted by the tool and a dialog tells you what happened and gives you the opportunity to report the error. Please do report these errors as we will be able to fix them quicker! Adding a brief description of what you were doing just before the error was reported will help us to identify the cause. When you submit the bug if you are logged in the system records your userid, we will use this contact you if we can't trace the bug. If the same bug keeps occurring but everything seems to be OK then check the "ignore further errors" box so that you can work without further disturbance.

If you encounter a bug and the error dialog that allows you to report the error is not displayed, please click on the link at the bottom of the interface and fill in a ticket to give us a description of the bug, what you were doing before hand, what you expected to happen, and the approximate time that it occurred. We will try to trace the bug and fix it. If you include your email address on the ticket we will tell you when we fix it.
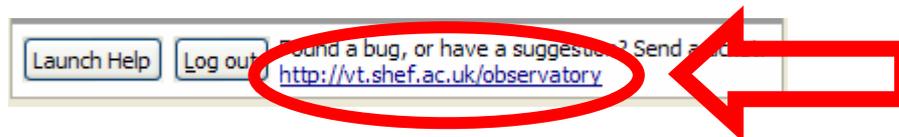


**Why should you help us?**

By helping us with Sheffield Management we will be able to improve the tool so that it is easier to use. If this helps you to use it, then it should improve the chances of you getting a higher grade in the module!

**Contact email address: c.thomson@dcs.shef.ac.uk**