

Creating an ER

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1 Creating an ER

This guide covers creating a new ER, using the automated facilities available through the new page creation utilities, the ER template and variables to pre-set titles and categories.

1.1 Creating a new ER

 **Note:** you must be logged in.

Go to the main page and click on *Help:CreateNewPage*

Enter your ER number in the correct area of the screen e.g. ER CTMS 046-001

Click **Create New ER**

The system will take you to the page with everything you need for creating an ER, editing in source mode.

You can edit in source mode, or you can flip to visual editing. Either:

- Click *Create* instead of *Create Source* at the top
- Click the pencil icon and select *Visual Editing*.

You will then be editing in Visual Editor.

1.1.1 Source Editing

Change the following at the top of the page

- #vardefine:System - the system code e.g. WMS, CTMS, WCS etc.
- #vardefine:SystemVers - the system version e.g. 810, 12, 19, 3.4, etc
- #vardefine:ERPatch - the patch portion of the change e.g. 046
- #vardefine:ERNumber - the number of the ER within the patch e.g. 001

This will set the title, system, version, and ER number automatically from what was entered. It won't change immediately - it will change when you save the page.

You can then continue editing, adding rows to the different sections, adding or removing unwanted sections, etc.

When complete, enter an editing summary at the bottom of the page and click **Save Changes**.

1.1.2 Visual Editing

At the very top of the page, greyed out, there are 4 variables, used by the page for the titles, version and (importantly) the categorisation of the page.

- #vardefine:System
- #vardefine:SystemVers
- #vardefine:ERPatch
- #vardefine:ERNumber

Click on the variable to change and click the **Edit** button - an edit popup will show. Enter the value you want here:

- #vardefine:System - the system code e.g. WMS, CTMS, WCS etc.
- #vardefine:SystemVers - the system version e.g. 810, 12, 19, 3.4, etc
- #vardefine:ERPatch - the patch portion of the change e.g. 046
- #vardefine:ERNumber - the number of the ER within the patch e.g. 001

This will set the title, system, version, and ER number automatically from what was entered. It won't change immediately - it will change when you save the page.

You can then continue editing, adding rows to the different sections, adding or removing unwanted sections, etc.

When complete, you can click **Save Page**. You will be prompted to enter an editing summary - enter one and click **Save**



Page.

1.1.3 Result

Your page will be created. The categories will be set from the variables entered as well. Assuming we entered the following

- #vardefine:System - CTMS
- #vardefine:SystemVers - 12
- #vardefine:ERPatch - 046
- #vardefine:ERNumber - 001

The title will default to:

- **EMERGENCY RELEASE - CTMS 12**
- RELNOTE ER CTMS 046-001

The categories will default to:

- CTMS ER - the general category of all CTMS ERs
- ER CTMS 046 - the specific category of patch 046

1.1.4 Creating a New Patch Category

At this point, if this is a new patch version, the specific patch category will not exist - on the right of the page, the category will be red (in this example ER CTMS 046).

You should click this link - you will be taken to editing the new category. You need to add this to the "CTMS ER" category:

- Source editing
 - ◆ Enter [[Category:CTMS ER]] into the source editing box, enter a summary comment and save.
- Visual editing
 - ◆ Click the 3-line menu, click *Categories* and start typing WMS ER - the category will be shown. Select it then click **Apply Changes**. Enter a summary comment and save.

Note that if this category already exists, you don't need to do this.

Now, if you go to category "CTMS ER", you will see a sub category, in this example ER CTMS 046. You can see ERs applied to this patch in one place. Example below:

CTMS ER? (23 C, 2,557 P)
 ER CTMS 025? (62 P)
 ER CTMS 026? (110 P)
 ER CTMS 027? (75 P)
 ER CTMS 028? (136 P)
 ER CTMS 029? (40 P)
 ER CTMS 030? (26 P)
 ER CTMS 031? (26 P)
 ER CTMS 032? (43 P)
 ER CTMS 033? (37 P)
 ER CTMS 034? (40 P)
 ER CTMS 035? (49 P)
 ER CTMS 036? (29 P)
 ER CTMS 037? (58 P)
 ER CTMS 038? (59 P)
 ER CTMS 039? (43 P)
 ER CTMS 040? (19 P)
 ER CTMS 041? (89 P)
 ER CTMS 042? (111 P)
 ER CTMS 043? (71 P)
 ER CTMS 044? (108 P)
 ER CTMS 045? (103 P)
 ER CTMS 046? (76 P)
 ER CTMS 047? (211 P)

