

Update Documentation Procedure

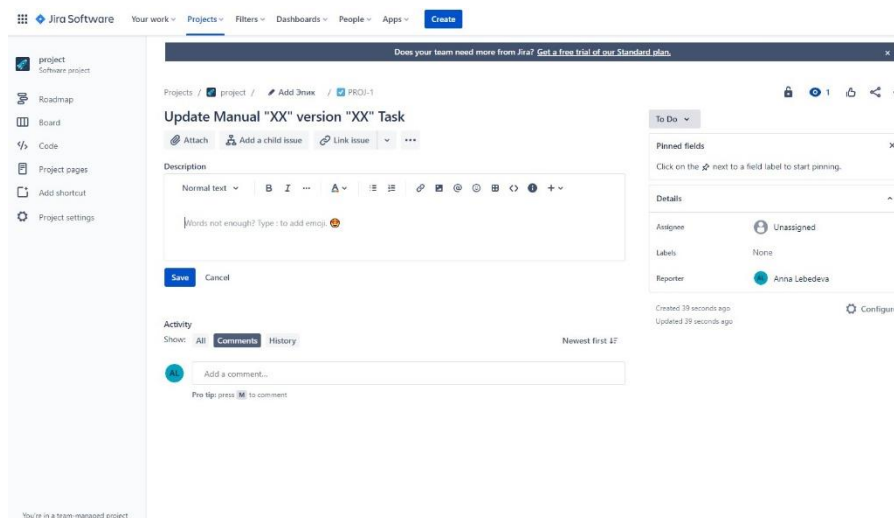
Phase 1: Planning

1. Load **Dashboard1** in Jira.
2. The next day after official release contact **Project Manager** about:
 - The preliminary date of the following release
 - «**Release note preparation for version "XX"**» task
 - Pre-released soft / Build

! It is important to have the latest version of the software.

Phase 2: Preparation

1. Create an «**Update Manual "XX" version**» task in Jira with all the change notes inside.



→ Jira task is created.

! There are three types of the updates:

Fixed - fixed specific features.

Changed - changes of the functionality.

Added – new features of the Software.

All needed information can be found on dashboards in Jira System

! Track your spend time in appropriate Jira task

Phase 3: Updating

1. Open **Dashboard1** with the next release scope.

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2. Update next information in a Document.

- *UI overview*
- *Version of the software*
- *Menu tabs*
- *Interface color palettes*
- *Text description*
- *Text decoration (fonts, paragraphs, etc.)*
- *Features of the Software*
- *Check and compare all screenshots from the last release version of User Manual to the upcoming release Software*
- *Errors and troubleshooting*
- *Repeat and check all the steps mentioned in the step-by-step procedures*
- *Check the icons*
- *Shortcut keyboards*
- *Application functionality*
- *Grammar and punctuation*
- *Style guidelines (tone, visuals, word usage)*

→ Updated document: candidate for approval.

Phase 4: Document approval

1. Send an Update Document to the *Slack group **Documentation_Approval*** for verification.
2. If some corrections are needed, make all the required changes and repeat step 1 Phase 4.

! Make sure that you send .pdf version of the document with all updated information inside.

*Highlight the changes in a text with **Yellow color**.*

→ Updated document is approved.

Phase 5: Release of the document

1. Send an Email on the official release day with day next information inside:
 - *Date of Release*
 - *Download link with official release .exe file*
 - *Fixed, Added, Changed Release notes*
 - *Updated Document with official Release version*