USING DOORSnet™

Telelogic DOORS®/ERS

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Using DOORSnet

Using DOORSnet 7.0

Telelogic

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This manual describes Using DOORSnet 7.0

Table of Contents

About this manual

Welcome to DOORSnet, a web-based front end to DOORS.

Learn how to use DOORSnet by running the interactive tutorial. It only takes five minutes. On DOORSnet's Help tab, click Interactive tutorial.

This book describes how to use version 7.0 of DOORSnet.

Typographical conventions

The following typographical conventions are used in this manual:

Typeface or Symbol	Meaning
Bold	Book titles, important items, and items that you can select, including buttons and menus. For example: Click **Yes** to continue.
`Courier`	Commands, files, and directories; computer output. For example: Edit your `.properties` file.
>	A menu choice. For example: Select **File > Open**. This means select the File menu, then select the Open command from it.

Related documentation

The following table describes where to find information in the DOORSnet documentation set:

For information on	See
What's new in version 7.0 of DOORSnet	The DOORSnet readme file
How to install, configure, and set up licenses to use DOORSnet	Installing and Setting up
How to manage DOORSnet	Managing DOORSnet

You'll find PDF versions of these manuals on:

- The DOORS Enterprise Requirements Suite documentation CD
- Our web site at http://support.telelogic.com

1 Concepts

This chapter introduces DOORSnet and explains the concepts you need to understand to use it:

- What is DOORSnet?
- Modules
- Objects and attributes
- Links
- Views
- Folders and projects
- Searching for data
- Editable sections and locks
- Suggestions and change proposals
- Staple sets
- Table and book formats
- Registered and anonymous users

What is DOORSnet?

DOORSnet is a web-based front end to DOORS. It lets you use your web browser to access the information stored in DOORS databases.

DOORSnet has two different types of licenses:

- Edit licenses

  If your site has edit licenses, you can edit the DOORS data using your web browser.

- Browse licenses

  If your site only has browse licenses, you can look at the data, but you can't edit it.

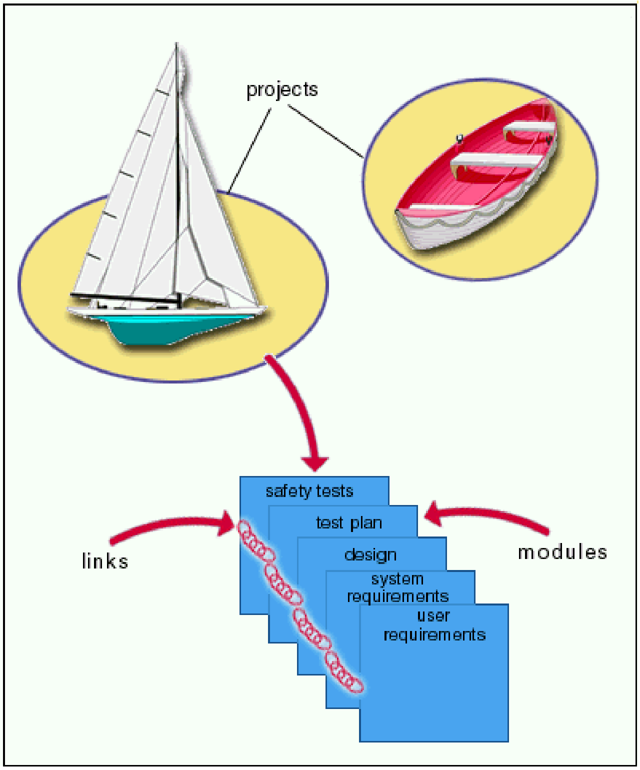
DOORSnet also provides a web-based front end to the DOORS Change Proposal System. If your DOORS administrator has configured the data for review, you can submit comments on it. You can look at your own and other people's comments, and monitor the progress of the comments as they progress through the review cycle.

You only need a web browser—you don't need any special DOORSnet software on your computer. DOORSnet lets users throughout the world access live DOORS data using standard web browsers—Internet Explorer and Netscape.

Modules

The information in a DOORS database is stored in **modules**.

For example, a boat manufacturer is currently building a sailboat and a canoe.



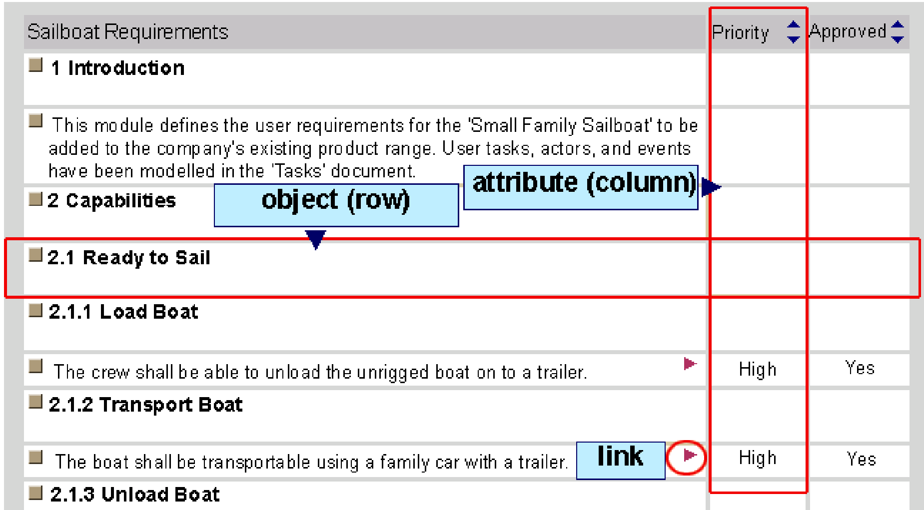
The information for the sailboat project is stored in several modules, as shown in the following example, including:

- A user requirements module, which contains information about the features users want in the boat.
- A design module, which describes the engineering design of the boat.
- A safety tests module, which describes the safety tests that must be carried out on the boat.

Objects and attributes

Within each module, the information is organized as a table. The rows are called **objects** and the columns are called **attributes**.

The following example shows the system requirements module for the Sailboat project.



Notice that the information is organized in a hierarchical structure using numbered headings. For example, underneath heading number **2.1** (**Ready to Sail**), there are subheadings numbered **2.1.1** (**Load Boat**), **2.1.2** (**Transport Boat**), and so on.

The heading numbers work in the same way as automatic heading numbers in a word processor such as Microsoft Word. They let you see the structure of the information in the module. And they automatically change if you change the structure of the information, for example, if you insert or delete objects.

The Object Heading and Object Text attributes

In , the big column on the left, Sailboat Requirements, is the **main column**. Unlike other columns, which only contain one attribute, the main column displays two attributes.

Attributes in the main column	Description
Object Heading	The words in this attribute are shown in bold, and DOORS automatically generates and displays a heading number. For example, look at the object at the bottom of : • The Object Heading attribute contains the words **Unload Boat**. • DOORS automatically generates the heading number, **2.1.3**, which shows the object's position in the hierarchy.

(Continued)

Attributes in the main column	Description
Object Text	The words in this attribute are shown in the normal font. For example, look at the object just above the bottom of : • Its Object Text attribute contains the words **The boat shall be transportable using a family car with a trailer**. • Its Object Heading is blank; it isn't a heading, it's just normal text.

Note: Normally each object is either a heading or normal text—either its Object Text is blank (it's a heading) or its Object Heading is blank (it's normal text).

Links

Related objects in the same or different projects can be **linked** together using DOORS, and you can follow the links by simply clicking on them.

Links let you trace a requirement to the design features that fulfill the requirement, through to the tests that will be carried out to verify the design features.

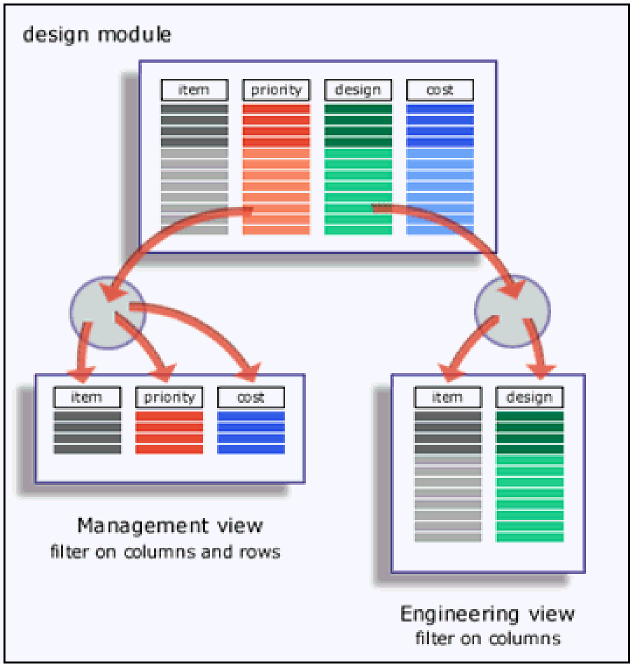
You can follow links in both directions. For example, if a test fails, you can find out which requirements are affected by tracing the links from the test back to the design features, back to the requirements.

Views

Different people need to see different information. For example:

- Managers are interested in information about scheduling and costs.
- Engineers are interested in technical design information.

So DOORS administrators create different **views** of modules for different groups of users. Each view contains a subset of the objects or attributes in the module.



This illustration shows two views of the design module for our Sailboat project:

- The Management view contains only the high priority items and only shows the priority and cost attributes.
- The Engineering view contains all the items but only shows the design attribute.

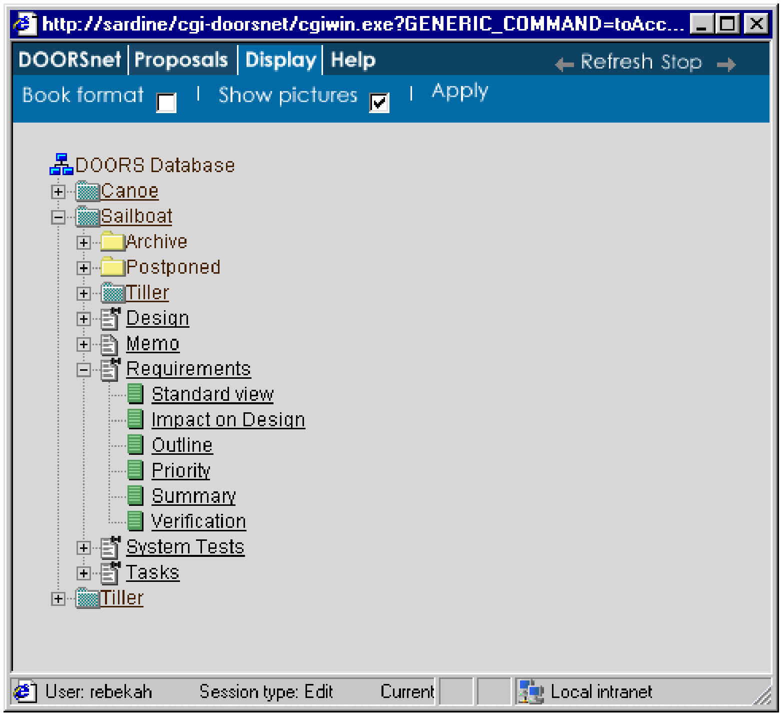
Views let you see exactly what you need without being overwhelmed by the sheer volume of information in the module. They filter out the data you don't want to see. They can filter out the objects you don't want to see, or the attributes you don't want to see, or both.

Folders and projects

DOORS administrators use **folders** to organize the modules in the DOORS database, in the same way that you use folders to organize the files on your computer.

A **project** is just a special kind of folder that contains all the data for a particular project. For example, all the information for the boat manufacturer's sailboat project is in a project called Sailboat.

Within the Sailboat project, there is a folder for Archive items and a folder for Postponed items.



You navigate the data using the DOORSnet Explorer, which looks and behaves like the Windows Explorer.

For example, click the plus sign to the left of the Requirements module to see all the views available for that module. Click a view to open the module in that view.

Note: You can distinguish formal and descriptive modules by the icon in the DOORSnet Explorer. Formal modules have a bow tie in the top right corner.

Projects that are contained in other projects are shown in their true position in the database structure, **and** at the top level.

For example, the Tiller project is contained within the Sailboat project, and appears both as a sub-project of Sailboat and at the top level of the database structure.

Searching for data

You can search for objects in the current view that match a particular search criteria.

For example, you can do a **simple search** for objects that contain the word “Judy”. Or you can do a more **advanced search** for objects that have “High” in the Priority column and “Judy” in the Who column.

You can use either:

- The **filter** option to filter out all the objects that don't match your search criteria.

- The **find** option to leave all the objects visible on your screen, and highlight the ones that match your search criteria.

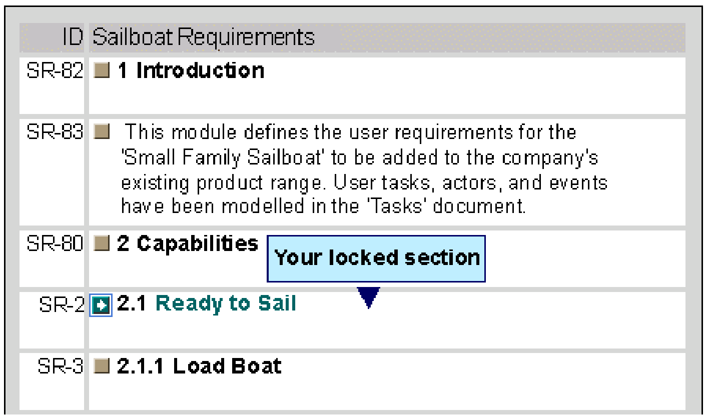
Editable sections and locks

Note: Ignore this section if your site doesn't have any DOORSnet edit licenses.

DOORS users can divide modules into editable sections and give individual users access to some sections and not others. For example, people in an engineering team might be allowed to read, but not edit, information created by the marketing team.

You can edit one section while someone else is editing another. When you edit, insert or delete objects, DOORSnet automatically locks the section the objects are in.

You can tell which section you have locked because its action buttons are green with a white arrow instead of beige, and the text that you can edit is green, not black. Within your locked section, text that you aren't allowed to edit is black.



Only one person can edit a section at a time. So, when you've finished your edits, you should always unlock the section you've been working on so that other users can edit it.

Note: If you edit a module that isn't split into editable sections, DOORSnet locks the entire module.

Suggestions and change proposals

If a module is configured for review, you can comment on the data in it.

You can make two types of comments. We use the term **proposal** for both types of comment.

Proposal	Description
Suggestion	This is a high-level comment. For example, the suggestion that a project should have a test plan.

(Continued)

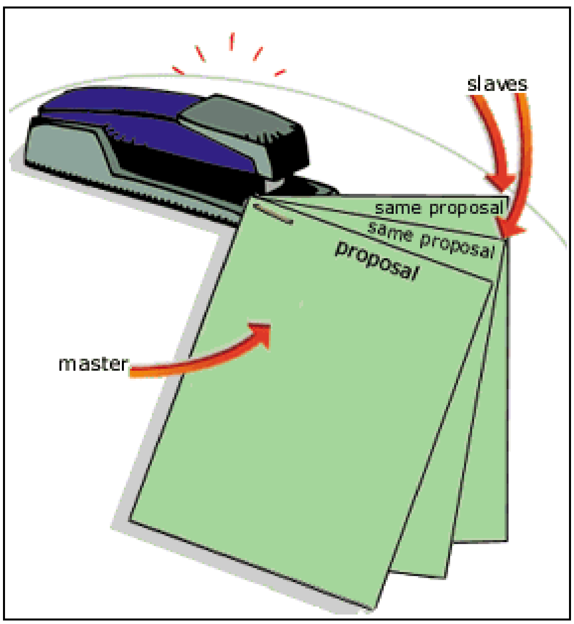
Proposal	Description
Change proposal	This is a detailed comment on a particular object in the database. For example, the proposal that the estimated duration of a particular task should be changed from 20 days to 30 days.

A review team (sometimes called a **Change Control Board**, or **CCB**) looks at each comment and decides on the appropriate course of action. They decide whether to accept, reject, or defer each comment.

DOORSnet can automatically e-mail you if the status of one of your proposals changes, for example, if one of your proposals is accepted.

Staple sets

Quite often two or more people make similar proposals. When this happens, the review team group together, or **staple**, the proposals.



The group of similar proposals is called a **staple set**. One proposal in the set is the **master**, and the rest are **slaves**.

When the review team meet, they treat the staple set like a single proposal. They either accept, reject or defer the master proposal.

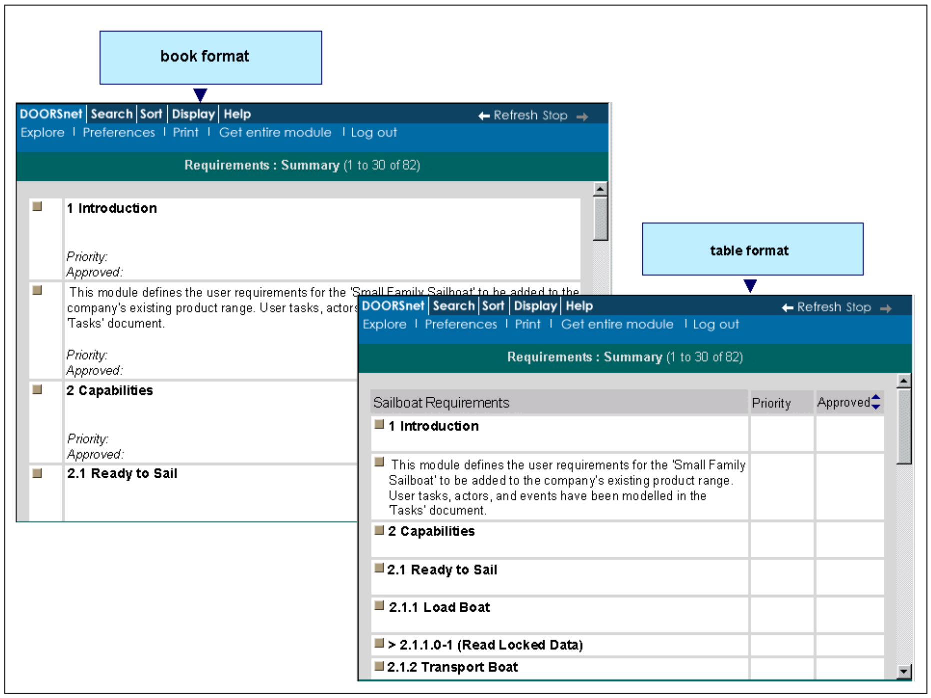
They use the master to record the status of the staple set and any comments they want to make on it.

Table and book formats

You can control the format that DOORSnet uses to display information in your browser.

By default, it uses a compact **table format**, which displays attributes in columns.

If you prefer, you can select the **book format**, which displays each attribute for an object on a separate line.



Registered and anonymous users

There are two types of DOORSnet users, registered users and anonymous users. Typically, anonymous users are infrequent DOORSnet users who don't need to use all of the features.

You can tell which type of user you are from the URL you're given to access DOORSnet:

- If the URL ends in `anon.html`, you're an anonymous user.

- If the URL doesn't end in `anon.html`, you're a registered user.

If you're a	Then
Registered user	You have to register with DOORSnet before you can access the data stored in the DOORS database. You only need to do this once. To look at the DOORS database, you have to type in a username (and maybe also a password). The proposals you make can be traced back to you. The project's review team knows which registered user submitted which proposal. You can control various user preferences, such as whether you're notified by e-mail when the status of one of your proposals changes.
Anonymous user	You don't have to register with DOORSnet. You don't have to type in a username or password to access the DOORS database. The proposals you make can't be traced back to you. You're anonymous. You can't control as many user preferences as registered users. For example, you can't be notified by e-mail when the status of one of your proposals changes.

2 Getting started

This section contains the following topic:

- Accessing DOORSnet

Accessing DOORSnet

If the URL your DOORSnet administrator gave you to access DOORSnet ends in `anon.html`, you're an **anonymous** user. If not you're a **registered** user.

Follow these steps to get started with DOORSnet:

1. Bookmark your DOORSnet Access Page.

   The following table describes how to do this.

If you are a registered user	If you are an anonymous user
Do this: **a.** Go to the URL your DOORSnet administrator gave you. You see the DOORSnet registration page. **b.** Type in your name and e-mail address, then click OK. You see the DOORSnet Access Page. **c.** Bookmark the page.	Do this: **a.** Go to the URL your DOORSnet administrator gave you. DOORSnet generates a unique Access Page for you, which you should use to access DOORSnet in future. **b.** Bookmark the page.

   Note: In future sessions, use your bookmark to go straight to the DOORSnet Access Page.

2. Run the interactive tutorial.

   Learn how to use DOORSnet by running the interactive tutorial. It only takes five minutes. On the DOORSnet Access Page, click **Interactive tutorial** on the **Help** tab.

3. Log in to the database.

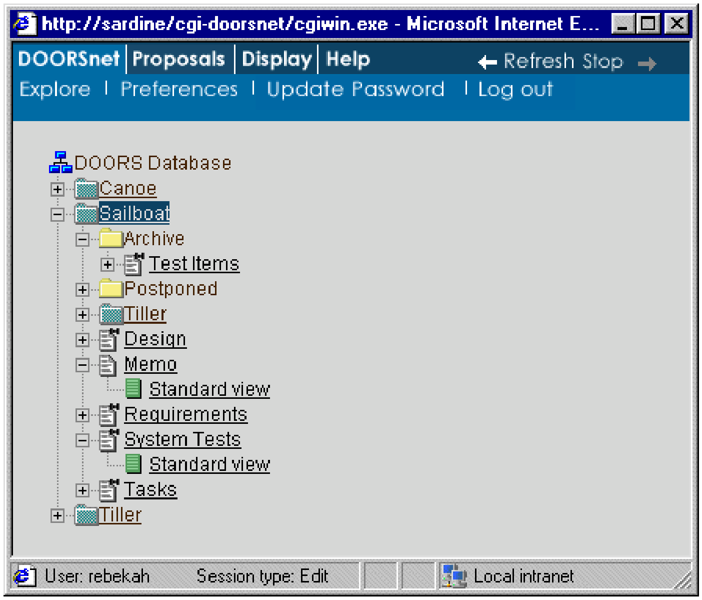
   On the DOORSnet Access Page:

   a. If you're a registered user, type in your DOORS username and, if necessary, a password.

   Note: The DOORS username may be different from the name you used to register with DOORSnet. Your DOORS Database Manager controls DOORS usernames and passwords—if you forget your DOORS username or password, contact your DOORS Database Manager.

   b. Click **OK**.

You see a new browser window which shows the DOORSnet Explorer.



Note: The DOORSnet Explorer window may take a while to appear the first time you log in to DOORSnet, because data is loaded into your browser cache. This does not occur at any subsequent log in.

4. Navigate to the view you want to look at.

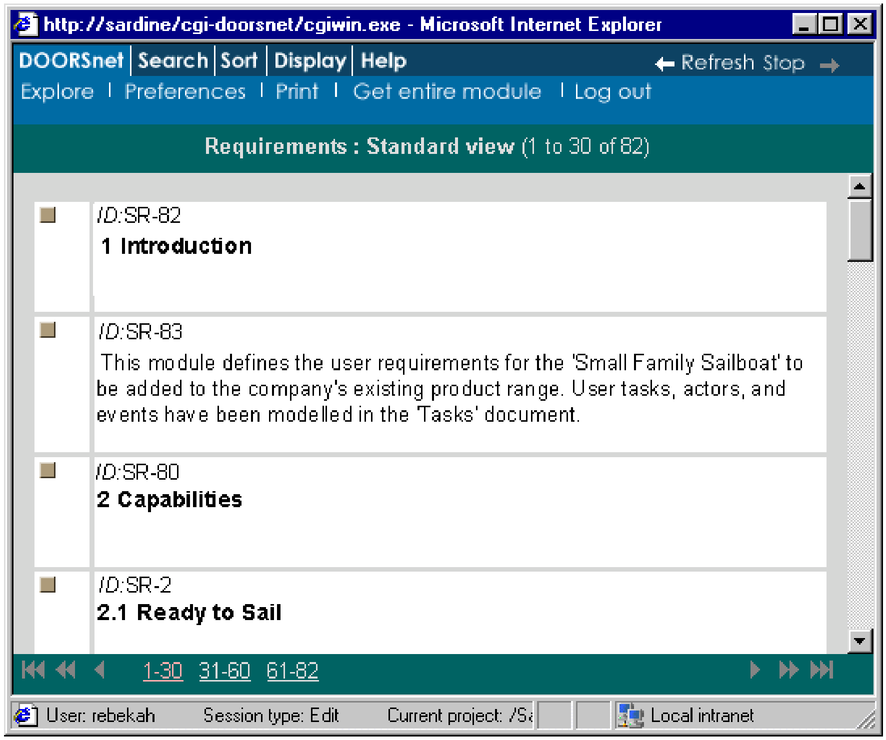
The DOORSnet Explorer shows the projects, folders, modules and views in the DOORS database. It looks and behaves like Windows Explorer. You expand and collapse the database hierarchy by clicking the plus and minus signs.

In the following example, the Sailboat project contains the System Tests module that contains the Standard view.

All projects are shown at the top level of the database hierarchy, even if they are also sub-projects of another project.

Find the view you want to look at, then click its hyperlink.

If you click on a module instead of a view, you get a default view of the module which is determined by the person who published it, or the last view you looked at in this session.



5. When you've finished click **Explore** to return to the DOORSnet explorer or click **Log out** to end your DOORSnet session.

Note: Always log out when you've finished, to free up a DOORSnet session for another user. If you forget to do this, DOORSnet automatically ends your session after an hour, but meanwhile you're using up a session, which may stop someone else from being able to use DOORSnet.

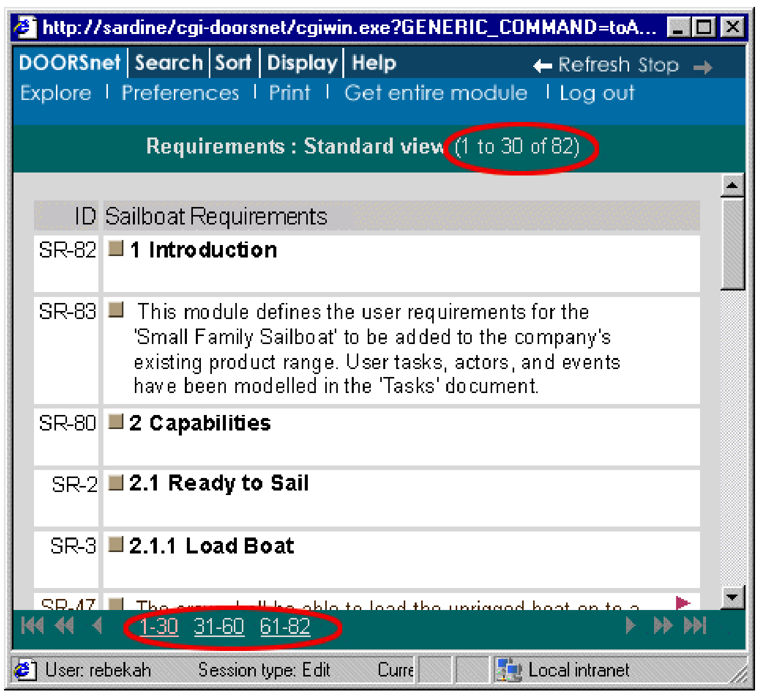
3 Navigating

This section contains the following topics:

- Scrolling through HTML pages
- Using the forward and back arrows
- Browser and server time-out
- Using link arrows

Scrolling through HTML pages

DOORSnet divides the view you're looking at into HTML pages, and downloads one page at a time to your browser. By default, there are 30 objects on each page. You can control the number of objects per page. See "Preferences," on page 21 for details..



To navigate between the pages of a view, you click the **object ranges** on the navigation bar at the bottom of your browser screen.

The module title bar shows how many objects are in the view you're looking at.

If you're browsing a large module and the navigation bar can't accommodate all the object ranges, you can scroll through them using the navigation arrows.

Use this arrow	To scroll object ranges
 or 	One set of ranges
 or 	Five sets of ranges
 or 	To the first or last set of ranges

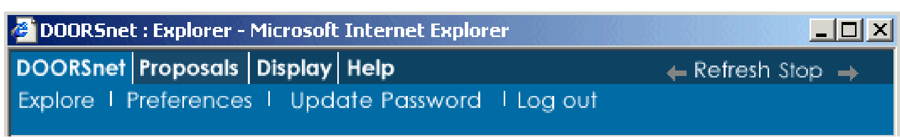
If you want to download every object in the current view in a single HTML page, use the **Get entire module** option (see "Get entire module," on page 23). Note that if the module contains lots of objects, downloading the entire module may take a long time, and subsequent performance may be poor.

Note: To stop downloading data, click **Stop** at the right-hand side of the DOORSnet tab bar. This can be useful if you want to stop downloading an entire module or if there is a problem with your network.

Using the forward and back arrows

Whenever you click on an object range, it sends a request to the DOORSnet server to download the requested information, even if you downloaded it earlier.

If you want to look at information you downloaded earlier, use the forward and back arrows at the right-hand side of the DOORSnet tab bar, next to Refresh and Stop.



Use this arrow	To scroll
	To the previous page
	To the next page

These arrows don't send requests to the DOORSnet server, so you don't waste time waiting for the information to be downloaded again. They work in the same way as the standard forward and back buttons in your browser.

Note: If several people are editing a module at the same time, it's possible that not all the information on your screen is fully up-to-date. If you want to be sure you have the most up-to-date information, click **Refresh**.

Browser and server time-out

Many webservers and browsers time out after five minutes. When a browser times out, it doesn't display **any** of the data you requested. To get around this problem, the DOORSnet server does as much as it can before your browser times out.

When the DOORSnet server is processing a request that takes a long time, it times out after about four minutes. It stops processing the request and sends all the data it's got so far. So in your browser, you see as much of the data as possible, and you see a message that says that not all the data you requested could be sent in the available time.

If this happens when you're downloading a page, you don't see as many objects as you should. If you need to see the other objects, either:

- Try to download the page again (click **Refresh**, at the right-hand side of the DOORSnet tab bar).

  If the DOORS database is not so busy, the DOORSnet server may manage to process all of your request and download the whole page.

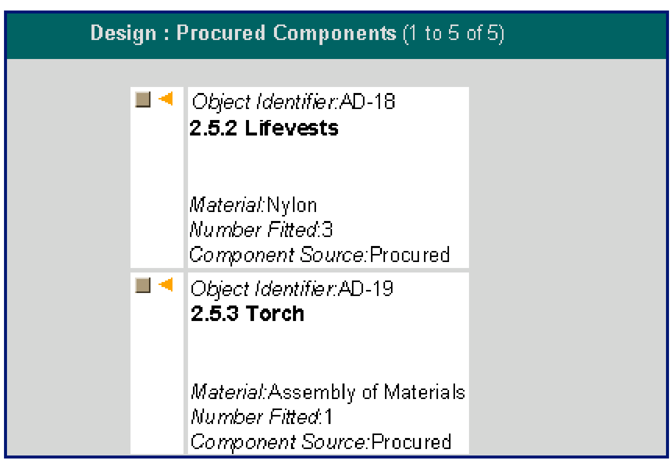
- Change your user preferences to specify a smaller number of objects per page (see "Preferences," on page 21), then try again.

Using link arrows

You see an arrow like this  when an object has an **in-link** from another object.

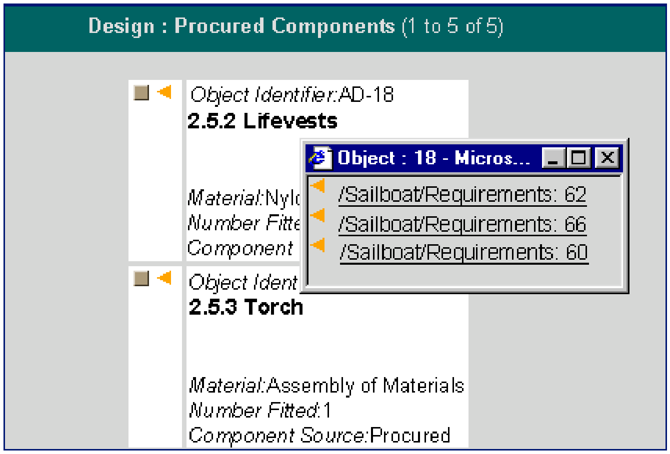
You see an arrow like this  when an object has an **out-link** to another object.

For example, in this picture, both of the objects have in-links.



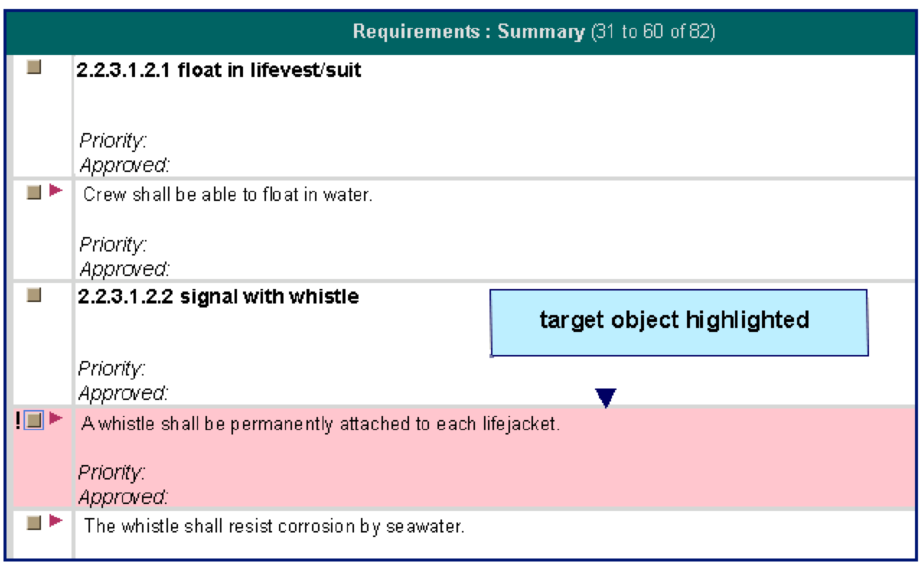
Click on the link arrow to display a list of hyperlinks that take you to the linked objects.

For example, if you click the link arrow on the **Lifevests** object in the following example you see a list of three hyperlinks:



Each hyperlink consists of the path to the module that contains the target object, followed by the number part of its object identifier. To go to the page that contains the linked object, click the hyperlink.

In this example, if you click the third hyperlink, **/Sailboat/Requirements: 60**, you go to the target object in the Requirements module. Notice that the page automatically scrolls so that the object is visible. The target object is highlighted and there is an exclamation mark to the left of the action button.

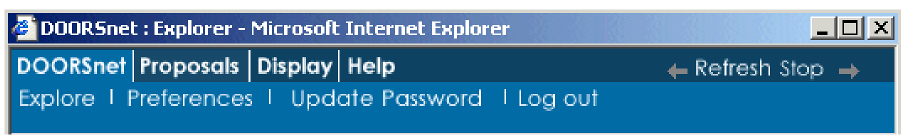


4 Using the DOORSnet tab

This section describes options on the DOORSnet tab:

- Explore
- Preferences
- Update password
- Print
- Get entire module
- Save
- Save and unlock
- Discard
- Unlock
- Log out

Explore



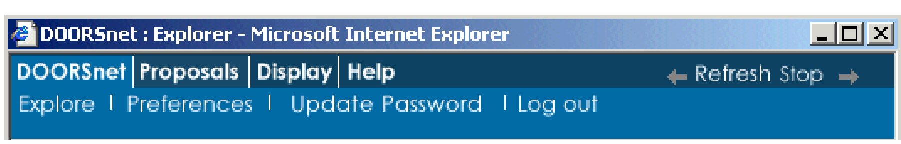
If you want to see a different module or view:

1. Click the **DOORSnet** tab.
2. Click **Explore**.

   You navigate to the DOORSnet Explorer.
3. Find the view you want to look at, then click the hyperlink to see the view.

   Note: If you click on a module name instead of a view in the DOORSnet Explorer, you get the last view you looked at during the current DOORSnet session. If you haven't looked at the module during this session, you get the default view determined by the person who published the module.

Preferences



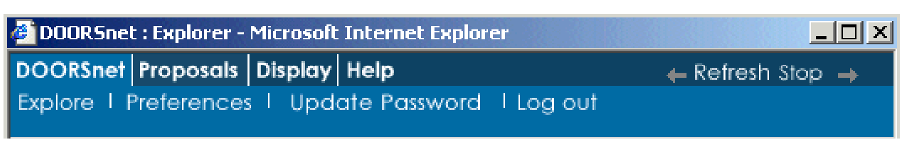
To show or change your user preferences:

1. Click the **DOORSnet** tab.
2. Click **Preferences**.

You can control the following options:

Option	Description
Notify updates by email	Controls whether you're automatically notified by e-mail if the status or priority of one of your proposals changes. **Note:** If you're an anonymous user, you won't see this option.
Show proposals from the last n days	Controls the maximum age of proposals you see by default.
Objects per page in browser	Controls how many objects you see in your browser when you're looking at a view. By default, there are 30 objects per page. For more information, see "Scrolling through HTML pages," on page 17.
Use Java rich text editors	Lets you apply rich text formatting (such as bold and underline) when editing. If you want to use plain text when editing, uncheck this box.
Personal information	You can type in your e-mail address, postal address, telephone number, and any additional information. Note that all of the personal information shown on this screen is stored with your proposals, and can be seen by other people when they look at your proposals. So only include information you want other people to see. For example, if you want them to be able to call you, include your telephone number, otherwise leave the telephone box empty. **Note:** If you're an anonymous user, you won't see this option.

Update password

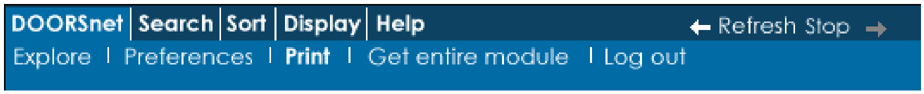


To update your password:

1. Click the DOORSnet tab.
2. Click **Update password**.
3. Type your current password in the **Old password** box.

4. Type your new password in the **New password** box, then type it again in the **Confirm new password** box.
5. Click **OK**.

Print



To print the current page:

1. Click the **DOORSnet** tab.
2. Click **Print**.

You see your browser's standard Print dialog box.

Get entire module

Normally DOORSnet downloads a module in manageable pieces. The number of objects it downloads is determined by your user preference settings (see “Preferences,” on page 21).

Downloading an entire module can be useful if you want to print the entire view. But if the module contains lots of objects it can take a long time to download, and subsequent performance may be poor.

To download the entire module:

1. Click the **DOORSnet** tab.
2. Click **Get entire module**.

   DOORSnet downloads every object in the current view to your browser.

If DOORSnet times out during the download

For information on time-outs, see “Browser and server time-out,” on page 19.

If the DOORSnet server times out before it manages to get the entire module, you see a **More** option on the module title bar instead of the object ranges on the navigation bar at the bottom of your screen:

1. Click **More** to download more of the module. This downloads the next four-minute's worth of data.

   You now have a **Previous** option on the navigation bar. You can use **Previous** to move to the previous page of data, and **More** to move to the next page until you are on the last page of loaded data.

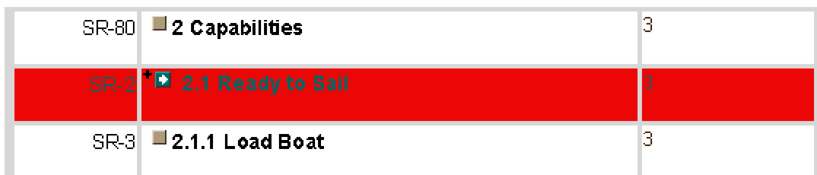
2. While on the last page of loaded data, click **More** to download the next four-minute's worth of data.
3. Repeat until the entire module has been downloaded, when the **More** option is no longer available.

More and **Previous** are only available for the **Get entire module** option.

Save

When you edit an object, the changes are temporarily stored on your computer. To make the changes permanent you have to explicitly save them, which stores them in the DOORS database.

If you have unsaved changes, the objects you edited have a red colored background and a plus sign to the left of the action button:



There is an asterisk on your module title bar:

You can either save the changes without unlocking the section, or save them and unlock the section.

Saving without unlocking is useful if either:

- You're making lots of changes to the section and you want to save the changes you've made so far, then carry on editing it.
- You want to look at something on another page and keep your lock on the section to make sure that another user can't edit it. For example, if you want to follow a link to another module to check something.

To save your changes without unlocking the section:

1. Click the **DOORSnet** tab.
2. Click **Save**.

Note: If you navigate to the DOORSnet Explorer or to another page when you have a locked section, you see a message like this:

If you want to keep the lock, click **Cancel**. If you want to unlock the section, click **OK**.

Save and unlock

You can save your changes and unlock the section in one operation.

To save your changes and unlock the section:

1. Click the **DOORSnet** tab.
2. Click **Save and unlock**.

Discard

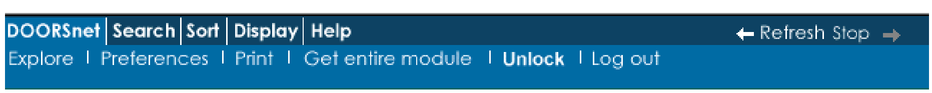
If you edit an object and then decide to change it back to how it was before you edited it, you can discard the changes you made.

To discard your changes:

1. Click the **DOORSnet** tab.
2. Click **Discard**.

Note: You can only discard changes when you edit an object. You can't undo object create or delete operations.

Unlock

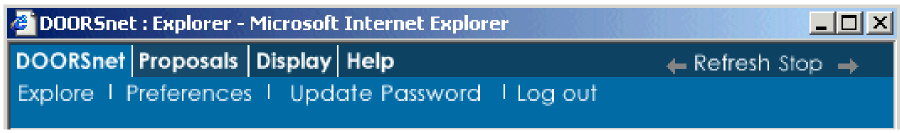


When you edit an object or insert or delete objects, DOORSnet locks the appropriate section. To let other users work on the same data, you should always unlock the section when you have finished editing.

To unlock the section:

1. Click the **DOORSnet** tab.
2. Click **Unlock**.

Log out



When you've finished using DOORSnet, always log out to free up a DOORSnet session for another user. If you forget to do this, DOORSnet automatically ends your session after an hour of inactivity.

To log out:

1. Click the **DOORSnet** tab.
2. Click **Log out**.

5 Using the Search tab

This chapter describes options on the Search tab:

- Filter
- Find
- Advanced
- Defining an advanced search

Filter

Note: Use a simple filter to search the text attributes in the current view. For information on how to use an advanced filter, see “Advanced,” on page 29.

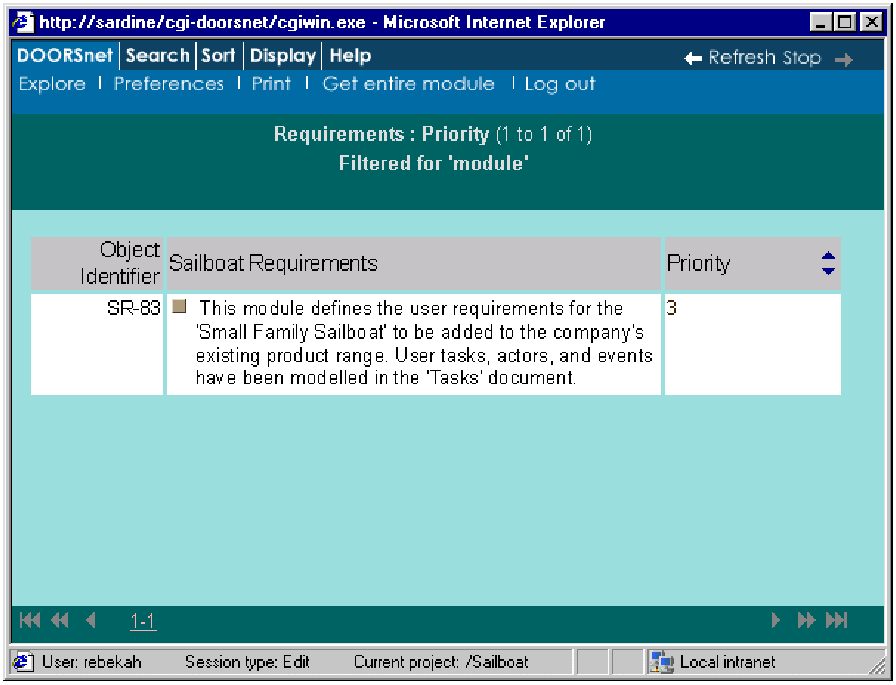
To use a simple filter:

1. Click the **Search** tab.
2. In the search box, type the text you want to search for.

   Note: Simple searches are not case sensitive. If you need to do a case sensitive search, use an advanced search (see “Advanced,” on page 29).

3. Click **Filter**.

4. The filter is applied—only objects that contain the information you typed are shown. The screen turns blue, and the module title bar changes to show the filter you've applied.



Find

Note: Use a simple find to search the text attributes in the current view. For information on how to use an advanced find, see “Advanced,” on page 29.

To use a simple find:

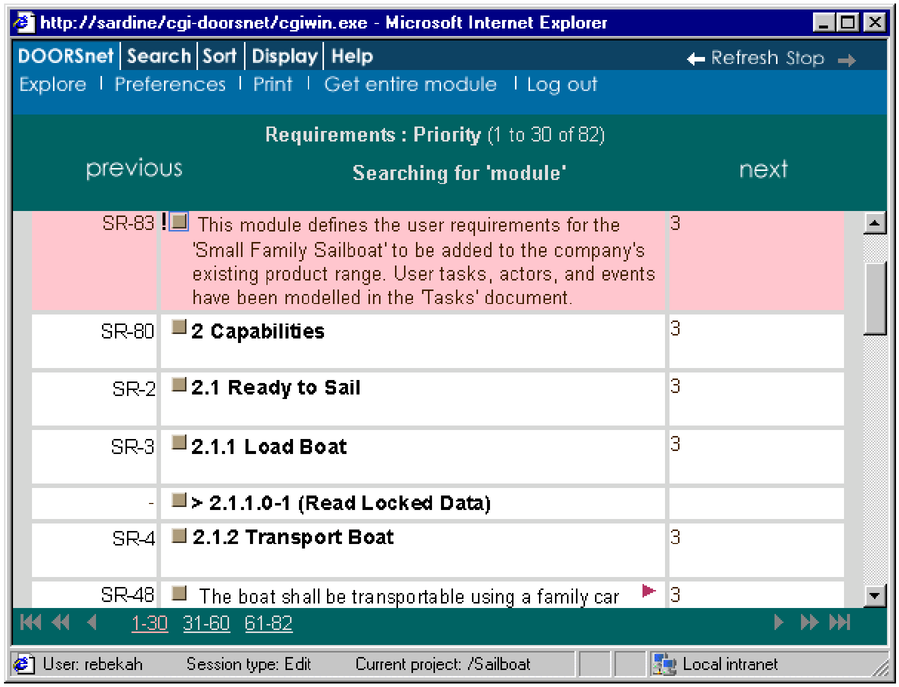
1. Click the **Search** tab.
2. In the search box, type the text you want to search for.

   Note: Simple searches are not case sensitive. If you need to do a case sensitive search, use an advanced search (see “Advanced,” on page 29).

3. Click **Find**.

   The view scrolls to show the first object that contains the information you typed. All the objects that match the search criteria are highlighted and have an exclamation mark to the left of the action button.

4. You can scroll to the next and previous found objects by clicking the **Next** and **Previous** buttons on the module title bar.



Advanced

Use the advanced search option to do an advanced filter or find.

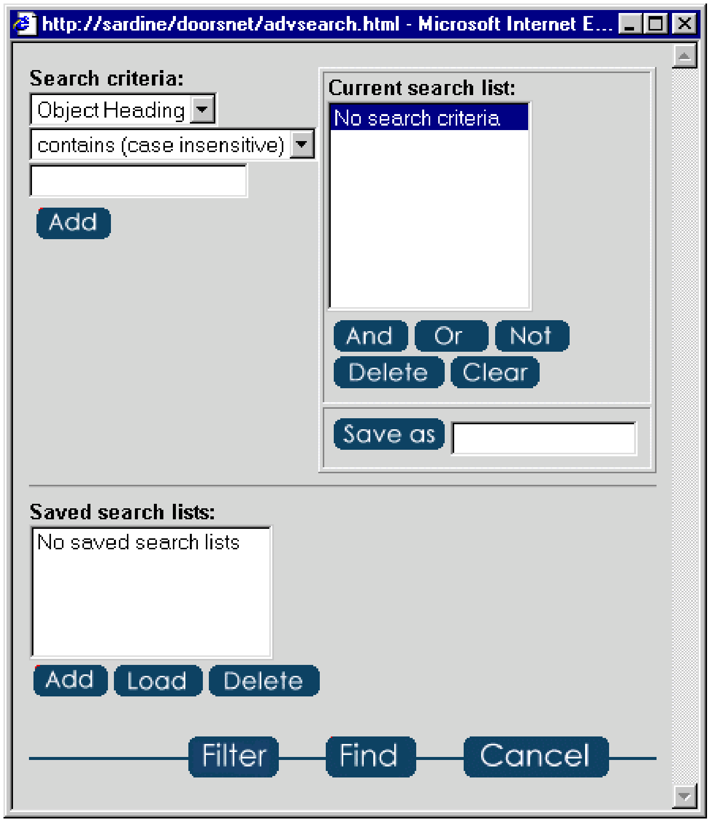
Note: For information on how to do a simple filter, see “Filter,” on page 27. And for information on how to do a simple find, see “Find,” on page 28.

To do an advanced filter or find:

1. Click the **Search** tab.

2. Click **Advanced**.

You see a screen similar to the following example.



3. Define the advanced search (see "Defining an advanced search," on page 32), then click either:

   - **Filter** to filter out objects that don't match the search criteria that is currently highlighted in the **Current search list** box.
   - **Find** to find objects that match the search criteria that is currently highlighted in the **Current search list** box.

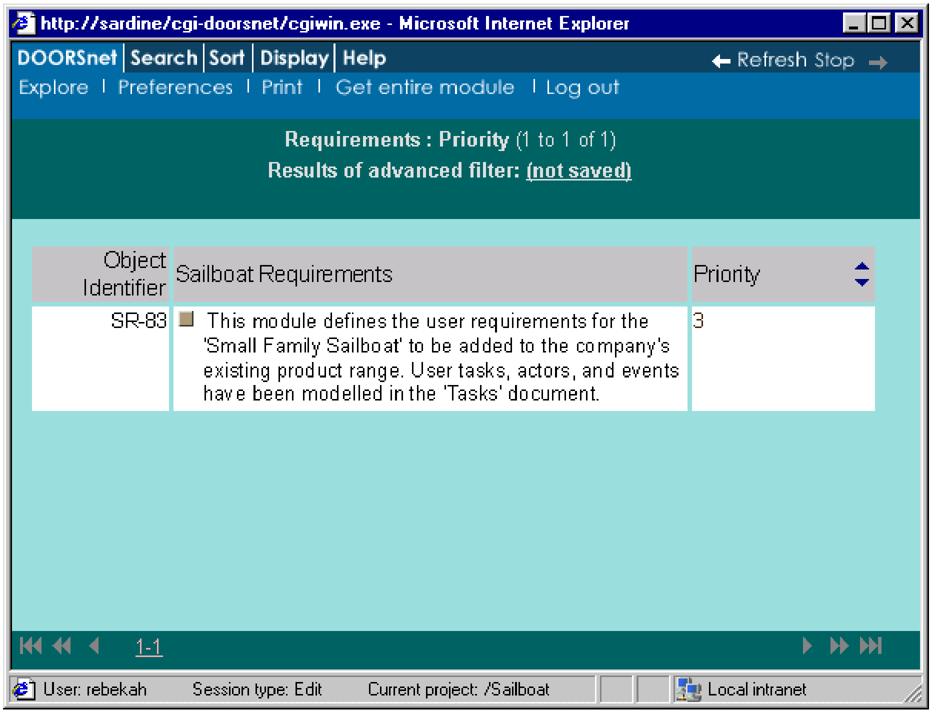
Advanced filter

When you do an advanced filter:

- The screen turns blue.
- Only objects matching the search criteria are shown.
- If you used a saved search list, its name is shown as a hyperlink in the module title bar. Otherwise the hyperlink says **(not saved)**.

  Note: Click the hyperlink if you want to modify the advanced search criteria.

The results of an advanced filter are shown in the following example.



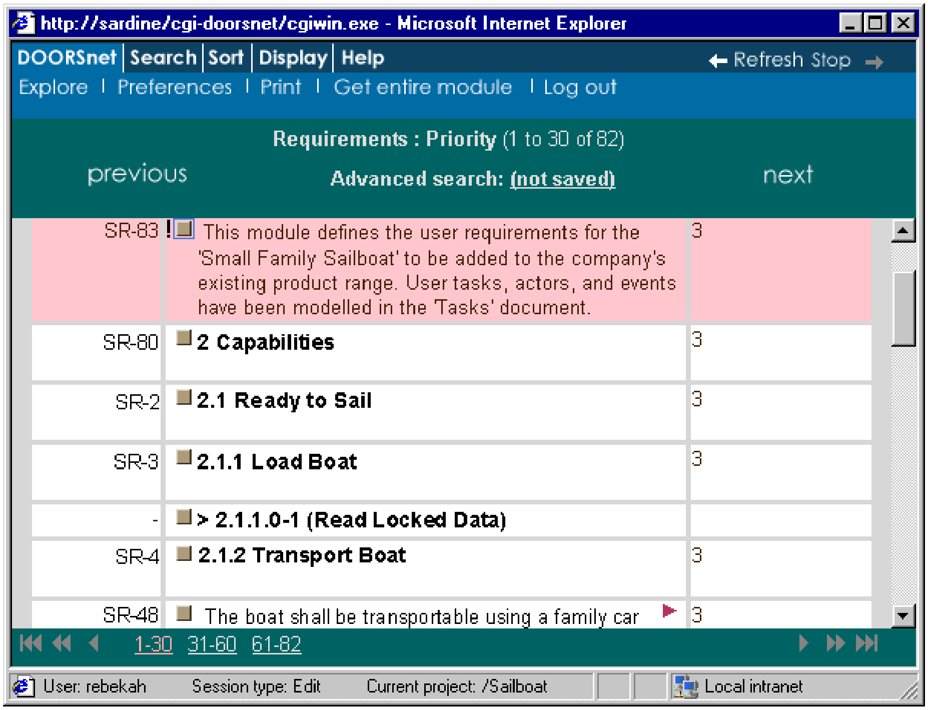
Advanced find

When you do an advanced find:

- The screen turns grey.
- Objects matching the search criteria are highlighted and have an exclamation mark to the left of the action button.
- If you used a saved search list, its name is shown as a hyperlink in the module title bar. Otherwise the hyperlink says **(not saved)**.

Note: Click the hyperlink if you want to modify the advanced search criteria.

The results of an advanced find are shown in the following example.



Defining an advanced search

The basic building blocks of advanced searches are called **search criteria**.

To define search criteria:

1. On the Advanced search screen, select the attribute you want to search on using the drop-down list. For example, select **Object Text**.
2. Use the next drop-down list to select the operator, for example, select **contains (case insensitive)**.
3. In the next box, enter the value you want to search for. For example, type in the word **mast**.
4. Click the **Add** button just below the criteria to add it to the Current search list box on the right. In this example, it adds **Object Text contains (case insensitive) mast** to the current search list.

Defining a complex search

Underneath the current search list are **And**, **Or** and **Not** buttons that you can use to build up complex searches.

Use	If you want to
And	Search for all the objects that match two or more search criteria. For example, you want to search for objects that have a priority greater than 3 **and** "mast" in their object text. Select the criteria you want to **and** together, then click **And**.
Or	Search for all the objects that match one or more search criteria. For example, you want to search for objects that either have a priority greater than 3 **or** "mast" in their object text, **or** both. Select the criteria you want to **or** together, then click **Or**.
Not	Search for all the objects that don't match a particular search criteria. For example, you want to search for objects that don't have "mast" in their object text. Select the criteria, then click **Not**.

And, **Or**, and **Not** add a new entry to the current search list.

Although you can have many entries in the current search list, you can only use one of them in an advanced search. Select the entry you want to use in your advanced search, then click either **Filter** or **Find**.

The selected entry is called the **active** entry.

To delete one or more entries from the search list, select the entries then click the **Delete** button underneath the current search list.

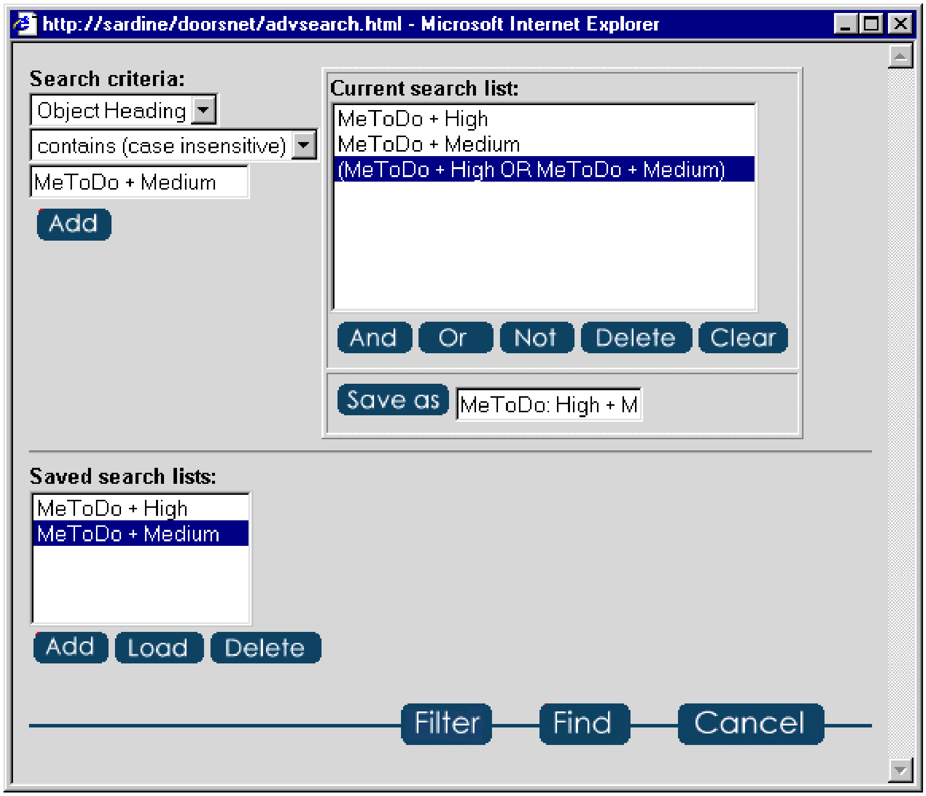
Using saved search lists

You can save a search list, so that you can reuse it later. This is useful if you often want to use particular search patterns. It saves you having to define them every time you want to use them.

For example, Dave saves two search lists called **MeToDo + High** and **MeToDo + Medium**:

- **MeToDo + High** searches for all the high priority tasks he has to do. Its active entry is **((Who is equal to Dave AND ToDo is equal to Yes) AND Priority is equal to High)**.
- **MeToDo + Medium** searches for all the medium priority tasks he has to do. Its active entry is **((Who is equal to Dave AND ToDo is equal to Yes) AND Priority is equal to Medium)**.

Using saved search lists can also simplify the text you see in the search list box, and make it easier for you to see what the search does.



For example, Dave follows these steps to produce the screen shown in this example:

1. Click **Clear** to clear the **Current search list** box.
2. In the **Saved search lists** box, select **MeToDo + High**, then click the **Add** button below it to add it to the **Current search list** box.
3. In the **Saved search lists** box, select **MeToDo + Medium**, then click the **Add** button below it to add it to **Current search list** box.
4. In the **Current search list** box, select both entries, then click **Or**. This adds a new entry **(MeToDo + High OR MeToDo + Medium)**.

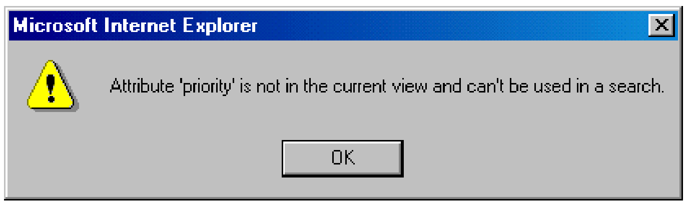
To search for all of his high or medium priority tasks, Dave selects the **(MeToDo + High OR MeToDo + Medium)** entry in the **Current search list** box, then clicks either **Filter** or **Find**.

Note: If you save the search list before you click **Filter** or **Find**, the blue bar at the top of your screen tells you the name of your search list. For example, if Dave saved the search list as **MeToDo: High + Medium**, and then clicked **Filter**, the blue bar would look like this:

Click the hyperlink on the blue bar to go to the advanced search screen to find out about the current search.

Note: DOORSnet saves search lists on a per module basis. The names of your saved search lists must be unique within a module.

If you click **Filter** or **Find** to use a saved search list whose active entry refers to attributes that aren't available in the current view, you get an error message.



6 Using the Proposals tab

This section describes options on the Proposals tab:

- Make suggestion
- Show all proposals
- Show my proposals

Make suggestion

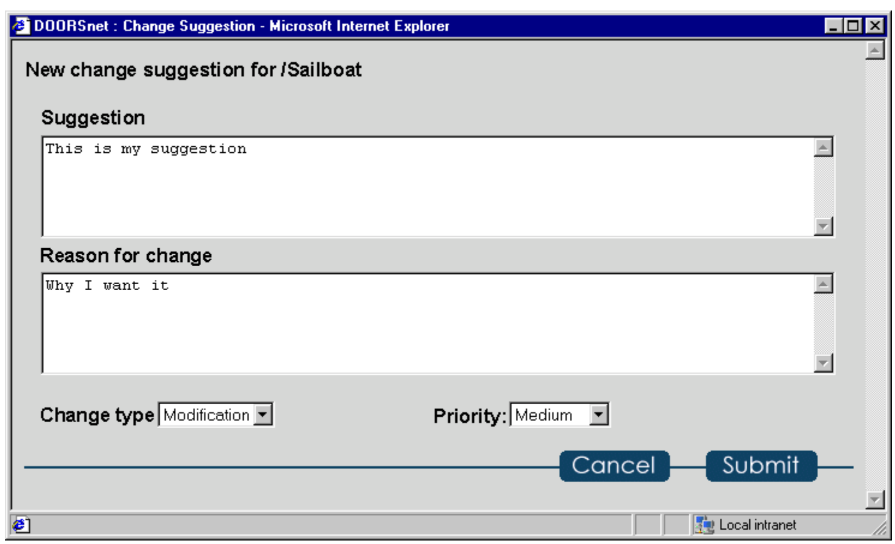
Note: The **Make suggestion** option is always available from the DOORSnet Explorer window but it's only available from a module window if the project has been configured for review.

For information on how to make a change proposal against a particular object, or to propose a new object, see "Submitting a change proposal," on page 49.

To make a suggestion about the current project:

1. Click the **Proposals** tab, then click **Make suggestion**.

   You see a suggestion form.



2. Fill out the form:
   - Type in your suggestion.

- Type in the reason why you're making the suggestion.

  Try and give as much information as possible to help the project's review team understand your suggestion properly and increase the chances of it being accepted.

- Use the **Change type** drop-down list to select the type of your suggestion.
- Use the **Priority** drop-down list to select the priority of your suggestion.

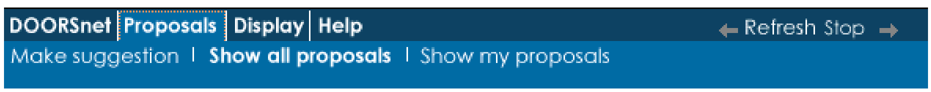
  Note: Be realistic and don't exaggerate the importance of your suggestion. The project's review team will probably downgrade the priority if you exaggerate.

3. Click **Submit** to submit your suggestion.

   You see a message saying that your suggestion has been submitted.

4. Click **OK** to acknowledge the message.

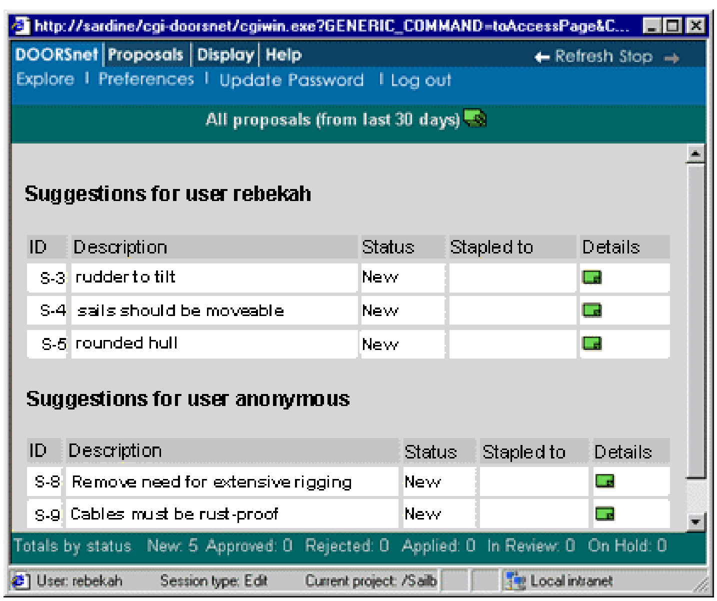
Show all proposals



Note: The **Show all proposals** option is always available from the DOORSnet Explorer window but it's only available from a module window if the project has been set up for review.

To see all the proposals that have been submitted for the current project:

1. Click the **Proposals** tab.
2. Click **Show all proposals**.



By default, you only see proposals submitted within the time-frame specified in your user preferences (see “Preferences,” on page 21). Click the icon on the title bar to show all proposals, regardless of their age.

You see several tables:

- First there's a table that contains a summary of all the suggestions for the project. It's divided into sections that group together the suggestions made by each user.
- Then there's a table for each module that has any change proposals. It groups change proposals by user, and summarizes all the change proposals.
- Finally, there's a table that summarizes all the suggestions and change proposals. It shows the total number of suggestions and change proposals in each status category (new, approved, rejected, and so on).

Suggestions

There is one suggestions table that includes all the suggestions for the whole project. The suggestions are grouped by user, so you can see all the suggestions submitted by a particular user.

Some DOORSnet users are identified by the e-mail address they used to register with DOORSnet; they are DOORSnet **guest** users. Anonymous users are identified by a username determined by the DOORSnet administrator.

Column	Description
ID	A unique identifier assigned to the suggestion.
Description	The actual suggestion. If the suggestion is long, it is truncated. To see the full suggestion, click the details icon .
Status	The status of the suggestion.
Stapled to	If the suggestion is stapled to another proposal, this is the object identifier of the master proposal. Click the object identifier hyperlink to go to the entry on the current page for the master proposal.
Details	Click the details icon to see full details about the suggestion, such as reviewer's comments and information about who submitted it.

Change proposals

There is one change proposals table for each module in the project that has change proposals. Within each table, the change proposals are grouped by user, so you can see all the change proposals submitted by a particular user.

Some DOORSnet users are identified by the e-mail address they used to register with DOORSnet; they are DOORSnet **guest** users. Anonymous users are identified by a username determined by the DOORSnet administrator.

Column	Description
ID	A unique identifier assigned to the change proposal.
Description	The type of the change proposal and the object it applies to. Click the icon to see the object the change proposal applies to.
Status	The status of the change proposal.
Stapled to	If the change proposal is stapled to another proposal, this is the object identifier of the master proposal. Click the object identifier hyperlink to go to the entry on the current page for the master proposal. If you click the master proposal's details icon, you'll see an icon in the top left corner of the new screen that tells you how many proposals are stapled to the master. Click this icon to show a summary of all the proposals in the staple set. On the new summary screen, click the details icon for any proposal to show full details about the proposal.
Details	Click the details icon to see full details about the change proposal, including reviewer's comments and information about who submitted it. On the details screen there's an icon in the top left if there are other change proposals against the same object. Click the icon to show a summary of these change proposals.

Show my proposals

Note: The **Show my proposals** option is always available from the DOORSnet Explorer window but it's only available from a module window if the project has been set up for review.

To see only the proposals you have submitted for the current project:

1. Click the **Proposals** tab.
2. Click **Show my proposals**.

For information about what you see on the screen, see “Show all proposals,” on page 38.

7 Using the Sort and Display tabs

This section contains the following topics:

- Using the Sort tab
- Using the Display tab

Using the Sort tab

Use the **Sort** tab to either:

- Sort the objects in the current view.
- Cancel the current sort.

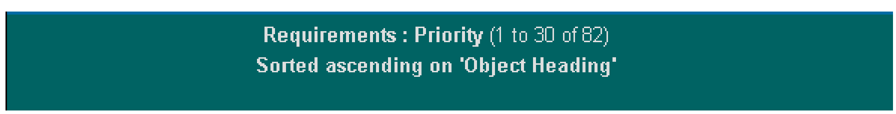
To sort the objects in the current view:

1. Click the **Sort** tab.
2. Use the drop-down list to select the attribute you want to sort on. The drop-down list includes all the attributes in the view.

   Note: You can't sort on attributes whose values are calculated dynamically, such as Object level.

3. Click **Ascending** or **Descending** to choose the order of your sort, and to sort the table.

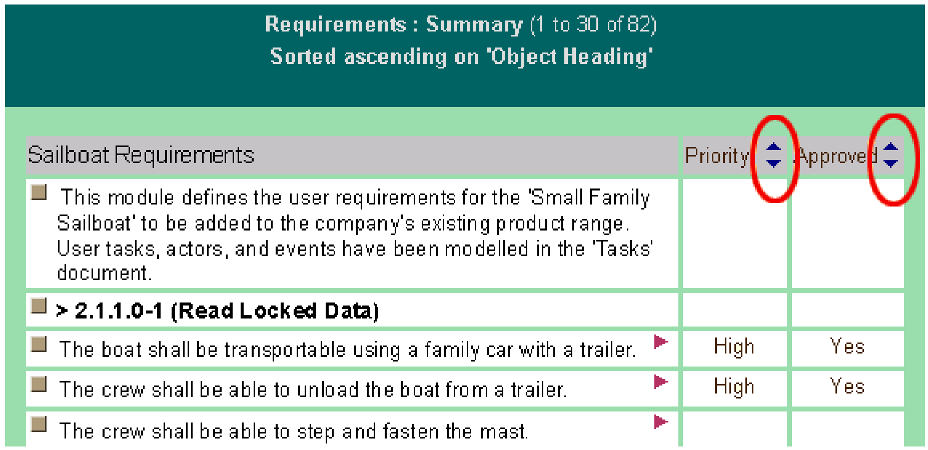
   Notice that the table you're looking at turns light green, and the module title bar displays a message like the one shown below.

To cancel a sort, click the **Sort** tab, then click **Clear**.

Using sort arrows

If you're using table format, you can also use sort arrows to sort your data. Using the sort arrows is quicker than using the Sort tab.



Use the sort arrows on a column heading to sort on the column:

- Click the up arrow to sort in ascending order.
- Click the down arrow to sort in descending order.

For example, to sort all the objects in the current view in order of descending priority, click the down arrow on the Priority column.

Notice that:

- The color of the arrow you clicked changes from blue to red.
- The table you're viewing changes color.
- The green bar at the top of your screen displays a message that tells you which attribute the data is sorted on and the order of the sort (ascending or descending).

To cancel the sort, click the arrow again. Its color changes back from red to blue, and the table you're viewing goes back to its original color.

Note: There aren't any sort arrows on the main column, which contains two attributes, the Object Heading and the Object Text. If you want to sort on the Object Heading or Object Text, use the **Sort** tab.
Columns that you can't sort on don't have arrows. For example, there aren't any arrows on columns that contain values that are calculated dynamically, such as Object level.

Using the Display tab

To change the way modules are displayed:

1. Click the **Display** tab.
2. Check the **Book format** box if you want to view information in book format (see “Table and book formats,” on page 11).
3. Check the **Show pictures** box if you want to control whether pictures are displayed.

   Note: DOORSnet goes faster if you don't show pictures. Pictures take time to download to your browser.
4. Click **Apply**.

Note: The display options you choose apply to all views.

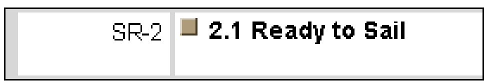
8 Using action buttons

This chapter describes the action buttons you use to perform actions on particular objects:

- What are action buttons?
- Editing an object
- Inserting an object
- Deleting an object
- Submitting a change proposal
- Showing change proposals against an object

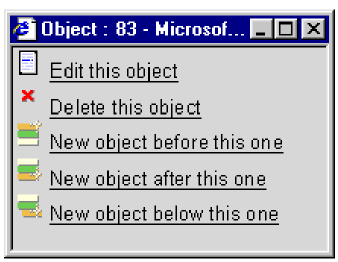
What are action buttons?

An **action button** lets you perform tasks that apply to a specific object, such as editing the object. An action button is a square button at the left-hand side of the main column.



Note: If your view doesn't have a main column, the action button is shown in a narrow column on the left of the table.

When you click an object's action button, you see an **action window** that lists all the actions you can apply to the object. An example action window is shown below



You may see a different set of actions depending on the level of access you have to the module or object, or if the module you are using has not been set up for review. For example, you won't see the **Edit this object** action if you don't have sufficient access to edit the object, or if no edit licenses were free when you logged in.

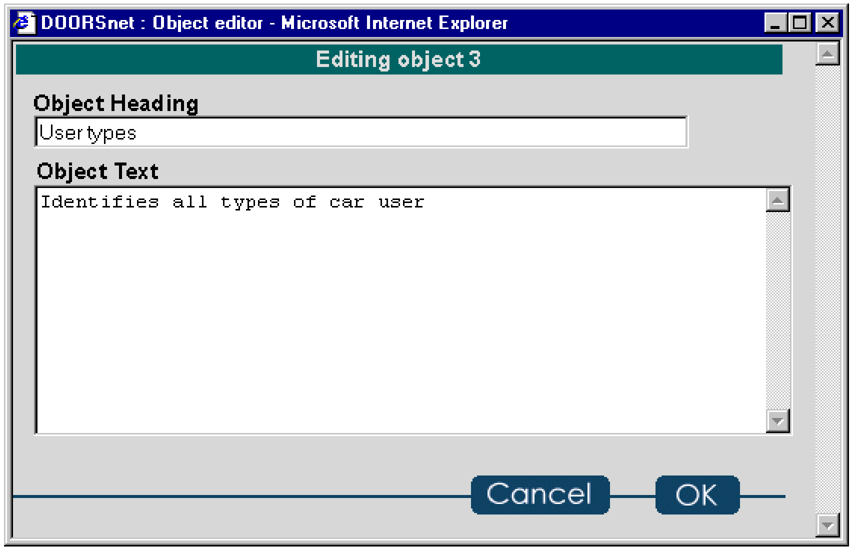
Editing an object

To edit an object:

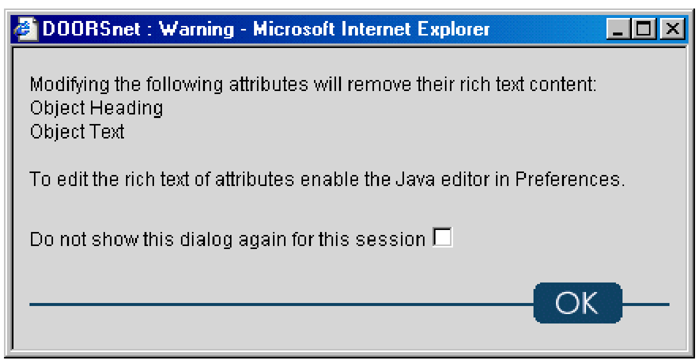
1. Click the action button for the object you want to edit.
2. In the action window, click **Edit this object**.

What happens next depends on what user preferences you have set (see “Preferences,” on page 21).

a. If the **Use Java rich text editors** box in your user preferences is not ticked, the plain text edit window is displayed:



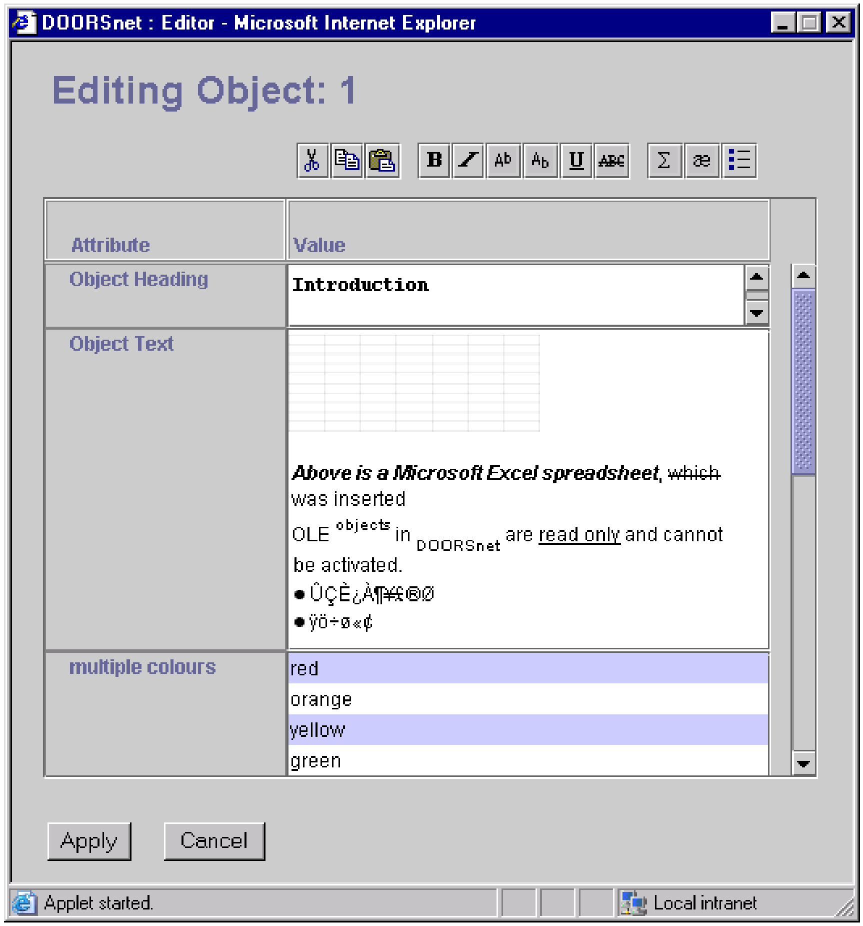
The following warning message is also displayed if the object to be edited has rich text formatting applied to it:



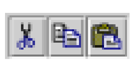
Note: OLE objects are stored as rich text. If you do not want to lose OLE objects when editing, always use the rich text editor.

If you do not want to lose the rich text content, click **OK** in the warning dialog and click **Cancel** in the plain text edit window, then set your user preferences accordingly (see “Preferences,” on page 21)

b. If the **Use Java rich text editors** box in your user preferences is ticked, the rich text window is displayed:



The icons on the rich text edit window are described in the following table:

Use these icons	To do this
	Cut, copy and paste the selected text.
	Apply **bold**, *italic*, superscript, subscript, underscore or ~~strikethrough~~ formatting to the selected text.

(Continued)

Use these icons	To do this
	Insert characters from the Symbol and Latin fonts: **a.** Click where you want to insert a symbol. **b.** Click the appropriate **Insert symbol** icon. You see the Symbol characters or Latin characters window. **c.** Click the character you want to insert.
	Apply bullet points to a list

3. An arrow is displayed on the action button of each object in the section being edited, indicating that there is an edit lock on the section.

The arrow will remain until the section is unlocked. If the module has not been set up for sharing the whole module will be locked. For further information see “Editable sections and locks,” on page 9.

4. Make your edits, then click **Apply**.

Note: Remember to save your changes (see “Save,” on page 24 or “Save and unlock,” on page 25).

Inserting an object

You can insert an object:

- Before or after the current object

  The new object is inserted at the same level in the hierarchy as the current object.

- Below the current object

  The new object is inserted one level below the current object in the hierarchy.

Note: You can't insert an object in a section that is locked by another user.

To insert an object:

1. Click the action button for the object you want to insert before, after or below.
2. In the action window, click the appropriate action.

   The relevant section is locked, the new object is created, and you see the object editor window.
3. Type in the appropriate attribute values.
4. Click **OK**.

Deleting an object

Deleting an object also deletes all the objects in the hierarchy below it.

Note: You can't delete an object in a section that is locked by another user.

To delete an object:

1. Click the action button for the object you want to delete.
2. In the action window, click **Delete this object**.
3. If you see a message telling you that you are about to delete all the objects in the hierarchy below the object, as well as the object itself, click **OK**.

Submitting a change proposal

Note: You won't have a **Submit a change proposal** option if your module isn't configured for review.

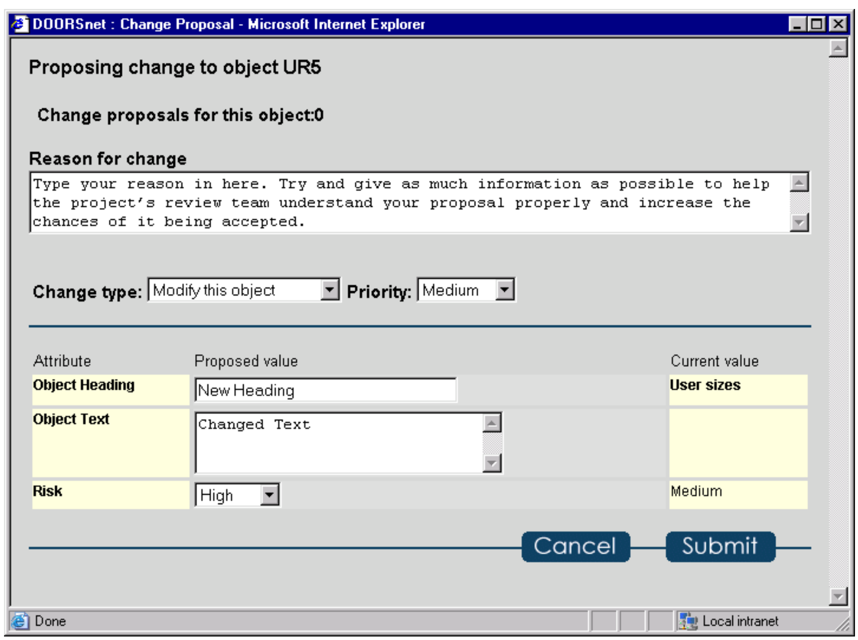
For information on how to make a suggestion for a project, see “Make suggestion,” on page 37.

To submit a change proposal for a particular object:

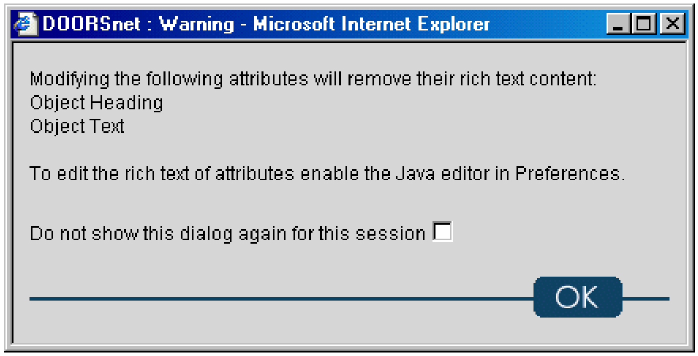
1. Click the action button on the object against which you want to submit the change proposal.
2. In the action window, click **Submit a change proposal**.

   What happens next depends on what user preferences you have set (see “Preferences,” on page 21)

   a. If the **Use Java rich text editors** box in your user preferences is not ticked, the plain text change proposal form is displayed:



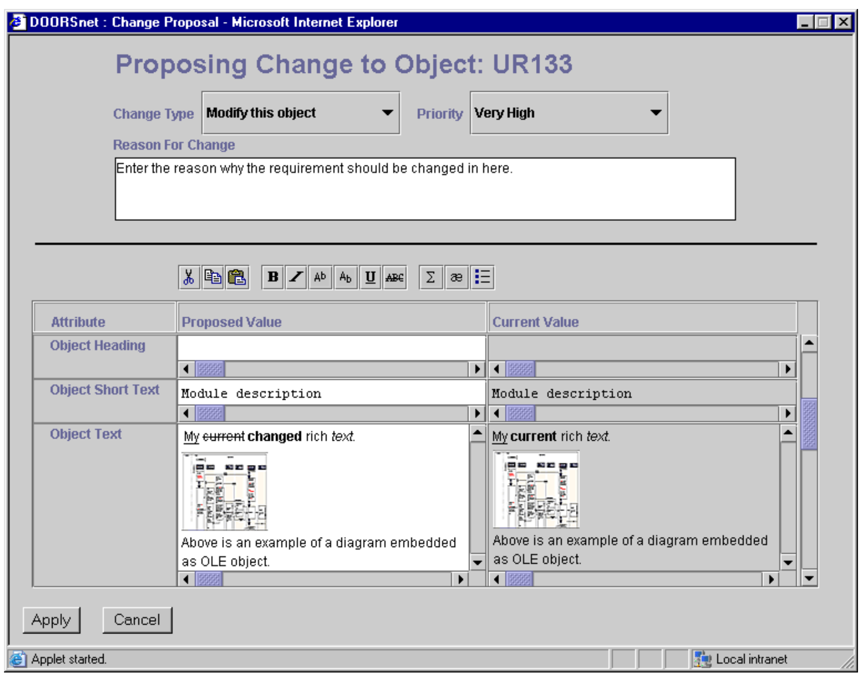
The following warning message is also displayed if the object to be edited has rich text formatting applied to it:



Note: OLE objects are stored as rich text. If you do not want to lose OLE objects when editing, always use the rich text change proposal form.

If you do not want to lose the rich text content, click **OK** in the warning dialog and click **Cancel** in the plain text change proposal form, then set your user preferences accordingly (see “Preferences,” on page 21)

b. If the **Use Java rich text editors** box in your user preferences is ticked, the rich text change proposal form is displayed:



3. Fill out the form:

- Type in the reason why you're proposing the change.

  Try and give as much information as possible to help the project's review team understand your proposal properly and increase the chances of it being accepted.

  Depending on your preference settings and the capabilities of your browser, you can apply either rich text formatting or plain text formatting.

- Use the **Change type** drop-down list to select the type of your proposed change.

Select this option	If you propose to
Modify this object	Modify the value of one or more of the current object's attributes.
Delete this object	Delete the current object.
Add new object	Add a new object at the same level as the current object.
Add new object (below)	Add a new object one level below the current object.

- Use the **Priority** drop-down list to select the priority of your proposed change.

  Note: Be realistic and don't exaggerate the importance of your change proposal. The project's review team will probably downgrade the priority if you exaggerate.

- If you're proposing new values for attributes, enter the new values in the **Proposed value** column. See on page 47 for information on the rich text buttons.

4. Click **Submit** to submit your change proposal.

   You see a message saying that your change proposal has been submitted.

5. Click **OK** to acknowledge the message.

   On the view screen, notice that the object you submitted the change proposal against has changed color.

   Note: If you click Refresh, you'll see a green icon like this on the object's action button. This icon tells you that the object has a change proposal submitted against it.

Showing change proposals against an object

Note: You won't have any **Show change proposal** options if your module isn't configured for review.

To show the change proposals for an object:

1. Click the action button for the object.
2. In the action window, click whichever of the following options is listed:

   - **Show change proposals against this object**

     The object has two or more change proposals, and you see a summary of them. Click the details icon on a change proposal to see full details about it.

- **Show details of change proposal**

  The object only has one change proposal, and you see full details about it.

By default, you only see proposals submitted within the time-frame specified in your user preferences (see "Preferences," on page 21). Click the  icon near the top right of the screen to all show proposals, regardless of their age.

9 Troubleshooting

This chapter describes how to troubleshoot DOORSnet:

- If DOORSnet screens misbehave in your browser
- If you can't see buttons on the advanced search screen
- If you can't see a proposal any more
- If you're not being notified by e-mail
- If your proposal has been stapled to the wrong proposal
- If nothing happens when you click hyperlink in Stapled to column
- If the text that you type is small and uses a strange font
- If the DOORSnet Previous option doesn't work

Note: For the latest information on known problems with DOORSnet and how to work around them, visit the support center on our website at http://support.telelogic.com.

If DOORSnet screens misbehave in your browser

If DOORSnet screens don't behave properly with your browser, it is probably because your browser doesn't support DOORSnet.

For the latest information on the browsers that support DOORSnet, the support center on our website at http://support.telelogic.com.

If you can't see buttons on the advanced search screen

If you can't see the buttons on the advanced search screen, you need to refresh your screen display. If you are using Internet Explorer, press the **F5** function key. If you are using Netscape, press **Ctrl+R**.

If you can't see a proposal any more

If you're looking at a proposals summary screen and can't see a proposal that you saw before, it's probably because the proposal was submitted before the time specified in your user preferences.

Click the  icon near the top right of the screen to all show proposals, regardless of their age.

If you're not being notified by e-mail

If you're not being notified by e-mail when the status or priority of your proposals changes:

1. Click **Preferences**.
2. Make sure the **Notify updates by email** box is checked.

3. Check that your e-mail address is correct. If necessary, type in the right e-mail address.
4. Click **OK**.

   You see a message saying that your new preferences have been saved.
5. Click **OK** to acknowledge the message.

If your proposal has been stapled to the wrong proposal

If you think one of your proposals has been stapled to the wrong proposal, submit another proposal explaining why you think that your original proposal was making a different point from the other proposals in the staple set.

If nothing happens when you click hyperlink in Stapled to column

If nothing happens when you're looking at a proposals summary screen and you click a hyperlink in the **Stapled to** column, it could be because:

- The master proposal is already displayed on your screen.

  Check the **ID** column to see whether the identifier in the **Stapled to** column matches that of any proposal on your screen.
- The master proposal is older than the time-frame specified in your user preferences.

  Click the  icon near the top right of the screen to all show proposals, regardless of their age.

If the text that you type is small and uses a strange font

On some browsers, the text you type in multi-line boxes on change proposal and suggestions forms may be very small and use a strange fixed-width font.

This problem is caused by the way that browsers handle multi-line text input fields. Your browser controls which font is used.

Your browser may have a preferences option that allows you to change this font. For example, if you are using Netscape:

1. Click **Edit > Preferences**.
2. On the left of the screen, select **Fonts** under the **Appearance** category.
3. On the right of the screen, use the two pull-down lists to select the font and size of the **Fixed Width Font**.

If the DOORSnet Previous option doesn't work

If you're using Internet Explorer, you've been downloading an entire module, and Internet Explorer loses information about which pages you've been looking at, the **Previous** option doesn't work in DOORSnet.

In this situation, you can't go back to the previous page. Your browser's **Back** option is grayed out, and DOORSnet's **Previous** option doesn't work, although it is not grayed out.

To return to normal, you must either reload the entire module, or return to the view selection page and select the view again.

10 Contacting customer support

This chapter contains the following topics:

- Before you contact customer support
- How to contact customer support
- Contact Information

Before you contact customer support

If your site has a designated on-site support person, please contact that person before you contact our customer support team.

To help our customer support team solve your problem, please have the following information available:

- Your name, title, company name, e-mail address, fax number and telephone number.
- Your Telelogic DOORS site ID.
- The version and build number of DOORS that you're running.

  To get this information, run DOORS, and click **Help > About DOORS**.
- The version of DOORSnet that you're running.

  To get this information, run DOORS,and click **Tools > DOORSnet > About DOORSnet**.
- The operating system you're running DOORS on, for example, Windows NT 4.0 Service Pack 6.
- The operating system you're running DOORSnet on, if different.
- What operating system your DOORS database is running on, if different.
- The name and version of your web browser.
- If you are reporting a new problem, please have a clear statement of the problem, including the exact text of any error messages produced by DOORSnet, your operating system, or any other tools that were running when the problem occurred.
- If you are calling about a problem you reported earlier, you need the original tracking number the customer support team assigned to your problem.

How to contact customer support

Visit the support center on our web site at http://support.telelogic.com.

Alternatively, you can e-mail or telephone us.

Contact information for users in the Americas, Europe, Scandinavia, Asia and Pacific is shown below.

Contact Information

Americas

e-mail	doorssupport.us@telelogic.com
telephone	+1 800 577 8449
service hours	9 am – 8 pm EST

Europe/Scandinavia

e-mail	doorssupport.eu@telelogic.com
telephone	+44 (131) 622 3636 (Europe) +44 (131) 622 3640 (Germany)
service hours	8:30 am – 5 pm GMT

Australia and New Zealand

e-mail	support.australia@telelogic.com
telephone	+61 (2) 9904 6315 (International) 1300 659 671 (Australia)
service hours	9 am – 5 pm AEST

China

e-mail	support.china@telelogic.com
telephone	+86 (10) 8518 5130
service hours	9 am – 5:30 pm GMT+8

India

e-mail	support.india@telelogic.com
telephone	+91 (80) 5112 4443
service hours	9 am – 5:30 pm GMT+5.5

Japan

e-mail	support.japan@telelogic.com
telephone	+81 (3) 6402 1650

Japan

service hours	9:30 am – 6 pm GMT+9

Korea

e-mail	support.korea@telelogic.com
telephone	+82 (2) 561 8512
service hours	9 am – 6 pm GMT+9

Taiwan

e-mail	ttcjason@ms42.hinet.net
telephone	+886 (2) 2213 5279
service hours	9 am – 6 pm GMT+8

Other Asian countries

e-mail	support.asia@telelogic.com
telephone	+91 (80) 5112 4443
service hours	9 am – 5:30 pm GMT+5.5

For up-to-date contact information, visit the following URL: http://www.telelogic.com/support/contact/

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