VitalAxis Deployment Tracker User Manual

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Disclaimer

All Labs, patients, facilities and other user information shown on the application screenshots in this manual are fictitious and are for illustration purpose only.

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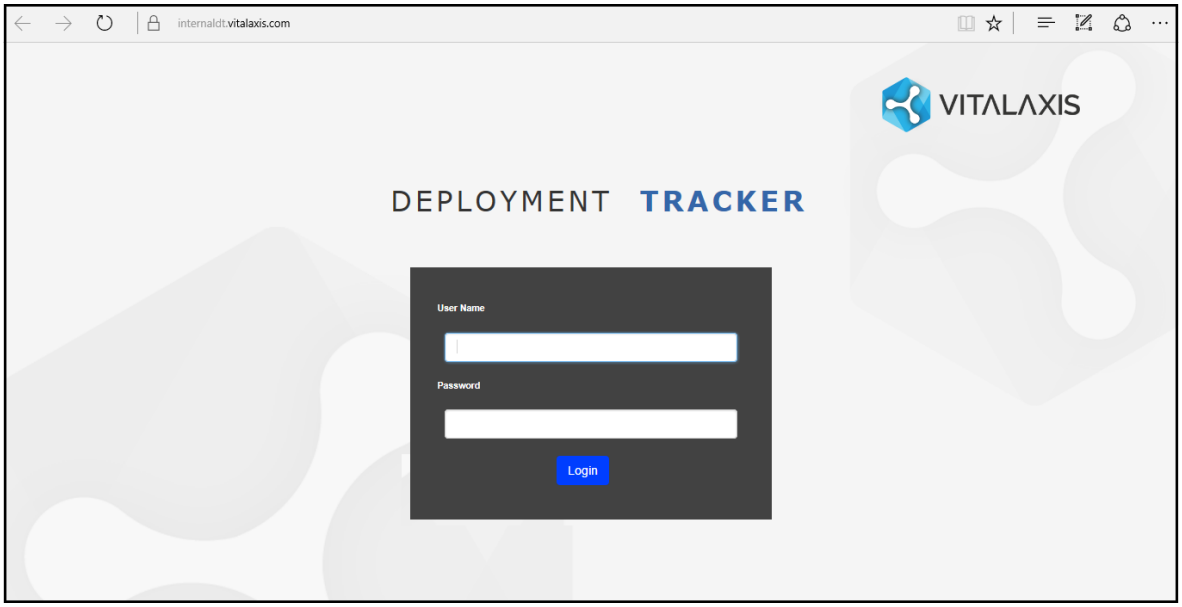
1 Introduction

This document provides details on the features and the functionality of the VitalAxis Deployment tracker. It is a web-based application to place a request, track and manage the deployment requests within the organization. This document guides a user in performing their specific functions.

URL: https://internaldt.vitalaxis.com/

2 Logging In and introduction to the UI

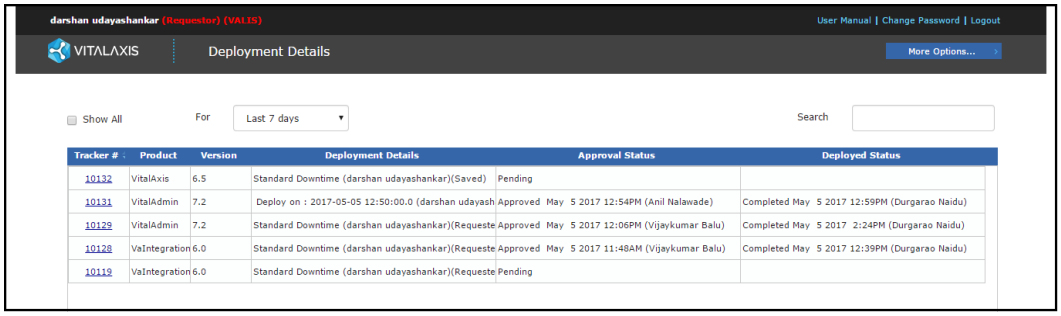
To log into the application, each user requires a unique ***Login ID*** and ***Password***. Access to the application is role based. Each user will have access to only those screens and functions for which their role has been predefined.



Application Login page

Once logged in, the user is presented with a page listing all the tickets either created or assigned to them except the canceled tickets. The page header contains details of the user name, role and the team they belong to displayed on the Left corner of the screen. On the right corner of the header is the ***"Change Password"*** and ***"Logout"*** options available for all users.

Based on the user role, the ***"More Options"*** button will display the available options for the user.
The ***"Show All"*** option will list all tickets created or assigned to the user's team irrespective of their status.
The ***"For"*** dropdown field beside the ***Show All*** checkbox provides the options of listing the tickets for a certain period.
The ***Search*** option provided helps users to search for tickets by either the product or by the Version.
Below this is the list of all the tickets assigned to the user based on the filters applied.



Deployment tracker – User Interface

3 Users

The features within the tracker are role based and the user has access to a defined set of functions within the tracker. Currently, there are three user roles available, namely:

- **Requestor**
- **Approver**
- **Deployer**

3.1 Requestor

A Requestor is a user who can login to the tracker and request for a deployment by filling out a form.

Once logged in, the user is presented with a page listing the tickets created by them.
This list page displays the Tracker #, Product, version, Deployment details, Approval Status and Deployment status for every ticket.

Upon clicking the ***"More Options"*** button, the system displays the ***"Add Deployment"*** option for the user. Upon clicking this button, the user is provided with a blank form to capture the following details for the deployment request. All mandatory fields have a red asterisk.

- **Tracker#:** Once a ticket is created and saved, the system will auto-generate and display a Tracker# for the ticket.
- **Requested On:** Once a ticket is created and saved, the system will auto-generate and display the date the ticket was created in this field.
- **Product:** Displays all the products that a Requestor can request a deployment for
- **Version:** Upon selecting the product, the available versions will be displayed for the user to select
- **Deployment Target:** Upon selecting the product version, the available targets will be displayed for the user to select.
- **Time of Deployment:** The user may either select the ***"Standard Deployment"*** or choose a ***"Specific Time"*** (If the user selects ***"Specific Time"***, they will be provided with an option to enter a date and time)

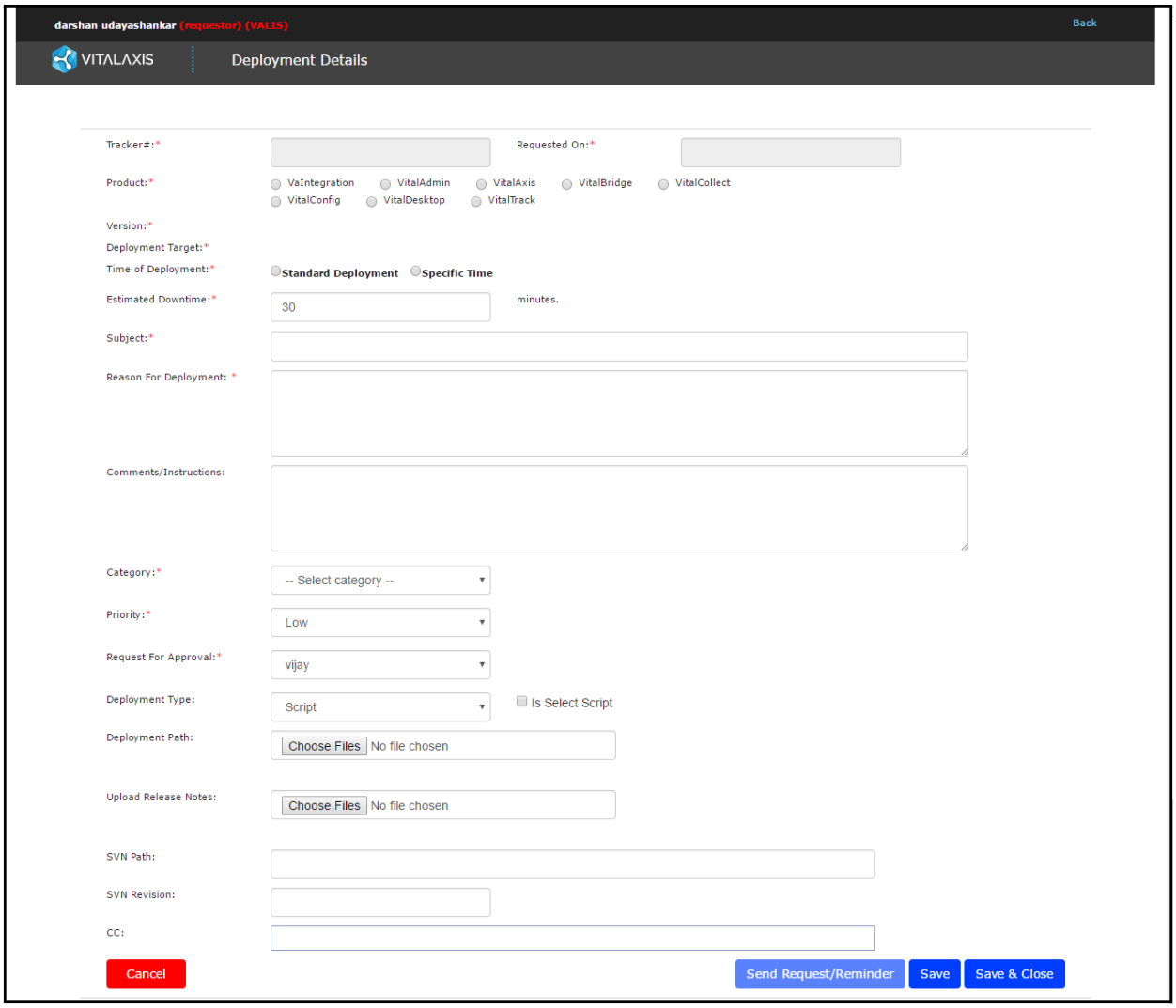
- **Estimated Downtime:** The user may enter an estimated downtime required for the deployment
- **Subject:** The user may enter the subject of the request.
- **Reason For Deployment:** The user may enter the reason for the request
- **Comments/Instructions:** The user may enter any specific instructions for the request
- **Category:** This is a dropdown field with all the available options listed for the user to choose
- **Priority:** The user may select the priority ***(Low/Medium/High/Urgent)*** from the dropdown
- **Request For Approval:** This dropdown will display all the available Approvers for the user to choose from based on the team the requestor is associated with.
- **Deployment Type:** The user may select either ***Script*** or ***Build*** as required
- **Is Select Script:** Upon selecting this checkbox, the request is auto-approved by the system and will be sent directly to the Deployer.
- **Deployment Path:** Depending on the option selected in the ***Deployment Type*** field, the user will either be presented with an option to upload the deployment files by clicking the ***"Choose Files"*** button (for scripts) or enter the path in the text field (for Builds).
- **Upload Release Notes:** The users will be presented with an option to upload the respective release notes using the ***"Choose Files"*** button.
- **SVN Path:**
- **SVN Revision:**
- **CC:** The user may enter the e-mail addresses of all those users whom they would prefer to notify about the deployment

Upon entering all the information, and to continue to work on the request, the users may click ***"Save",*** by clicking the button ***"Save & Close",*** they save the request and continue to work on another request, and to submit their request, they must click ***"Send Request/Reminder"*** button. To discard the changes made, they may click the ***"Cancel"*** button. Once saved, to move back to the list page, please click the ***"Back"*** option available on the top right corner of the screen.

Please note that when there are files uploaded and saved either for the ***Deployment Path*** or for the ***Release Notes***, there is a separate section below these fields displaying the files uploaded. The users can ***delete*** and ***download*** these files by clicking the delete or download buttons respectively, available across the file name.

To send a request for approval or to send a reminder on a request, the user must use the ***"Send Request/Reminder"*** button.

The Deployer must confirm if the request received is a Select Script and only then continue with the deployment else, they should disregard the request.



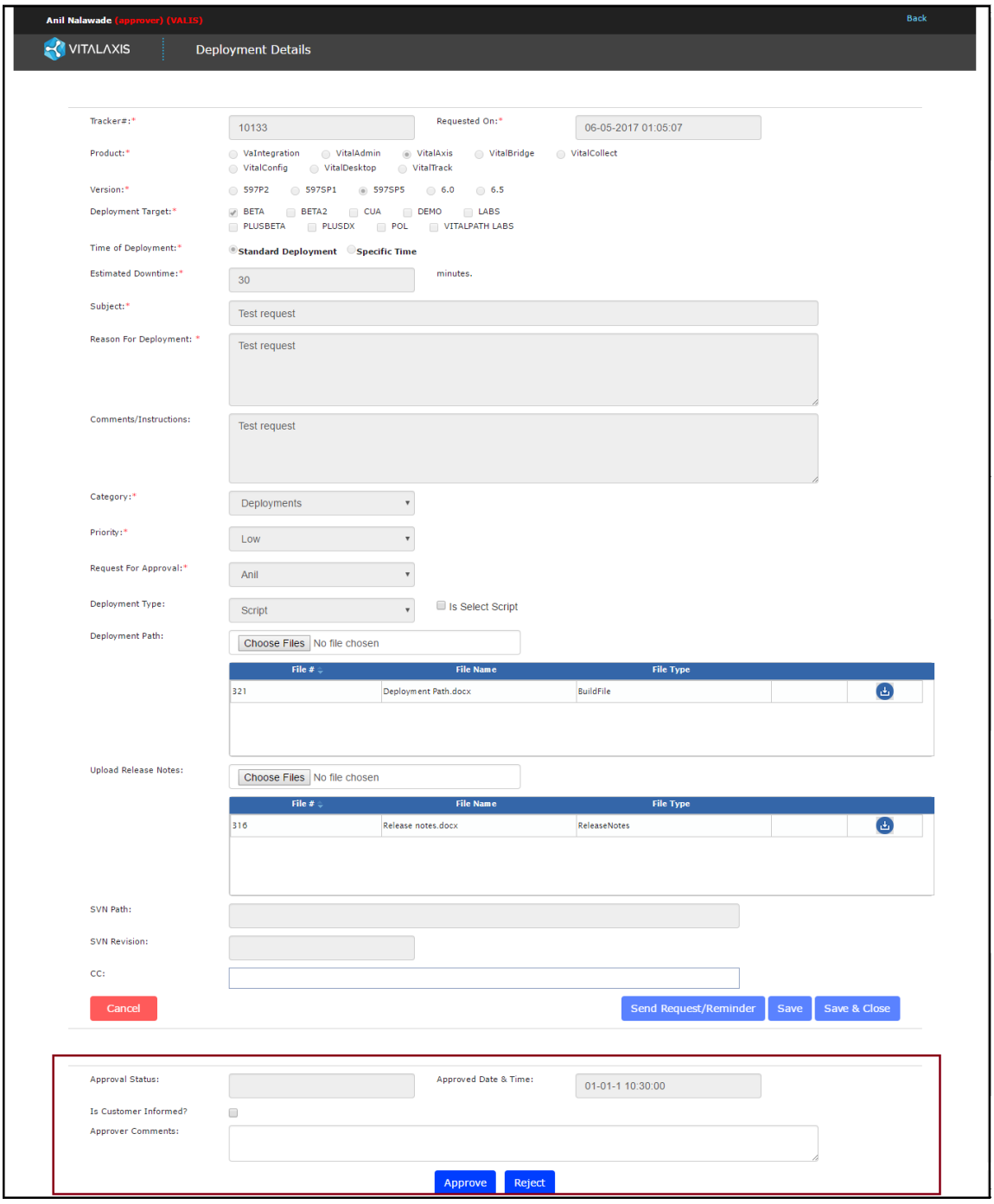
New deployment request

By clicking the hyperlinked Tracker # from the list page, the user may view the details of the ticket. The ***"Send Request/Reminder"*** option allows users to send a reminder to the Approver for action. Below the deployment request details, the details of the approval and then, the deployment details are also displayed for the user.

3.2 Approver

An Approver is a user who can approve a request for a deployment placed by a Requestor.

Once logged in, the user is presented with a similar page as displayed for a Requestor. Upon clicking the ***hyperlinked Tracker #,*** the user may view the details of the ticket in a Read-only format. After review, they may enter their comments in the ***"Approver Comments"*** section, and continue to either ***Approve*** or ***Reject*** the request by clicking the appropriate buttons available. The users may choose to select the check box ***"Is Customer Informed?"*** when the customer has been notified about the deployment. Once Approved or Rejected, to move back to the list page, please click the ***"Back"*** option available on the top right corner of the screen.



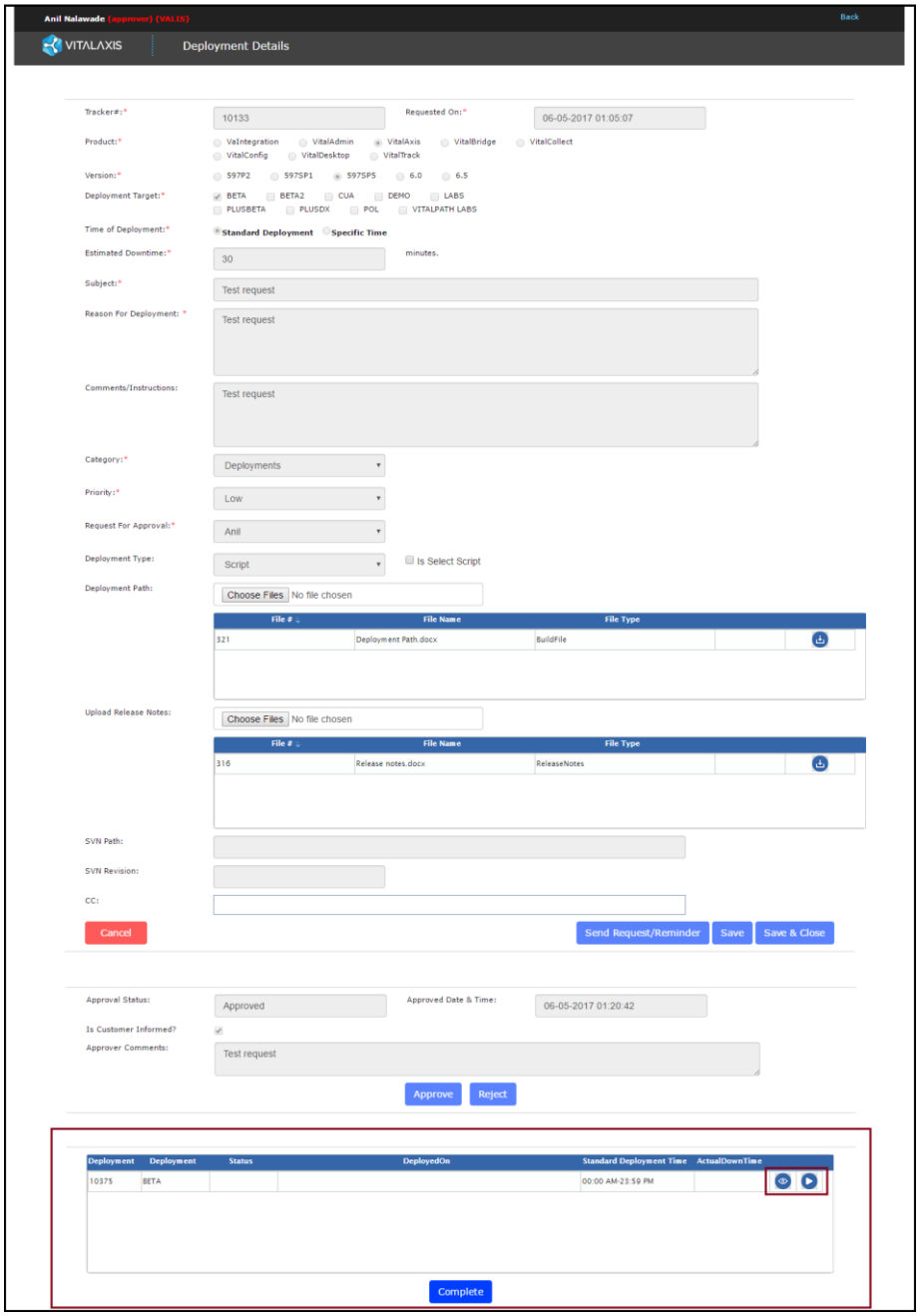
Deployment details page – Approver

3.3 Deployer

A Deployer is a user who will perform the deployment based off the request received.

Once logged in, the user is presented with a similar page as displayed for a Requestor and an Approver. Upon clicking the hyperlinked Tracker #, the user may view the details of the ticket in a Read-only format. Upon scrolling to the bottom, in the deployment details section, they have

an option to either ***"View"*** the deployment details in a Read-only format or ***"Start deployment"*** by clicking the respective buttons.

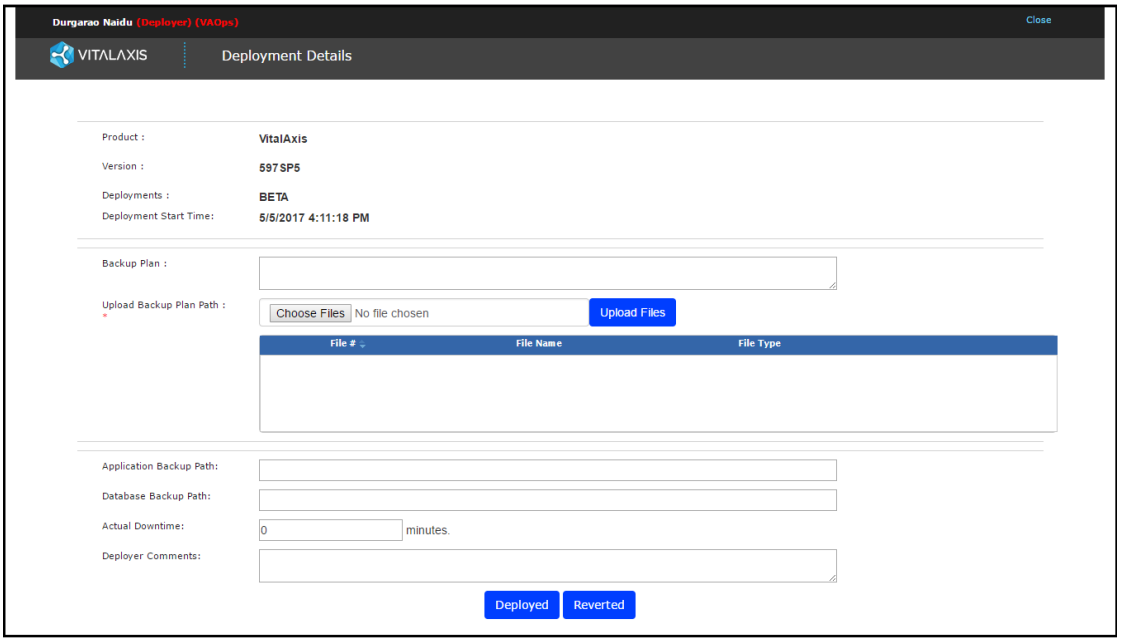


Deployment details page – Deployer

By clicking the ***"Start deployment",*** the users are provided with a new window where they may enter the deployment details as mentioned below.

- **Application Backup Path:** Users may enter the application back up path here
- **Database Backup Path:** Users may enter the database back up path here
- **Backup Plan:** Users may enter the Backup plan

- **Upload Backup Plan Path:** Users may upload a file with the backup plan
- **Actual Downtime:** Users may enter the actual downtime required for the deployment in minutes
- **Deployer Comments:** The user may enter any specific comments about the deployment



Deployment details page

Once deployment is completed, the user may click the ***"Deployed"*** or ***"Reverted"***, buttons as required and then click the ***"Close"*** option available on the top right corner of the screen to navigate to the deployment details page and then to move back to the list page, please click the ***"Back"*** option available on the top right corner of the screen.

Please note that when a deployment request is ***saved, approved/rejected, completed/deployed/reverted,*** an e-mail is sent out to the ***Requestor, Approver, the Deployer*** and ***the users mentioned in the CC field*** with all the details of the deployment request.
For the ease of users, the subject line of the e-mail will contain the ***Ticket number*** of the request. In addition, the e-mail will contain a ***hyperlink to the URL*** for the ***Deployment Tracker application***, upon clicking the hyperlink, the users will be navigated to the application login page.