

Alignd Labs

Reqchoir User Guide



alignd labs

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**Intro &
Overview**

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**Dashboard &
Navigation**

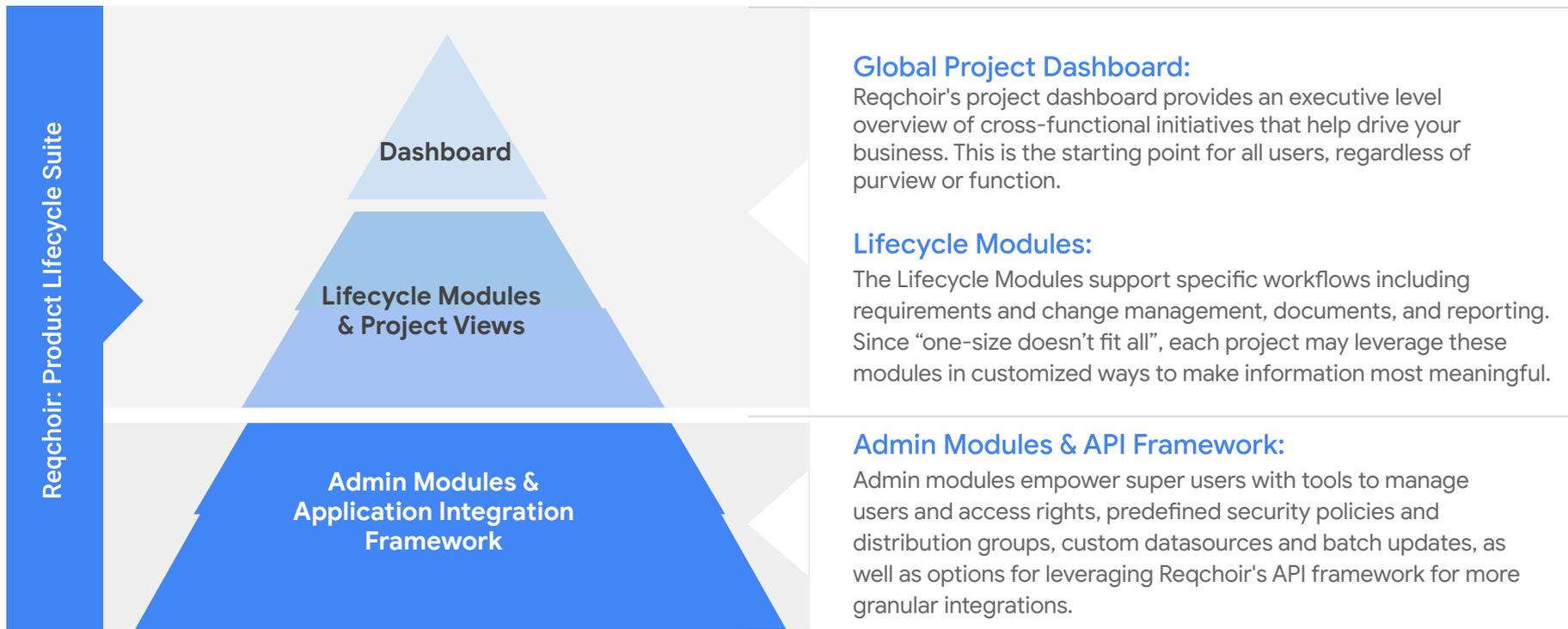
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**Functional
Modules**

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**Administrative
Tools**

Unified, Adaptive Information Structure



Navigation: Dashboard

1 Drop-downs will take you to **project dashboards**. Functional Modules are organized in “tiles” below.

2 Reporting Views links to customized project-level reports

3 Expandable toolbar at left links to functional modules (e.g. Requirements, Issues, Reporting, Documents, and Admin settings)

4 The Alerts tile will highlight notifications for items or projects you’ve followed

5 The Discussion tile will highlight recent threads you’ve followed

6 The Requests tile will highlight new or updated change requests

The dashboard interface includes a top navigation bar with the 'pond' logo, a search bar, and user information. The left sidebar contains an expandable toolbar with modules like Requirements, Change Requests, Documents, Reports, Admin Tools, Discussion, Alerts, Bookmarks, and Help. The main content area features several tiles: 'Saved Report Views', 'Bookmarks', and 'Documents' at the top; 'Report Views' with a table of report views; 'Project Discussion' with a list of threads; 'Alerts: All Projects' with a list of notifications; and 'Requests' with a list of change requests.

Modules: Requirements Management

1 Drop-down will take you to **project-specific views** of requirements.

2 Clicking an item's title will take you to a detailed view.

3 Selecting an item, and using the Item Action dropdown menu, gives you options for editing or deleting a requirement.

4 **Status** tells you whether a requirement is Submitted, under review (Pending), or Approved.

5 Requirement **Type** tells you what category each item is (examples include technical, functional, and testing requirements). Tip: you can create reports to filter on Type!

6 The **Bookmarks** tile lists links to any project items you've tagged to follow - including requirements, documents, and reports.

7 **New Requirement** will take you to options for creating.

The interface shows a sidebar with navigation options like 'My Projects', 'Requirements', 'Browse Requirements', 'Create Requirement', 'Manage Requirement Types', and 'Manage Custom Attributes'. The main content area has a 'Browse Requirements' section with a 'Select Project' dropdown and an 'Item Action' dropdown. Below this is a table of requirements with columns for Title, Last Updated, Status, and Type. The table contains several rows of test requirements with various statuses like 'Pending', 'Non-Approved', and 'Approved'. On the right side, there is a 'Project Bookmarks' tile showing 'No items bookmarked for this project.' and a 'New Requirement +' button.

Title	Last Updated	Status	Type
** Test Requirement	11-21-16	Pending	Technical
**** Test Requirement 345	01-29-17	Non-Approved	TestCase
***** Test requirement 678	01-29-17	Non-Approved	TestCase
** Test.TechnicalRequirement	11-24-16	Pending	Technical
** Homepage	10-12-14	Approved	Design
** Test6	11-30-16	Non-Approved	
** Test dashboard menu	11-18-16	Non-Approved	Functional
** Login module	04-20-10	Approved	

Modules: Document Management

The screenshot shows the 'Project Document Library' interface. The top navigation bar includes the 'pond' logo, a search bar, and user information. The left sidebar contains navigation options like 'My Projects', 'Requirements', 'Change Requests', 'Documents', 'Reports', 'Admin Tools', 'Discussions', 'Alerts', 'Bookmarks', and 'Help'. The main content area displays a 'Browse Documents' section with a 'Select Project' dropdown (1), an 'Item Action' dropdown (3), and 'Add Document' and 'New Folder' buttons (7). Below this is a table with columns for 'Title', 'Last Updated', 'Status', and 'Description'. A callout (2) points to the 'Item Action' dropdown, and another (4) points to the 'Status' column. A 'Bookmarks' tile on the right shows 'Project Bookmarks' with a pagination control (6). A callout (5) points to the 'Description' column.

1 Drop-down will take you to **project-specific views** of documents.

2 Clicking an item's title will take you to a detailed view.

3 Selecting an item, and using the **Item Action** dropdown menu, gives you options for editing, deleting, or exporting a document.

4 **Status** tells you whether a requirement is Submitted, under review (Pending), or Approved.

5 **Description** offers a brief summary of an item's context.

6 The **Bookmarks** tile lists links to any project items you've tagged to follow - including requirements, documents, and reports.

7 **New Document** and **New Folder** will take you to options for creating.

Modules: Change Management

The screenshot displays the 'Change Request Management' interface in the POND system. The interface includes a search bar, a sidebar with navigation options, a main content area with a table of requests, and a right-hand sidebar with a 'Project Bookmarks' section. Seven numbered callouts provide detailed explanations of key features:

- 1** Drop-down will take you to **project-specific views** of requests.
- 2** Clicking an item's title will take you to a detailed view.
- 3** Selecting an item, and using the **Item Action** dropdown menu, gives you options for editing, deleting, or otherwise modifying a request.
- 4** **Status** tells you whether a requirement is Logged, under review (Pending), or Approved.
- 5** **Related Requirement** links to requirement(s) associated with the change request.
- 6** The **Bookmarks** tile lists links to any project items you've tagged to follow - including requirements, documents, and reports.
- 7** **New Request** will take you to options for creating.

Item Action	Title	Last Updated	Status	Related Requirement
<input type="radio"/>	Test24242	09-11-18	Logged	[R704306] Compliance
<input type="radio"/>	Request for receive updates	09-11-18	Logged	[R788861] Test.TechnicalRequirement
<input type="radio"/>	Test process needs to be changed	10-05-17	Logged	[R902029] Test Requirement

Modules: Reporting

The screenshot shows the 'Project Reporting' interface in the POND application. The top navigation bar includes the 'pond' logo, a search bar, and the text 'Project Reporting'. The right side of the header shows 'Demo Co' and user information 'Admin SystemAccount'. A left sidebar contains navigation options like 'My Projects', 'Requirements', 'Change Requests', 'Documents', and 'Reports'. The main content area is titled 'Browse Reports' and features a table of reports. A 'Select Project' dropdown is located above the table. A 'Project Bookmarks' section is visible on the right side of the interface.

Item Action	New Report +	New Folder +	Title	Last Updated	Description
<input type="checkbox"/>			UX Test Results by Execution Status	10-17-16	High-level UI test case pass-fail results
<input type="checkbox"/>			Approvals Outstanding for BRQs	3-7-16	BRQs for this project still needing sign-off
<input type="checkbox"/>			OAuth Spec Change Request Status	9-3-16	Change requests for user access management module
<input type="checkbox"/>			Partner SSO Requirements	12-20-15	Integration requirements from partner vendor
<input type="checkbox"/>			API Schema Supplemental Requirements	1-9-16	Schema for partner vendor API
<input type="checkbox"/>			Beta Test for New Login Module	12-16-15	Test results from beta user logins
<input type="checkbox"/>			Functional Requirements by platform	12-29-15	Functional requirements sorted by platform

1 New Report and New Folder will take you to options for creating.

7 Drop-down will take you to project-specific views of reports.

2 Clicking an item's title will take you to a detailed view.

5 Description offers a brief summary of an item's context.

3 Selecting an item, and using the Item Action dropdown menu, gives you options for editing, deleting, or exporting a report.

4 Last Updated tells you date and time a report was last edited or new version saved.

6 The Bookmarks tile lists links to any project items you've tagged to follow - including requirements, documents, and reports.

Modules: Admin Tools

The screenshot shows the POND Admin Tools interface. The top navigation bar includes the POND logo, a menu icon, the text "Dashboard: Demo Co", and notification icons for 15 messages, 15 alerts, and 9 flags, along with the user profile "Admin SystemAccount".

The left sidebar contains a search bar and a list of modules: Software Dev, Product Mgmt, Requirements, Change Requests, Documents, Reports, Admin Tools, Discussion, Alerts, Bookmarks, and Help. The "Admin Tools" module is highlighted with a blue circle labeled "3".

The main content area is divided into several tiles:

- Report Views:** A green tile with a "Select Project" button and a blue circle labeled "1". Below it is a table with columns: ID, Requirement Title, Last Updated, Status, and Date Created. A "Select Report View" dropdown is in the top right. A blue circle labeled "2" is over the "Status" column header.
- Project Discussion:** A white tile with a "Select Project" dropdown and a blue circle labeled "5". It contains three discussion threads by Mike Doe, Jane Doe, and Tom Jones, each with "View Thread" and "Reply" links.
- Alerts:** A white tile titled "Alerts: All Projects" with a "Select Project" dropdown and a blue circle labeled "4". It lists several alerts, such as "Requirement 'R446397' has been approved..." and "New requirement: Single Sign-on...", each with a "2 mins" indicator.
- Requests:** A white tile titled "Requests" with a "Select Project" dropdown and a blue circle labeled "6". It shows a "Request for receive updates" with a "09-11-18" indicator.

Numbered callouts (1-6) are placed around the interface to highlight specific features:

- 1:** Drop-downs will take you to **project dashboards**. Functional Modules are organized in "tiles" below.
- 2:** **Reporting Views** links to customized project-level reports
- 3:** Expandable toolbar at left links to functional modules (e.g. Requirements, Issues, Reporting, Documents, and Admin settings)
- 4:** The **Alerts** tile will highlight notifications for items or projects you've followed
- 5:** The **Discussion** tile will highlight recent threads you've followed
- 6:** The **Requests** tile will highlight new or updated change requests

Key Terms & Definitions

Term	Definition
Requirement	A unit of information that describes a required feature or capability.
Requirement Type	Requirements may be grouped and labeled into types (e.g. Functional, Technical) which have their own descriptors (e.g. Version#, Platform, etc)
Change Request	A request to modify one or more aspects of a requirement.
Change Impact Matrix	A view of the ripple effect caused by changing one or more requirements that are associated with (and impact) other requirements.
Report Filter, Report View	Filters and Views are the same thing: they save a set of datapoints and sorting preferences, which can be run ad hoc at any time (against current data).
Scheduled Report	Scheduled reports use a saved Report Filter, to run at a specified time or recurring frequency, and save and / or send the resulting report.
Distribution List	Distribution Lists are subsets of project users; notifications and security policies rely on Lists.
Project Baseline	Saving a Baseline creates an archive of a projects current data, settings, user permissions, and documents.
Security Policy	Security policies govern which users can access a project, and what they are able to do within it (e.g. view, create, edit, delete project assets).

Remember...with Reqchoir, you can get started quickly with standard datasets, and customize later as needed.

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