



# StarTeam 16.2

Web Client Help

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# About StarTeam Web Client

The StarTeam Web Client is an intuitive, web-based interface that multiple simultaneous users can use to connect to one or more StarTeam Servers to access projects and manage items.

The StarTeam Web Client delivers a core feature set designed to meet the needs of users responsible for viewing, creating, and editing files, change requests, requirements, tasks, and topics.



**Note:** You must possess a StarTeam user license to use the StarTeam Web Client.

## Capabilities

- Checking files in and out.
- Using public filters on the StarTeam Server to refine the scope of items to browse, but cannot create new or modify existing filters.
- Creating items.
- Editing item properties.
- Locking and unlocking an item.
- Displaying item details.
- Deleting an item.
- Downloading a file to a local or network drive.
- Starting a view session with a generated item or folder URL.
- Viewing historical revisions.
- Viewing reference details.
- Viewing labels.
- Viewing links.
- Viewing a revision's properties.
- Editing a revision's comment.

## Documentation

The documentation is your guide to using the product suite. StarTeam documentation is provided in several formats: online help, HTML, and Adobe PDF. Documentation is available from the **Help** menu within the product.

If you are using a Microsoft Windows system, you can locate documentation for the products by clicking **Start > Programs > StarTeam > <Product> > Documentation**. The Documentation menu lists all of the available documentation for the selected product.

You can also download documentation directly from: <http://supportline.microfocus.com/productdoc.aspx>.

### HTML Documentation

Readme files can be found directly under the root installation directory (or on the root of the installation CD). For documentation available in other languages (Japanese, French, or German), the language-specific versions of the release notes are indicated with an appropriate `_countrycode` in the filename. For example, `readme_ja.html` contains release note information for the Japanese language. PDF manuals are located in the `Documentation` subfolder on the product CDs.

## Adobe PDF Manuals

The following documentation is provided in Adobe PDF format. All manuals distributed in Adobe Acrobat (.PDF) format require Adobe Acrobat Reader to display them. The installation program for Adobe Acrobat Reader is available from the Adobe web site at: [www.adobe.com](http://www.adobe.com).

<b>Release Notes</b>	Contains system requirements and supported platforms for the products.
<b>StarTeam Installation Guide</b>	The StarTeam Installation Guide contains detailed instructions for installing and configuring the core StarTeam products.
<b>StarTeam Server Help</b>	This manual is identical to the online help version.
<b>StarTeam Cross-Platform Client Help</b>	This manual is identical to the online help version.
<b>StarTeam Command Line Tools Help</b>	Explains how to use the command-line tools and provides a reference for the various commands.
<b>StarTeam File Compare/Merge Help</b>	This manual is identical to the online help version of the StarTeam File Compare/Merge help.
<b>StarTeam Workflow Extensions User's Guide</b>	Explains how to design and manage StarTeam Extensions such as alternate property editors (APEs). It also covers the StarTeam Workflow Designer and StarTeam Notification Agent.
<b>StarTeamMPX Administrator's Guide</b>	Explains the basic operation and architecture of the system, and presents instructions on installing and configuring the components.
<b>ActiveMQ MPX Administrator's Guide</b>	Explains the basic operation and architecture of the system, and presents instructions on installing and configuring the components.



**Note:** Depending upon which products you purchased and installed, not all of the application manuals will be on your system.

## Contacting Support

Micro Focus is committed to providing world-class services in the areas of consulting and technical support. Qualified technical support engineers are prepared to handle your support needs on a case-by-case basis or in an ongoing partnership. Micro Focus provides worldwide support, delivering timely, reliable service to ensure every customer's business success.

For more information about support services, visit the Micro Focus SupportLine web site at <http://supportline.microfocus.com> where registered users can find product upgrades as well as previous versions of a product. Additionally, users can find the Knowledge Base, Product Documentation, Community Forums, and support resources.

When contacting support, be prepared to provide complete information about your environment, the product version, and a detailed description of the problem, including steps to reproduce the problem.

For support on third-party tools or documentation, contact the vendor of the tool.

# StarTeam Basics

This section contains information about StarTeam assets.

## StarTeam Containers

StarTeam server configurations, projects, and views are containers that allow you to organize items based on application, module, business unit, or other criteria.

The following table defines each container type and shows its icon on the StarTeam Web Client user interface.

Icon	Container	Definition
	Server Configuration	A StarTeam deployment instance, consisting of a repository and a vault. A server configuration is the highest-level StarTeam container. All files, change requests, and other items that can be interrelated and managed as a whole reside in the same server configuration.
	Project	<p>Used to group and manage related items hierarchically in a set of folders within a StarTeam server configuration. Projects allow you to set requirements, track change requests, manage tasks, and discuss the project.</p> <p>Before a server configuration can be used, at least one project must be created. A server configuration can hold multiple projects, each oriented to the life-cycle needs of a specific team, application, or component.</p>
	View	<p>A window into a project that holds items for a specific purpose. Every new project begins with the root view, in which folders, files, and other items can be organized. Subsets of the root view's contents, called child views, can be created to support specific activities or users.</p> <p>For example, a project for a software product might include functional specifications, marketing requirements, source code, and test suites, all stored in separate folders in the root view. As the product progresses from one release to another, additional views of these folders can be created. One view could represent the 1.0 version of the product, while a second view represents the 2.0 version, and so on.</p>

## Supported Item Types

A typical software development life-cycle requires the development, evolution, and management of things other than source files, such as requirements, models, graphics, change requests, schedules, tests, and so on.

The following table defines each built-in item type supported by the StarTeam Web Client and shows its icon on the user interface.

Icon	Item	Definition
	File	<p>StarTeam can store any kind of file. The StarTeam Web Client allows you to work with an existing project file in the following ways.</p> <ul style="list-style-type: none"><li>• Bulk check in and check out.</li><li>• View and edit file properties.</li><li>• View historical information about file revisions.</li></ul>

Icon	Item	Definition
		<ul style="list-style-type: none"> <li>Save a file or any of its historical revisions to a local or network drive.</li> </ul>
	Change Request	A request to change something within the scope of a project. Development teams create change requests to record problems and enhancement requests and to track their resolution or implementation.
	Requirement	<p>Specifies a condition the software functionality must meet. The use of requirements enables business analysts, managers, developers, QA staff, and others to perform the following activities:</p> <ul style="list-style-type: none"> <li>Organize business, user, and functional requirements in a hierarchical format</li> <li>Indicate the dependencies among requirements</li> <li>Prioritize requirements by importance</li> <li>Identify the impact of changes to requirements</li> <li>Use requirements to estimate work</li> <li>Identify the person creating the requirement and the person who is responsible for completing it</li> <li>Track the requirement lifecycle from submission to completion or rejection</li> </ul>
	Task	<p>Represents a needed, active, or completed unit of work. Tasks allow project team members to perform the following activities:</p> <ul style="list-style-type: none"> <li>Create new tasks and assign them to team members</li> <li>Review current task status</li> <li>Estimate hours required to complete a task</li> <li>Record hours spent working on a task</li> <li>Compare estimated to actual time spent completing a task</li> </ul>
	Topic	The first message in a threaded conversation that serves to raise a project issue to which team members can respond. Topics and their responses allow important discussions to be documented.
	Alternate Property Editors	<p>Alternate property editors (APE) created through StarFlow Extensions are now fully supported via the StarTeam Web Client. If APEs are enabled for the project, then the user will be shown the editor as a local dialog for updating with all workflow being fully enforced. When using APEs through the StarTeam Web Client, the APE will make a direct connection to the StarTeam Server and thus firewall settings between the user's machine and the StarTeam Server should be taken into consideration.</p> <p>You do not need to make changes to the code of the APE but the JAR on the server does need to be signed and re-checked in to the Starflow Extensions project.</p> <p>APE forms are not modal.</p> <p> <b>Note:</b> APEs cannot be closed by using the APE's "X" button. You need to use the <b>OK</b> or <b>Cancel</b> buttons.</p> <p>In order to remove the messages that the APE will show before launching:</p> <p><b>Firefox</b></p> <ul style="list-style-type: none"> <li>Ensure that you check the option <b>Do this automatically for files like this from now on</b>.</li> <li>When the Java Dialog is displayed you will need to click <b>Run</b> to start the APE.</li> </ul> <p><b>Internet Explorer</b></p> <ul style="list-style-type: none"> <li>Check the option <b>Do not show this again for apps from the published and location server</b>.</li> <li>When the Java Dialog is displayed you will need to click <b>Run</b> to start the APE.</li> </ul> <p><b>Chrome</b></p> <ul style="list-style-type: none"> <li>Click the downloaded .JNLP file.</li> </ul>

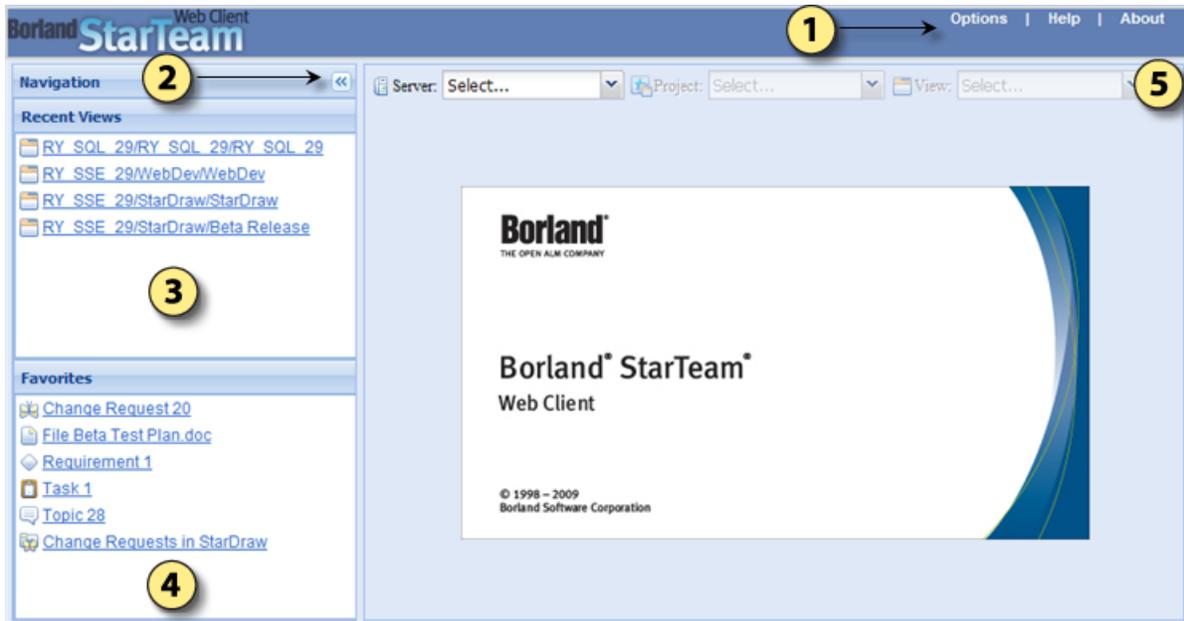
Icon	Item	Definition
		<ul style="list-style-type: none"><li>• When the Java Dialog is displayed you will need to click <b>Run</b> to start the APE.</li><li>• Check the option <b>Do not show this again for apps from the published and location server.</b></li></ul>

# Tour of the User Interface

The topics in this section outline the main features of the user interface.

## Start Page

When you navigate to the StarTeam Web Client URL provided by your StarTeam Web Client administrator, the StarTeam Web Client **Start** page opens.



1 Title bar with **Options**, **Help**, and **About** links

2 Navigation pane with **Show/Hide** button

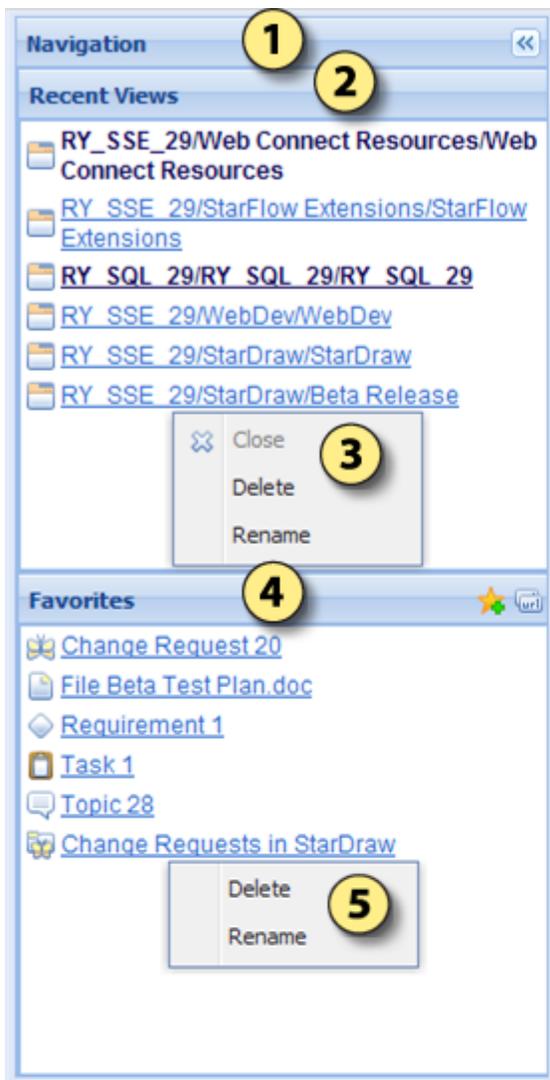
3 **Recent Views** panel

4 **Favorites** panel

5 **Server**, **Project**, and **View** list boxes

## Navigation Pane

The **Navigation** pane, which is available on every page of the StarTeam Web Client, consists of the **Recent Views** panel and the **Favorites** panel. The **Recent Views** panel provides shortcuts to recent views, and the **Favorites** panel provides shortcuts to favorites.



- 1 **Navigation** pane with **Show/Hide** button.
- 2 **Recent Views** panel with hyperlinks to the last 10 views opened. Open views appear in boldface type with the active view at the top of the list.
- 3 Use the context menus to close, delete, or rename Recent Views.
- 4 **Favorites** panel with hyperlinks to up to 20 favorite items or groups of items. Also contains the **Create Favorite** and **Generate URL** buttons.
- 5 Use the context menus to delete or rename Favorites.

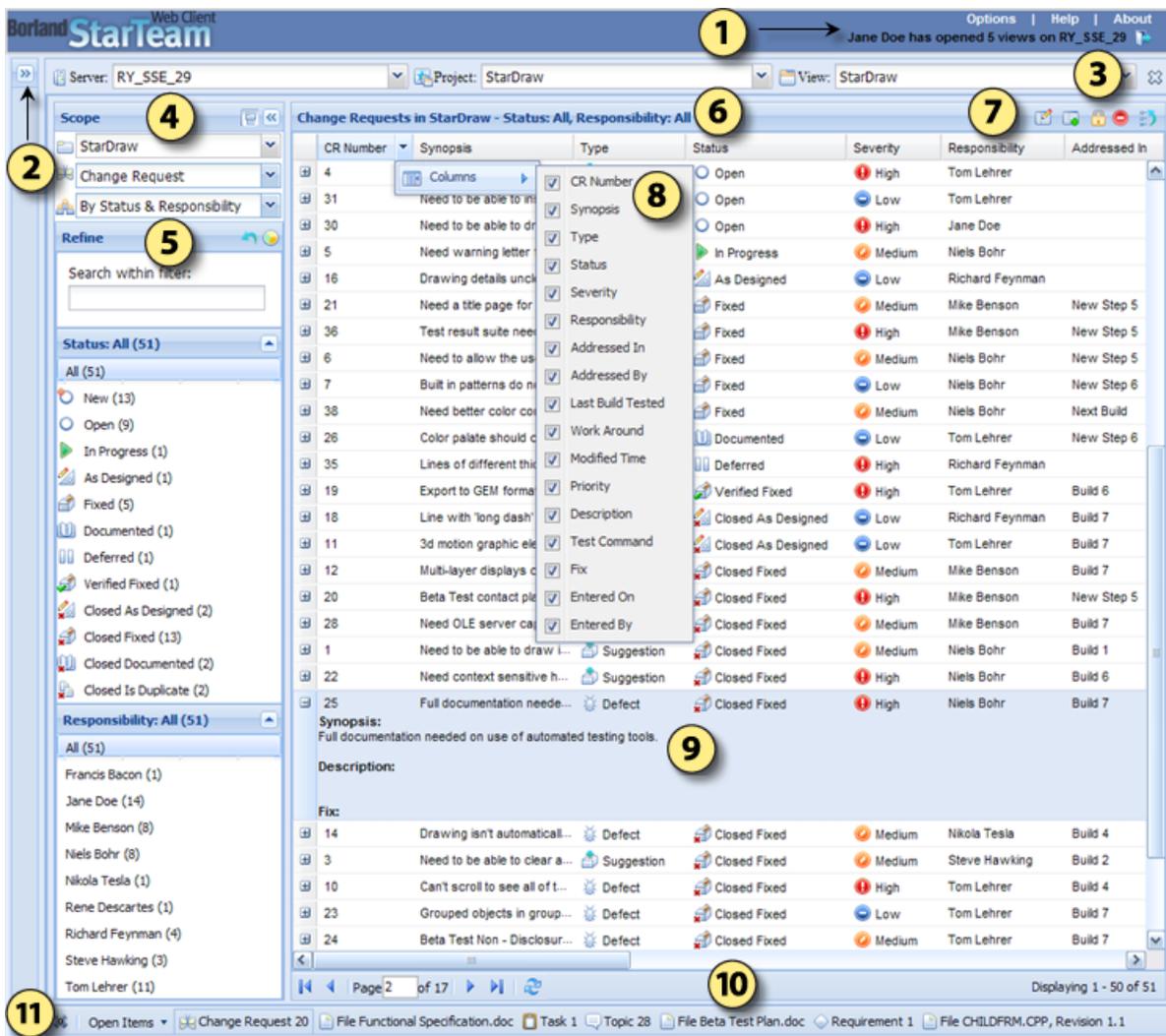
## Pagination Controls

When a StarTeam Web Client list contains more than 30 items, or when the **Item Table** on the **Browse** page contains more than 50 records, pagination controls become available at the bottom of the list or on the **Item Table** footer. Use these pagination controls to page through the items or records.

Icon	Description
	Click <b>First Page</b> to return to the first page of items in the <b>Item Table</b> .
	Click <b>Previous Page</b> to view the previous page of items in the <b>Item Table</b> .
	Click <b>Next Page</b> to view the next page of items in the <b>Item Table</b> .
	Click <b>Last Page</b> to view the last page of items in the <b>Item Table</b> .
	Click <b>Refresh</b> to refresh Item Table data from the StarTeam Server.
	Type a page number in the <b>Page Number</b> field and press <b>Enter</b> to view that page.

## Browse Page

The **Browse** page is used to locate a specific item or group of items within a view.



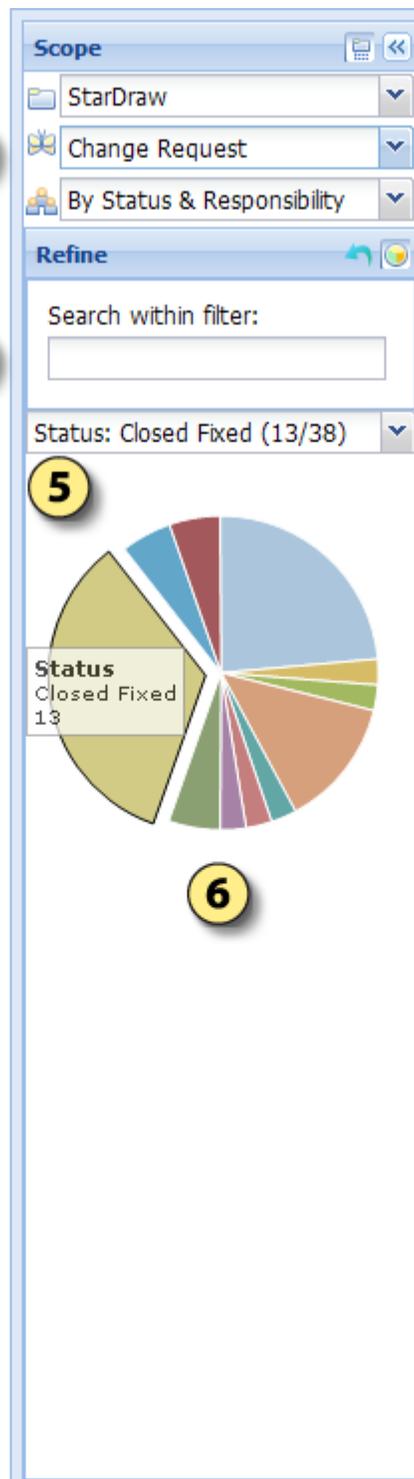
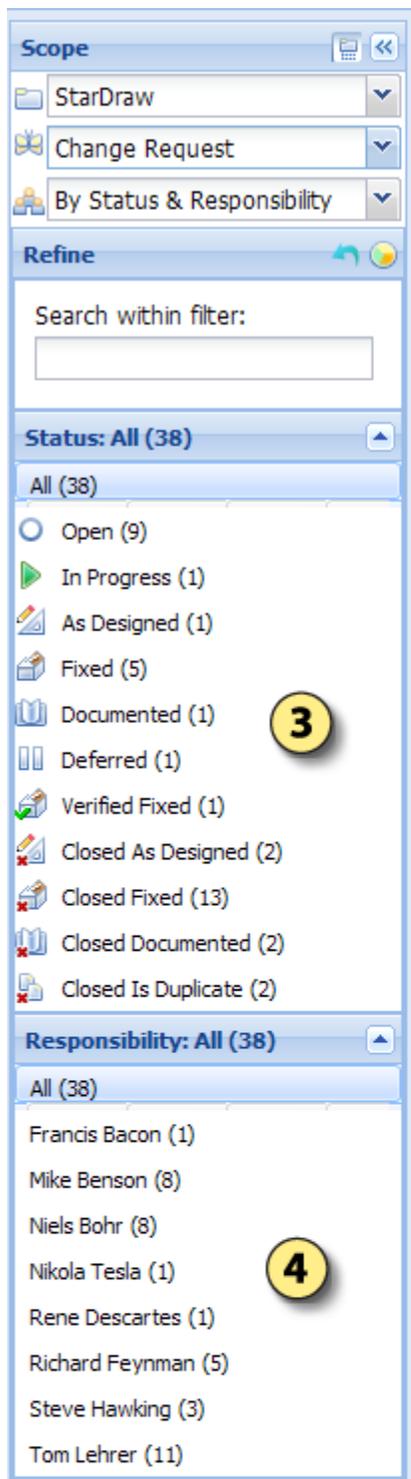
- 1 In addition to the **Options**, **Help**, and **About** links, the title bar shows the logged on user and the number of open views on the server configuration, and has a button to log off from the server configuration.
- 2 Show/Hide button for the **Navigation** pane.
- 3 **Server**, **Project**, and **View** list boxes and **Close View** button.
- 4 **Scope/Refine** pane.
- 5 **Refine** panel.
- 6 The **Item Table** title specifies the item type, folder, and grouping, if any, of the items shown in the **Item Table**.
- 7 **Item Table** toolbar buttons.
- 8 Each column in the **Item Table** has a context menu with a check-box list of all the columns available in the selected filter. By default, all of the check boxes are checked in the menu, so all of the columns are displayed in the **Item Table**.
- 9 Click the plus sign (+) to the left of an item record to view embedded item details.
- 10 **Item Table** footer with pagination controls and page status message.
- 11 The **Open Items** bar displays the tabs of any open Item Editors, the **Close All Items** button, and the **Open Items** list box.

## Scope/Refine Pane

The **Scope/Refine** pane on the **Browse** page allows you to locate a specific item or group of items in a view by narrowing the scope of items the StarTeam Server returns and displays in the Item Table.

The **Scope/Refine** pane consists of the **Scope** panel and the Refine panel:

- Use the **Scope** panel to narrow the scope to a project folder and item type. A public filter on the StarTeam Server can also be selected.
- If a filter is selected, use the **Refine** panel to perform a text search or to isolate a grouping within the filter.



- 1 Scope/Refine pane with All Descendants button, Show/Hide button, and Folder, Item Type, and Filter list boxes
- 2 Refine panel with Reset Filter button, Toggle chart button, and Search within filter text box
- 3 List view of Status grouping
- 4 List view of Responsibility grouping
- 5 Grouping list box (Chart view)

## Item Table Toolbar Buttons

When one or more item records are selected in the **Item Table** on the **Browse** page, the **Item Table** toolbar buttons can be used to manipulate the selected items.

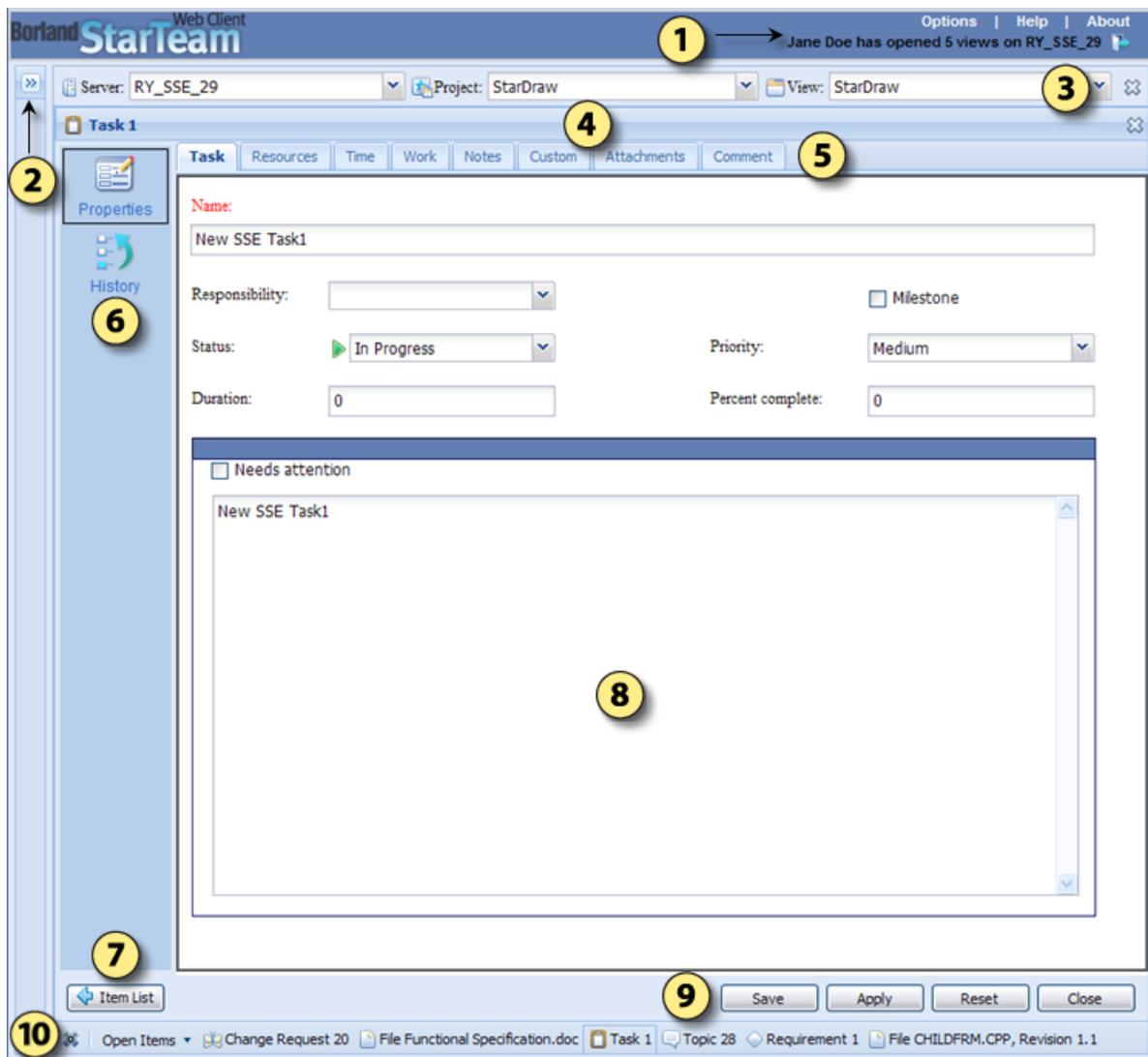
Icon	Description
	Click <b>Properties</b> to view or edit the selected items.
	Click <b>New</b> to create a new item of the same type currently shown in the <b>Item Type</b> list and the <b>Item Table</b> .
	Click <b>Lock/Unlock...</b> to lock or unlock the selected items.
	Click <b>Delete</b> to delete the selected items.
	Click <b>History</b> to work with the historical revisions of the selected item.
	Click <b>Check Out...</b> to download the selected file to a local or network drive.



**Note:** These options are also available on the **Item Table** context menu.

## Item Page

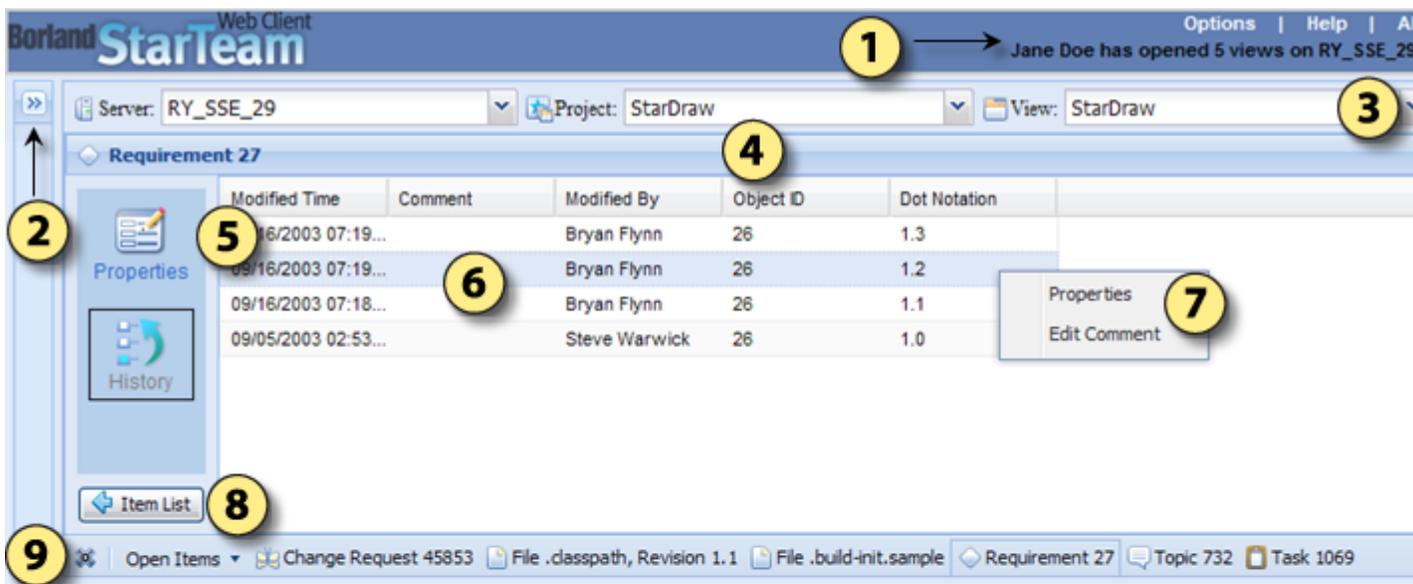
When you select one or more items in the **Item Table** on the **Browse** page and click **Properties** () , the **Item Editors** of the selected items will open in the Item page.



- |  |   |
|--|---|
| <p><b>1</b> In addition to the <b>Options</b>, <b>Help</b>, and <b>About</b> links, the title bar shows the logged on user and the number of open views on the server configuration, and has a button to log off from the server configuration.</p> <p><b>2</b> <b>Show/Hide</b> button for the <b>Scope/Refine</b> pane.</p> <p><b>3</b> <b>Server</b>, <b>Project</b>, and <b>View</b> list boxes and <b>Close View</b> button.</p> <p><b>4</b> Active Item Editor title bar with <b>Close Item</b> button.</p> <p><b>5</b> Active Item Editor tabs.</p> | <p><b>6</b> Click <b>History</b> to view the open item's historical revisions.</p> <p><b>7</b> The <b>Item List</b> button returns you to the <b>Browse</b> page and the active <b>Item Table</b>.</p> <p><b>8</b> Active Item Editor.</p> <p><b>9</b> <b>Save</b>, <b>Apply</b>, <b>Reset</b>, and <b>Close</b> buttons.</p> <p><b>10</b> The <b>Open Items</b> bar displays the tabs of any open Item Editors, the <b>Close All Items</b> button, and the <b>Open Items</b> list box.</p> |
|--|---|

## Item History Page

When you select an item in the **Item Table** on the **Browse** page and click **History** (  ) on the toolbar or **Item History** on the **Item Editor**, the **Item History** page for the selected or active item opens.



- 1** In addition to the **Options**, **Help**, and **About** links, the title bar shows the logged on user and the number of open views on the server configuration, and has a button to log off from the server configuration
- 2** **Show/Hide** button for the **Scope/Refine** pane
- 3** **Server**, **Project**, and **View** list boxes and **Close View** button
- 4** Active item editor title bar with **Close Item** button
- 5** Click the **Properties** button to open the tip revision of the active item in an Item Editor
- 6** Historical revision records of the item
- 7** Use the context menu to open the selected historical revision of the item in an Item Editor or to edit the comment for that revision
- 8** The **Item List** button returns you to the **Browse** page and the active **Item Table**
- 9** The **Open Items** bar displays the tabs of any open Item Editors, the **Close All Items** button, and the **Open Items** list box

## Item Label Page

The **Label** tab lists the labels associated with each revision of the selected item.

To open the Item **Label** page, select an item in the **Item Table** on the **Browse** page and click the **Label** icon on the toolbar or **Item Label** on the **Item Editor**.

## Item Links Page

The **Link** page shows the items to which the selected item is linked. For example, a file might be linked to a folder, another file, or a change request. Items can also be linked externally from one server to another. The **Link** page decorates the external link in the **View** column with a special external link decoration.

To open the **Item Links** page, select an item in the **Item Table** on the **Browse** page and click the **Links** icon on the toolbar or **Item Links** on the **Item Editor**.

# Item References Page

The **Reference** page shows the relationships between the selected item and other folders or items with which it is associated. A folder or item may be associated with more than one project, view, or parent folder in the same server configuration because of sharing or because a child view has been created. Each instance of the original folder or item has a reference. Item references can be viewed on the **Reference** tab of the lower pane.

To open the Item **Reference** page, select an item in the **Item Table** on the **Browse** page and click the **Reference** icon on the toolbar or **Item references** on the **Item Editor**.

## Item Editors

The topics in this section show and describe the StarTeam Web Client's default **Item Editors**. Your StarTeam Web Client administrator can customize the layout, properties, and workflow of the **Item Editors** for your organization. Thus, the default **Item Editors** discussed in this section may vary significantly from your implementation of the StarTeam Web Client.

## File Editor

The following details the tabs on the **File Editor**.

### General tab

Property	Description
Name	Name of the file.
Description	Description of the file.
Size	Size of the tip revision of the file in bytes.
Executable	Indicates whether the executable bit must be set for a UNIX file.
Last Modified By	Name of the person who last modified the file.
Last Modified On	Date and time the file was last checked in.
File Time Stamp	Date and time the file was last modified.
Locked Exclusively By	Name of the user who has exclusively locked the file.
Locked Non-Exclusively By	Name of the user who has non-exclusively locked the file.

### Archive tab

Property	Description
Type	Indicates whether a file is stored as a StarTeam (Native) file or as another type of file.
Format	Vault storage format for the file. StarTeam 2006 and later versions use only Native-II storage.
Archive File Name	Name of the Native-II Vault file that stores the tip revision. This name is the MD5 value of that file revision's content converted to a 32-digit hex string.
Compression	The file's level of compression.

Property	Description
<b>Default</b>	Compromise between maximum compression and maximum speed.
<b>Maximize Compression</b>	Densest possible compression of file revisions used to save space on the server.
<b>Maximize Speed</b>	Fastest possible compression of file revisions used to improve server performance.
<b>None</b>	No compression.

### Custom

The **Custom** tab lists any custom property names and values.

### Comment

Use the **Comment** field to provide additional information about the item.

## Change Request Editor

The following details the tabs on the **Change Request Editor**.

### Synopsis

Property	Description
Status	Stage of the change request.
Priority	Whether or not the change request is of high importance.
Type	Kind of change request: a Defect or a Suggestion.
Severity	Importance of the change request: Low, Medium, or High.
Platform	Operating system platform to which the change request applies.
Last Build	Tested Build in which the defect was discovered or last tested.
External Reference	Customer or other outside source who provided the data for the change request.
Addressed In Build	Build in which the fix first appears.
(Addressed in Build) By	Name of the person who resolved the change request. This value is a read-only calculated value.
Component	Module in which the defect occurs.
Category	Sub-component in which the defect occurs.
Synopsis	Brief description of the change request.
Responsibility	Name of the person currently responsible for the change request.
(Responsibility) As of	Date and time the person responsible for the change request was assigned that responsibility. This value is a read-only calculated value.
Entered By	Name of the person who created the change request. This value is a read-only calculated value.
Entered On	Date and time the change request was created. This value is a read-only calculated value.

## Description

Property	Description
Description and steps to reproduce	Complete, detailed description of the change request.
Test command	Command to use to test the solution for the change request.

This tab also contains a **Browse** button for locating the command to test.

## Solution

Property	Description
Workaround	Alternate solution to the change request other than the fix.
Fix	Solution that was applied to the change request.

## Custom

The **Custom** tab lists any custom property names and values.

## Attachments

Use the **Attachments** tab to manage files attached to an item in the following ways:

- Click **Add...** to attach a local file to the item.
- Select an attachment and click **Remove** to remove the attached file.
- Select an attachment and click **Save** to save the attached file to your local or network drive.

## Comment

Use the **Comment** field to provide additional information about the item.

# Requirement Editor

The following details the tabs on the **Requirement Editor**.

## Requirement

Property	Description
Name	Requirement name.
Created By	Name of the person who created the first revision of the requirement in the view. This value is a read-only calculated value.
Created On	Date and time the first revision of the requirement was created. This value is a read-only calculated value.
Attachments	Number of files attached to the requirement. This value is a read-only calculated value.
Modified By	Name of the last person who modified the requirement. This value is a read-only calculated value.
Modified On	Date and time the requirement was last modified. This value is a read-only calculated value.
Type	Category of the requirement.

Property	Description
Owner	Name of person ultimately responsible for the fulfillment of the requirement.
Priority	The relative importance of the requirement can remain Unassigned (the default), or ranked as Essential, Useful, or Desirable.
Status	Current stage of the requirement. This property indicates the progress from Submitted to Rejected or Complete.   <b>Note:</b> The status <code>ReadyForCCP</code> means the requirement is ready for review by the Change Control Board.
External Reference	External source or reference for this requirement. This usually is the name of an external customer who asked for the requirement. If you are publishing requirements from CaliberRM to StarTeam, this property displays its identification for this requirement.
Description	Provides a description of the requirement, usually revised over time to eliminate ambiguities.

### Responsibility

To assign requirements to available resources, select one or more available users and click **Add selected users** to add them to the **Responsible** list. Click **Remove selected users** to remove selected users from the list.

### Ambiguity Review

Property	Description
Number of ambiguities found	Number of ambiguities that reviewers have found in the initial description of the requirement.
Revised description	Provides a new, revised description because of ambiguities found in the original description or because of other reasons.
Comments	Provides information about the ambiguities in the original requirement and why the description has been revised.

### Estimate

Property	Description
Expected effort	Expected case estimate of how long it will take to implement the requirement. If you are publishing requirements from CaliberRM to StarTeam, these text boxes are already filled with data based on a specific unit, such as hours or days. Otherwise, the units are arbitrary, but must be the same for the Low Effort and the High Effort text boxes, and must be used consistently for all requirements.
High effort	Worst-case estimate of how long it will take to implement the requirement. If you are publishing requirements from CaliberRM to StarTeam, these text boxes are already filled with data based on a specific unit, such as hours or days. Otherwise, the units are arbitrary, but must be the same for the Low Effort and the Expected Effort text boxes, and must be used consistently for all requirements.
Low effort	Best case estimate of how long it will take to implement the requirement. If you are importing requirements from CaliberRM, these text boxes are already filled with data based on a specific unit, such as hours or days. Otherwise, the units are arbitrary, but must be the same for the Expected Effort and the High Effort text boxes, and must be used consistently for all requirements.

Property	Description
Notes	Field used to provide additional information about the estimated effort to implement the requirement.

### Custom

The **Custom** tab lists any custom property names and values.

### Attachments

Use the **Attachments** tab to manage files attached to an item in the following ways:

- Click **Add...** to attach a local file to the item.
- Select an attachment and click **Remove** to remove the attached file.
- Select an attachment and click **Save** to save the attached file to your local or network drive.

### Comment

Use the **Comment** field to provide additional information about the item.

## Task Editor

The following details the tabs on the **Task Editor**.

### Task

Property	Description
Name	Task name.
Responsibility	Name of the person responsible for the completion of this task or subtask. Other people can be assigned as additional resources.
Milestone	Indicates whether the task must be treated as a milestone.
Status	<p>The stages of the task are as follows:</p> <p><b>Pending</b>      Waiting for completion of a predecessor task.</p> <p><b>Ready To Start</b>      Work can be started on the task.</p> <p><b>In Progress</b>      Work has been entered for the task.</p> <p><b>Finished</b>      Work is finished on the task.</p> <p><b>Closed</b>      Task is completed and closed.</p> <p><b>Hold</b>      Work is temporarily stopped on the task, usually to wait for completion of another task.</p>
Priority	Importance of the task. The default is Medium. These priorities are identical to those in MS Project. Do Not Level is a Microsoft Project-specific term you should ignore.
Duration	Number of hours expected for completion of the task.
Percent complete	Percentage of work that has been completed on the task.
Needs attention	Notifies team leaders or task reviewers that this task requires attention. Type the information about why this task needs attention in the text box below the <b>Needs Attention</b> check box.

## Resources

To assign tasks to available resources, select one or more available users and click **Add selected users** to add them to the **Task resource assignments** list. Click **Remove selected users** to remove selected users from the list.

## Time

The Time tab automatically tracks the variance between the estimated and actual start date, finish date, and duration of a task.

Property	Description
Plan Start	Estimated start date for the task. The default value is the current date.
Plan Finish	Estimated finish date for the task. The default value is the current date.
Plan Work	Number of hours estimated to complete the task.
Actual Start	Actual start date calculated from work records.
Actual Finish	Actual finish date when the task status changes to Finished.
Actual Work	Actual number of hours taken to complete the task, calculated from work records.
Variance Start	Variance in days between the expected start date and the actual start date. This value is a read-only calculated value.
Variance Finish	Variance in days between the expected finish date and the actual finish date. This value is a read-only calculated value.
Variance Work	Variance in number of hours between estimated and actual duration. This value is a read-only calculated value.

## Work

User Name	Name of the person who performed the work for this work-record entry. The default value is the current user.
Date	Date work was done for this work record. The default value is the current date.
Work	Number of hours worked for this work-record entry.
Remaining Work	Remaining number of hours to complete the task.
Comments	Field used to provide additional information about what work was done for this work record.

## Notes

Use the **Notes** field to provide additional information about the task.

## Custom

The **Custom** tab lists any custom property names and values.

## Attachments

Use the **Attachments** tab to manage files attached to an item in the following ways:

- Click **Add...** to attach a local file to the item.
- Select an attachment and click **Remove** to remove the attached file.
- Select an attachment and click **Save** to save the attached file to your local or network drive.

## Comment

Use the **Comment** field to provide additional information about the item.

# Topic Editor

The following details the tabs on the **Topic Editor**.

## Topic

Property	Description
Title	Topic title.
Created By	Name of person who created the topic. This value is a read-only calculated value.
Created On	Date and time the topic was created. This value is a read-only calculated value.
Attachments	Number of attachments to the topic. This value is a read-only calculated value.
Modified By	Name of the last person who modified the topic. This value is a read-only calculated value.
Modified On	Date and time the topic was last modified. This value is a read-only calculated value.
Content	Text contents of the topic.

## Options

To designate the recipients of the topic or response, select one or more available users and click **Add selected users** to add them to the **Recipients** list. Click **Remove selected users** to remove selected users from the **Recipients** list.

Property	Description
Recipients	Intended recipients of the topic or response.  <b>Note:</b> You cannot delete yourself as a recipient unless you delete all the recipients. When recipients are identified, StarTeam does not allow you to remove yourself from the notification list.
Priority	Topic importance: Low, Normal, or High.
Status	Topic state: Active or Inactive.

## Custom

The **Custom** tab lists any custom property names and values.

## Attachments

Use the **Attachments** tab to manage files attached to an item in the following ways:

- Click **Add...** to attach a local file to the item.
- Select an attachment and click **Remove** to remove the attached file.
- Select an attachment and click **Save** to save the attached file to your local or network drive.

## Comment

Use the **Comment** field to provide additional information about the item.

# View Sessions

The topics in this section describe how to work with a View Session.

## Opening a View Session

1. Choose an available StarTeam Server from the **Server** list. If you are not logged on to the StarTeam Server, the **Log On** dialog box opens.
2. If prompted, type your StarTeam user name in the **User name** field and the associated password in the **Password** field.
3. Click **OK**. The **Project** list becomes available.
4. Choose an available project from the **Project** list. The **View** list becomes available.
5. Choose an available view from the **View** list. The **Browse** page and your view session open.

## Closing the Active View Session

To close the active view session, click **Close View** () to the right of the **View** list, or right-click the active view under **Recent Views** and choose **Close**.

One of the following results will occur:

- If this view was the only view you had open on that particular StarTeam Server, you are logged off from the server.
- If other views are open on any server, the one that was most recently active becomes active again.
- If no other views are open, you are logged off from the server and returned to the **Start** page.

## Logging off from a StarTeam Server

To log off from a StarTeam Server, click **Log Off From Server** () on the right of the title bar.

One of the following results will occur:

- If other views are open on any other server, the one that was most recently active becomes active again.
- If no other views are open, you are logged off from the server and returned to the **Start** page.

## Managing Recent Views

The **Recent Views** panel of the **Navigation** pane contains links to the last ten views you opened. Currently open views appear in boldface type with the active view at the top of the list.

Right-click the recent view you want to close, delete, or rename and choose one of the following options:

- Choose **Close** to close the selected view. The recent view must be open in order for this option to be available.
- Choose **Delete** to delete the recent view from the list.
- Choose **Rename** to make the name become editable. Type the new name and press **Enter**, **Esc**, or click away from the recent view. The recent view becomes a link again.

To open a recent view:

1. Click the recent view you want to open. If you are not logged on to the StarTeam Server, the **Log On** dialog box opens.
2. If prompted, type your StarTeam user name in the **User name** field and the associated password in the **Password** field.
3. Click **OK**. The **Browse** page and your view session open.

# Customizing StarTeam Web Client

Topics in this section will help you customize the StarTeam Web Client.

## Specifying Options

The **Client Options** dialog box allows you to specify the following options:

- Whether or not you want to be prompted to confirm deletion of an item or items.
- The default item type shown in the **Browse** page **Scope** panel and **Item Table** when you open a view session.
- Whether or not to automatically lock an item while you have its item editor open.
- Whether or not to automatically lock a file during download.
- Whether or not to automatically unlock a manually locked item after editing.

To specify these options, perform the following steps:

1. Click the **Options** link on the **Title** bar. The **Client Options** dialog box opens.
2. Uncheck the **Confirm Deletes** check box if you do not want to be prompted to confirm deletion of an item or items.
3. In the **Default Item Type** list, choose the default item type shown in the **Browse** page **Scope Pane** and **Item Table** when you open a view session.
4. In the **Type** list, choose an item type. Check or leave unchecked the **Exclusively lock during edit** and the **Clear manually added lock after edit** check boxes.
5. Repeat step four for each item type in the **Type** list. For the **File item** type, also check or leave unchecked the **Exclusively lock file on download** check box.
6. Click **OK**.

## Resizing Item Table Columns

1. Open a view session. The **Browse** page and your view session open.
2. Browse to a specific item or group of items. The items are listed in the **Item Table**.
3. To manipulate the width of any column in the **Item Table**, move the cursor over the column margin. When the cursor looks like a double arrow, click and drag the margin until the column is the desired width. Column width settings persist as long as the **Item Table** is active.

## Adding and Removing Item Table Columns

1. Open a view session. The **Browse** page and your view session open.
2. Browse to a specific item or group of items. The items are listed in the **Item Table**.
3. Place the cursor over any column in the **Item Table**, click the **Down Arrow** that appears to the right, and choose **Columns**. A context sub-menu will open that contains a check-box list of all the columns available in the selected filter. By default, all of the check boxes are checked in the sub-menu, so all of the columns are displayed in the **Item Table**.
4. Uncheck columns you want to remove from the **Item Table**, or check columns you want to add to the **Item Table**. The column settings persist as long as the **Item Table** is active.

## Viewing Embedded Item Details

The records in the **Item Table** display a subset of the item property values defined by the selected filter. Embedded item details can be used to view item properties not shown in the Item Table.

Perform the following steps to view embedded item details:

1. Open a view session. The **Browse** page and your view session open.
2. Browse to a specific item or group of items. The items are listed in the **Item Table**.
3. Click the plus sign (+) to the left of the record whose embedded item details you want to view. The record expands to reveal the embedded item details.

# Search

As long as the StarTeam Server has search enabled, you can use your client to search for text. Note the following:

- StarTeam will search all projects, and all server configurations, as specified by the StarTeam Server. This includes the asset file name.
- Attachments for change requests, requirements, tasks, and topics will be searched. This includes the file name of the attachment.
- Text capitalization is ignored during search.
- Refer to the *StarTeam Server Administration Tool Help* to learn how to enable and configure search on the server.

To search for text:

1. Open a project.



**Note:** You must have a project open to enable search.

2. Enter search text in the text field in the top right of your client and click **Enter**. The search view opens with your results. The results include the server and project in which the result was found.
3. There are several options for filtering:
  - Select the servers to search.
  - Select a project.
  - Select the buttons of an asset type.
4. Click the result's **Open** button (  ) to open the item. For the StarTeam Web Client, click the **Goto** button.

## Wildcard Prefix Queries

The following symbols can be used for wildcard searches:

? Searches for single character wildcard. The single character wildcard search looks for terms that match that with the single character replaced. For example, to search for "text" or "test" you can use the search `te?t`.

\* Searches for multiple character wildcard.

Multiple character wildcard searches looks for 0 or more characters. For example, to search for database, datamart, datahub or dataset, you can use the search `Data*`.

You can also use the wildcard searches in the middle of a term. For example: `te*t`.



**Note:** You cannot use an \* or a ? symbol as the first character of a search

## Search Customization

You can use custom operators and StarTeam type/field names to enhance your search.

Example Search Phrase	Results
<code>hello world</code>	Searches for items containing <code>hello</code> or <code>world</code> , preferably both.
<code>hello -world</code>	Searches for items containing <code>hello</code> , but not <code>world</code> .

Example Search Phrase	Results
<code>hello +world</code>	Searches for items that must contain <code>world</code> and preferably contain <code>hello</code> .
<code>"hello world"</code>	Searches for the exact phrase in quotes.
<code>hello AND world</code>	Searches for items that must contain both <code>world</code> and <code>hello</code> .
<code>hello OR world</code>	Searches for items containing <code>hello</code> or <code>world</code> .
<code>hello NOT world</code>	Searches for items containing <code>hello</code> but not <code>world</code> .
<code>Content: hello</code>	Searches for file items containing <code>hello</code> only in its content.
<code>Attachment:hello</code>	Searches for items containing <code>hello</code> only in one of its attachment's content.
<code>(world OR universe) AND hello</code>	Group clause search for items containing either <code>world</code> or <code>universe</code> and must contain <code>hello</code> .
<code>Synopsis:(+test +"hello world")</code>	Searches for item synopsis fields with text that contains both the word <code>test</code> and the phrase <code>hello world</code> .
<code>hello type:cr</code>	Searches for items which contain <code>hello</code> or are of <b>type</b> <code>cr</code> , preferably both. Non-change requests can still show up if they are better matches. A <i>type search</i> searches for formal StarTeam type names, ignoring capitalization: <i>Topic, Concept, File, Story, Requirement, Change request</i> or <i>CR, Task, Whiteboard, Folder, or Sprint</i> .
<code>title:"my item title"</code>	Search the <b>title</b> field for the exact text <code>my item title</code> . You can search by any field using the format <code>field:value</code> , ignoring capitalization, lowercase by convention, no spaces around the colon. Some examples of field names: <code>name, title, content, synopsis, owner, description, comments, and note</code> .

 **Note:** Building a search query using user-defined custom fields, ID or Enumeration properties need to use special prefixes when referring to the property name. See the next section for more information.

### Property Display Name Search

Field parameter accepts property's display name.

If the display name has a space, use quotes. For example:

```
"Test Command": apache + type:ChangeRequest
```

```
"CR Number":1
```

```
"Task Name":tasktop
```

`+Status:Pending +type:Task` returns all pending tasks.

### Field Name Format for ID, Enumeration, and Custom Fields

When searching for text using a field name, certain StarTeam field types require special consideration. Enumerated fields and ID fields require the following preface before the field name: `str_`. For example:

```
str_addressedby: "Joe Smith"
str_addressedby: Joe Smith
str_addressedby: Joe
```

The second example will interpret `Smith` as a separate OR match and will return all results with `"joe"` or `"smith"`.

StarTeam's user-defined custom fields require a `Usr_` prefix. For example:

- A custom enumerated field named **Color**: `Str_Usr_Color:Red`.
- A custom user ID field named **StartedBy**: `Str_Usr_StartedBy:"Joe Smith" .`

## Field Names

The following fields are available for each of the types as listed below.

### All Item Types

The following fields are used for all types, except as noted below.

- `Comment`
- `Description` (except for `Plan`, `Task`, and `Whiteboard`)
- `DotNotation`
- `Str_CreatedUserID`
- `Str_DeletedUserID`
- `Str_ModifiedUserID`

### ChangeRequest

- `Category`
- `Component`
- `ChangeNumber`
- `ExternalReference`
- `Fix`
- `Str_AddressedBy`
- `Str_AddressedInView`
- `Str_EnteredBy`
- `Str_Platform`
- `Str_priority`
- `Str_Responisbility`
- `Str_Severity`
- `Str_Status`
- `Str_StreamState`
- `Str_Type`
- `StreamState`
- `Synopsis`
- `TestCommand`
- `WorkAround`

### Concept

- `ConceptName`
- `Content`
- `DiagramSource`

### File

- `ArchivePath`
- `Compression`
- `HiveArchiveFormat`
- `LocalName`
- `LocalPath`
- `MD5`
- `Name`
- `Path`

	<ul style="list-style-type: none"> <li>• ProjectPVCSRev</li> <li>• StArchiveName</li> <li>• SymbolicLinkTarget</li> </ul>
<b>Folder</b>	<ul style="list-style-type: none"> <li>• CreateProject</li> <li>• ExcludeSpec</li> <li>• LocalPath</li> <li>• Name</li> <li>• Path</li> <li>• Working</li> </ul>
<b>Plan</b>	<ul style="list-style-type: none"> <li>• PlanName</li> </ul>
<b>Requirement</b>	<ul style="list-style-type: none"> <li>• AmbiguitiesFound</li> <li>• ChildType</li> <li>• Comments</li> <li>• DiagramSource</li> <li>• ExpectedEffort</li> <li>• ExternalReference</li> <li>• ExternalTestProjectURL</li> <li>• ExternalTestURL</li> <li>• HighEffort</li> <li>• LowEffort</li> <li>• Notes</li> <li>• Owner</li> <li>• ParentRequirementName</li> <li>• Path</li> <li>• Rank</li> <li>• RequirementNumber</li> <li>• RevisedDescription</li> <li>• RichDescription</li> <li>• Str_MosCow</li> <li>• Str_Owner</li> <li>• Str_Priority</li> <li>• Str_ResponsibileIDs</li> <li>• Str_ReviewedByIDs</li> <li>• Str_Status</li> <li>• Str_StreamState</li> <li>• Str_Tag</li> <li>• Str_Type</li> <li>• Str_UDAGrouping</li> <li>• StreamState</li> </ul>
<b>Sprint</b>	<ul style="list-style-type: none"> <li>• SprintName</li> <li>• Str_NotificationIDs</li> <li>• Str_Owner</li> <li>• Str_TargetReleases</li> <li>• Str_UserIDs</li> <li>• Team</li> </ul>

## Story

- AcceptanceCriteria
- ExternalTestProjectURL
- ExternalTestURL
- Notes
- RichDescription
- Sponsor
- Sprint
- StoryOrder
- StoryParentName
- Str\_IncomingState
- Str\_MosCow
- Str\_NotificationIDs
- Str\_Risk
- Str\_Sponsor
- Str\_StreamState
- Str\_StoryType
- Str\_StoryValue
- Str\_Tag
- Str\_TargetReleases
- Team

## Task

- RichDescription
- Path
- Story
- Str\_StTaskResourceIDs
- Str\_StWorkUserID
- Str\_TaskResponsibility
- StTaskAttentionNotes
- StTaskDescription
- StTaskGU
- StTaskParent
- StTaskMSPProjectFileName
- StTaskName
- StTaskNotes
- StTaskNumber
- StTaskOrder
- StTaskUnique
- StTaskWBSCode
- Team

## Test

- Path
- TestParentName

## Topic

- ParentTopicTitle
- Path
- RecipientNames
- Str\_Priority
- Str\_RecipientIDs
- Str\_Status

## Whiteboard

- TopicNumber
- Color
- WhiteboardName

# Browsing Items

Topics in this section will help you to browse for items.

## Defining the Scope of Items to Browse

When you open a view session, a default Folder (root), Item Type, and Filter are selected in the **Scope** panel on the **Browse** page. The item records initially listed in the **Item Table** reflect these default settings.



**Note:** The default item type is specified in the **Client Options** dialog box.

To define the scope of items to browse:

1. Open a view session.
2. In the **Scope** panel, select a view folder from the **Folder** (📁) list.
  -  **Tip:** Make sure the **All Descendants** (📁) toggle button is selected if you want to include the selected folder's child folders in the scope of items to browse.
3. Select an item type from the **Item Type** list.
4. Optional: Select a public filter from the **Filter** (🔍) list. The default public filter is selected by default. If you select a public filter, the item records listed in the **Item Table** are sorted by the property values defined in the filter. The filter also defines the default columns available in the **Item Table** and the group selections available in the **Refine** panel.



**Note:** Public filters must be defined on the associated StarTeam Server in order for them to be available in the **Filter** (🔍) list box. If there are no public filters, the default Web Client filter simply returns every item in the specified folder that matches the specified type.

## Searching for Specific Items

You can further refine the scope of records listed in the **Item Table** by searching for a specific text value. This search is case-insensitive.

Perform the following steps to search for specific items:

1. Define the scope of items to browse.
2. In the **Refine** panel, type a text value in the **Search within filter** field and press **Enter**. The **Item Table** lists only the records that contain the specified text value.



**Note:** Click **Reset Filter** (↺) to restore the original set of item records listed in the **Item Table**.

## Filtering Items by Grouped Property Values: List Format

If you define the scope of items to browse using a public filter, perform the following steps to use grouped property values to further refine the scope of item records listed in the **Item Table**.

 **Note:** In this example, change requests are filtered by the properties **Status** and **Responsibility**, and the list format of the **Refine** panel is used to filter the item records listed in the **Item Table** by grouped property values.

1. On the **Refine** panel title bar, make sure that **Toggle chart** () is not selected.
2. In the **Refine** panel, click the **Down Arrow** on the right of the **Status** list title bar. The **Status** list opens and shows the distribution information for the property **Status**, including the number of Item records in the **Item Table** that match each value. All, the default value for all grouped properties, is always at the top of the list, and its count matches the total number of item records in the Item Table.
3. Select a grouping from the **Status** list. The **Item Table** lists only those item records with the selected **Status** value.
4. Click the **Down Arrow** on the right of the **Responsibility** list title bar. The **Responsibility** list opens and shows the distribution information for the property **Responsibility**. The distribution information in the **Responsibility** list is refined to match the new set of item records in the **Item Table**.
5. Select a grouping from the **Responsibility** list. The **Item Table** lists only those item records with both the selected **Status** and **Responsibility** values.

 **Note:** Click **Reset Filter** () to restore the original set of item records listed in the **Item Table**.

## Filtering Items by Grouped Property Values: Chart Format

If you define the scope of items to browse using a public filter, perform the following steps to use grouped property values to further refine the scope of item records listed in the **Item Table**.

 **Note:** In this example, change requests are filtered by the properties **Status** and **Responsibility**, and the chart format of the **Refine** panel is used to filter the item records listed in the **Item Table** by grouped property values.

1. On the **Refine** panel title bar, make sure that **Toggle chart** () is selected.
  2. In the **Refine** panel, select **Status: All** from the **Property** list. The **Status** pie chart shows the graphical distribution information for the property **Status**.
-  **Note:** Each option in the **Property** list shows the total number of item records in the **Item Table**.
3. Place the cursor over a **Status** pie slice. A tool tip shows the property value and the number of item records in the **Item Table** that match it.
  4. Click a **Status** pie slice. The pie slice is highlighted, and the **Item Table** lists only those records with the selected **Status** value, and the option **Responsibility** in the **Property** list shows the new number of item records in the **Item Table**.
  5. Select **Responsibility: All** from the **Property** list. The **Responsibility** pie chart shows the graphical distribution information for the property **Responsibility**.
  6. Place the cursor over a **Responsibility** pie slice. A tool tip shows the property value and the number of item records in the **Item Table** that match it.
  7. Click a **Responsibility** pie slice. The pie slice is highlighted, and the **Item Table** lists only those item records with both the selected **Status** and **Responsibility** values.

 **Note:** Click **Reset Filter** () to restore the original set of item records listed in the **Item Table**.

# Managing Items

This section contains topics that will help you to manage items.

## Checking Files In and Out

In order to check files in/out, the `StarTeam File Service` must be running on your machine. If it is not, you will be prompted to start it. If you do not have Java installed, you will be linked to a location to download and install it. Java is required to run the `StarTeam File Service`.

1. Select the server, project, and view that contains the files that you want to check in/out.
2. Under **Scope**, select **File**. The files appear in the right hand pane.
3. Right click a file and select **Check In** or **Check Out**.

This view works much like the `StarTeam Cross-Platform Client`. For example, there is a button to set an alternative root view. And, if a file is in a `Merged` state, the file opens with the **File Compare Merge** tool.

## Creating an Item

1. Browse to the view folder where you want to add the new item.
2. Make sure the item type in the **Item Type** list matches the item type you want to create.
3. Click **New** (📄) on the **Item Table** toolbar. A new **Item Editor** of the type specified opens in the **Item** page.
4. Tab through the **Item Editor** pages and record the information that is appropriate at the initial stage of the item life-cycle. At a minimum, enter required information in any fields labeled in red.
5. Click **Save**. The item is saved and closed.

## Editing an Item

1. Browse to the item.
2. In the **Item Table**, double-click the item record or select it and click **Properties** (📄) on the toolbar. The **Item Editor** opens in the **Item** page.
3. Make the desired changes and click **Save**. The item is saved and closed.

## Locking and Unlocking an Item

Before downloading a file or editing item properties, you can exclusively lock the file or item to inform other team members that you intend to make changes. You can lock or unlock items manually, as described below, or set lock status options globally in the **Options** dialog box.

Exclusively locking an item prevents others from creating new revisions of it before the lock has been released. If an item is exclusively locked by someone else, you can review its properties but cannot change them. The **Item Editor** title bar will include the words `Read Only` and the name of the user who has locked the item.

To lock or unlock an item, perform the following steps:

1. Browse to the item.
2. In the **Item Table**, select the item record.
3. Click **Lock/Unlock...** () on the **Item Table** toolbar. A dialog box opens.
4. Select a lock status option:

<b>Unlocked</b>	Removes your exclusive or non-exclusive lock on the selected item.
<b>Exclusive</b>	Prevents others from creating new revisions of this item until you release the lock or another person breaks your lock.
<b>Non-exclusive</b>	Indicates that you are working on the item and may possibly make changes. This option is not recommended for items other than files.
<b>Break existing lock</b>	Breaks another team member's lock on the item. If email is enabled, StarTeam will send an automatic notification to the team member whose lock has been broken.



**Note:** You must be granted the appropriate privileges to be able to break another person's locks.

5. Click **OK**.

## Deleting an Item

1. Browse to the item.
2. In the **Item Table**, select the item record.
3. Click **Delete** () on the **Item Table** toolbar. A confirmation dialog box opens.
4. Click **Yes**. The item is deleted.

## Working with Historical Revisions

1. Browse to the item.
2. In the **Item Table**, select the item record.
3. Click **History** () on the **Item Table** toolbar or **Item history** on the **Item Editor**. The **Item History** page opens.
4. Right-click the revision record you want to work with, and choose one of the following options:

<b>Properties</b>	Review the revision in an Item Editor.
<b>Edit Comment</b>	Edit the entry on the revision's <b>Comment</b> page.
<b>Check Out</b>	If the revision is a file, choose to download it to a local or network drive.

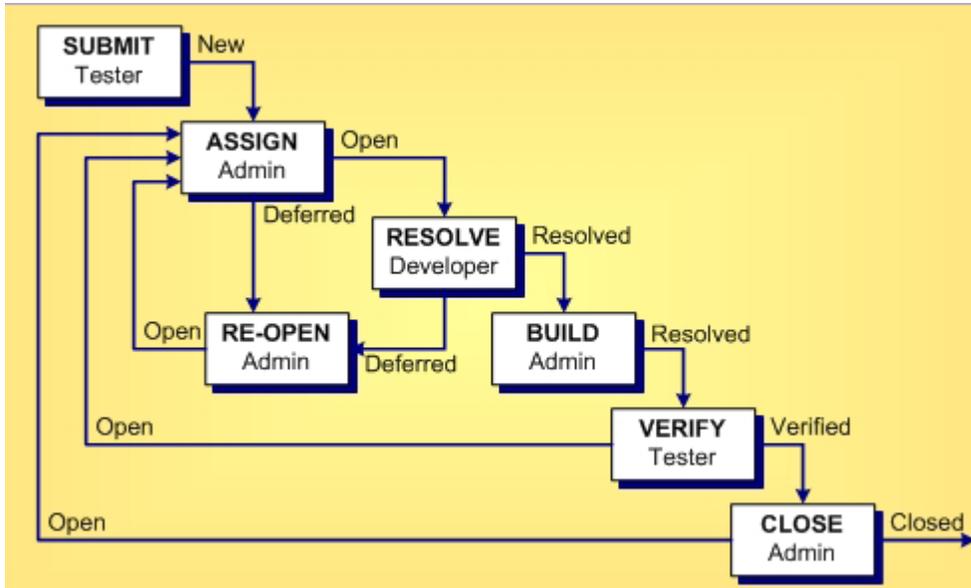
## Downloading a File

1. Browse to the item.
2. In the **Item Table**, select the item record.
3. Click **Check Out...** () on the **Item Table** toolbar. A browser confirmation dialog box opens.
4. Click **Save**. The Windows **Save As** dialog box opens.
5. Browse to where you want to save the file and click **Save**.

# Change Request Automatic Workflow

This topic describes the default automatic workflow of a change request in StarTeam. If your StarTeam Web Client administrator has customized the workflow for your organization, it may vary significantly from what is discussed here.

The following diagram shows the default change request workflow. The boxes represent the steps taken from the time that the change request is submitted until the time it is closed. Each box indicates an action and the team member most likely to be responsible for performing this action. The arrows show the status of the change request at the time of each step.



The following table shows the dynamic default values of a change request based on its status.

Default Workflow Step	Change Request Status	Dynamic Default Property Values
Submit/Assign	<ul style="list-style-type: none"> <li> New</li> </ul>	<ul style="list-style-type: none"> <li><b>Addressed in Build</b> - Disabled.</li> <li><b>Entered By</b> - Name of the person who created the change request. This value is a read-only calculated value.</li> <li><b>Entered On</b> - Date and time the change request was created. This value is a read-only calculated value.</li> </ul>
Submit/Assign	<ul style="list-style-type: none"> <li> Open</li> </ul>	<ul style="list-style-type: none"> <li><b>Status</b> - The status  <b>In Progress</b> becomes available.</li> </ul>
Assign/Resolve	<ul style="list-style-type: none"> <li> Cannot Reproduce</li> <li> As Designed</li> <li> Is Duplicate</li> <li> Deferred</li> </ul>	<ul style="list-style-type: none"> <li><b>Status</b> - Can only verify or reopen the change request.</li> <li><b>Addressed in Build</b> - Field becomes disabled.</li> <li><b>(Addressed in Build) By</b> - Name of the person who resolved the change request. This value is a read-only calculated value.</li> <li><b>Responsibility</b> - Name of the person who created the change request.</li> </ul>

Default Workflow Step	Change Request Status	Dynamic Default Property Values
Resolve/Build	<ul style="list-style-type: none"> <li> Fixed</li> <li> Documented</li> </ul>	<ul style="list-style-type: none"> <li><b>Status</b> - Can only verify or reopen the change request.</li> <li><b>Addressed in Build</b> - <code>Next Build</code>. When the next build label is created, the value <code>Next Build</code> is replaced with the name of the build label, letting testers know the build to use when verifying change requests.</li> <li><b>Responsibility</b> - Name of the person who created the change request.</li> </ul>
Verify	<ul style="list-style-type: none"> <li> Verified Cannot Reproduce</li> <li> Verified As Designed</li> <li> Verified Is Duplicate</li> <li> Verified Deferred</li> <li> Verified Fixed</li> <li> Verified Documented</li> </ul>	<ul style="list-style-type: none"> <li><b>Status</b> - Can close or reopen the change request.</li> </ul>
Close	<ul style="list-style-type: none"> <li> Closed Cannot Reproduce</li> <li> Closed As Designed</li> <li> Closed Is Duplicate</li> <li> Closed Deferred</li> <li> Closed Fixed</li> <li> Closed Documented</li> </ul>	<ul style="list-style-type: none"> <li><b>Status</b> - Can reopen the change request.</li> </ul>
Reopen	<ul style="list-style-type: none"> <li> Open</li> </ul>	<ul style="list-style-type: none"> <li><b>Addressed in Build</b> - Blank.</li> <li><b>Responsibility</b> - Name of the person who changed the status to Fixed or Documented.</li> </ul>

## Managing Task Work Records

If you work on a task, you can add a work record to indicate what you did and how long it took. For example, if you work on a task for one hour on Day 1 and for three hours on Day 2, you would enter two work records, one for each day. You can edit or delete previously entered work records.

To add a work record to a task:

1. On the task **Work** page, your name is the default value in the **User Name** list. If you are adding a work record for another team member, select the appropriate name from the list.
2. Click the **Date** button and select a date for the work record.
3. Type the number of hours worked in the **Work** field.
4. Type the number of hours it will take to complete the work for the task in the **Remaining Work** field.
5. Optional: Type any additional information in the **Comments** field.
6. Click **Add**.

The work record will be added to the **Work Records** panel. You can modify an existing work record in the following ways:

- To add a work record based on an existing record, select the record, edit it, and click **Add**.
- To edit a work record, select the record, update it, and click **Save**.
- To delete a work record, select it and click **Delete**.

## Customizing Link Item Properties

You can view or modify folder and item properties directly from the Link page.

1. Select an item on the **Item Links** page.
2. Click the **Link** icon.
3. Click a link and choose **Item Properties** to display a **Properties** page.

# Working with Shortcuts

This section contains topics that will help you work with shortcuts.

## Managing Recent Views

The **Recent Views** panel of the **Navigation** pane contains links to the last ten views you opened. Currently open views appear in boldface type with the active view at the top of the list.

Right-click the recent view you want to close, delete, or rename and choose one of the following options:

- Choose **Close** to close the selected view. The recent view must be open in order for this option to be available.
- Choose **Delete** to delete the recent view from the list.
- Choose **Rename** to make the name become editable. Type the new name and press `Enter`, `Esc`, or click away from the recent view. The recent view becomes a link again.

To open a recent view:

1. Click the recent view you want to open. If you are not logged on to the StarTeam Server, the **Log On** dialog box opens.
2. If prompted, type your StarTeam user name in the **User name** field and the associated password in the **Password** field.
3. Click **OK**. The **Browse** page and your view session open.

## Managing Favorites

The **Favorites** panel of the **Navigation** pane contains links to the last 20 favorites you created. A Favorites shortcut can be used to navigate to a set of item records in the Item Table or to open a specific item or item revision.

To create a favorite, browse to the item or set of item records you want to add as a favorite and click **Create Favorite** on the **Favorites** panel title bar. The new favorite will be added to the list.

To delete or rename a favorite, right-click it and choose one of the following options:

- Choose **Delete** to delete the favorite from the list.
- Choose **Rename** to make the name become editable. Type the new name and press `Enter`, `Esc`, or click away from the favorite. The favorite becomes a link again.

To open a favorite:

1. Click the favorite you want to open. If you are not logged on to the StarTeam Server, the **Log On** dialog box opens.
2. If prompted, type your StarTeam user name in the **User name** field and the associated password in the **Password** field.
3. Click **OK**. The favorite opens.

## Working with Web Client URLs

A Web Client URL can be used to navigate to a set of item records in the Item Table or to open a specific item or item revision.

1. Browse to the desired web client location and click **Generate URL** on the **Favorites** panel title bar. The **Resource URL** dialog box opens with the URL highlighted.
2. Press **CTRL + C** and click **OK**. The URL is copied to the Windows clipboard. You can paste it as a link in an email or document and distribute it to other users of the same Web Server.
3. To open a Web Client URL, paste the copied URL into the browser address field and press **Enter** or click the URL link in an email or document. If you are not logged on to the StarTeam Server, the **Log On** dialog box opens.
4. Type your StarTeam user name in the **User name** field and the associated password in the **Password** field.
5. Click **OK**. The URL opens.

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