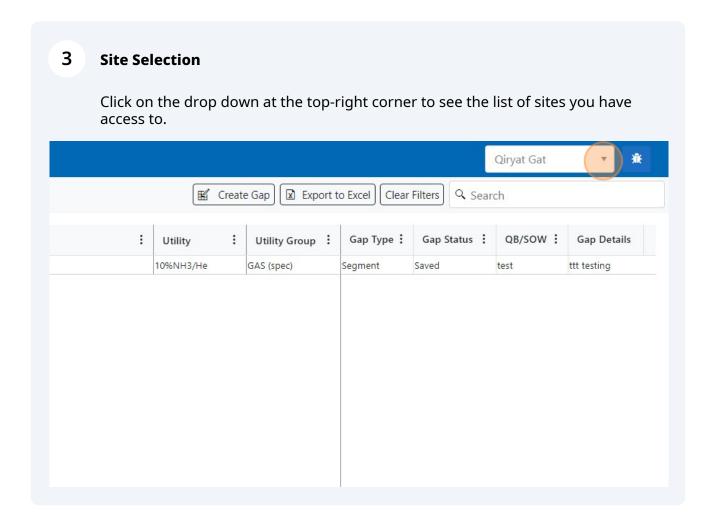
How to Navigate Gaps Application

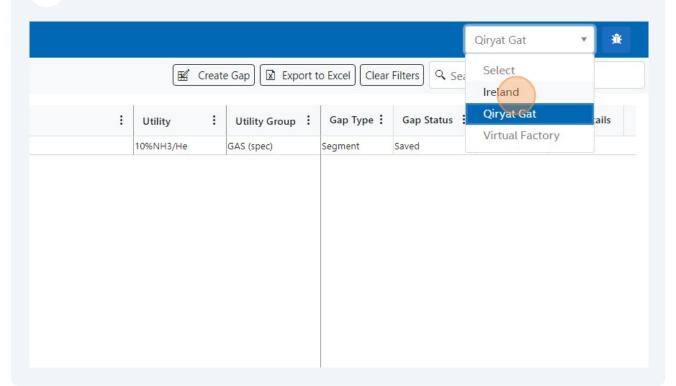


This guide provides step-by-step instructions on how to navigate the Gaps application, including selecting specific sites, viewing different layouts, filtering results, creating gaps, exporting to Excel, and conducting searches. It is a comprehensive resource for anyone who wants to effectively use the Gaps application.

- Please follow this user guide to gain access to the Gaps application: https://basesite.atlassian.net/wiki/spaces/BAD/pages/238321665/Simplified+Guide+to+Request+Access
- Navigate to https://gapstest.intel.com/gaps to land on the Gaps application home page.



4 Select the **site** for which you want to see the Gaps list from the dropdown list.

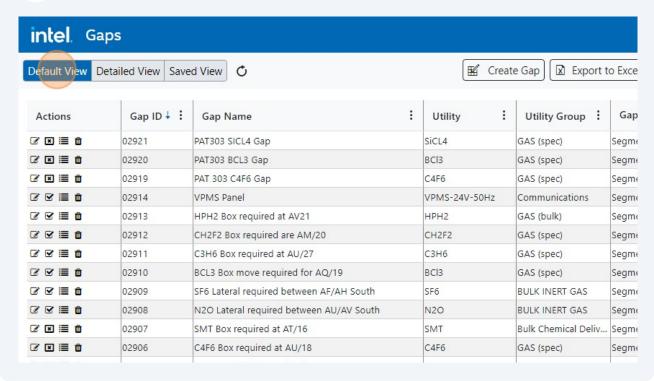


5 Gaps List Views

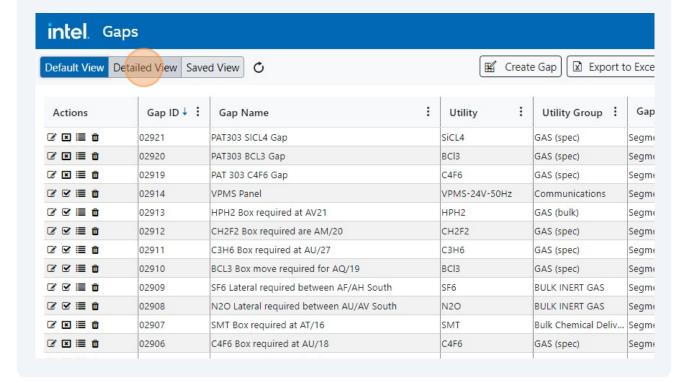
Once the desired site is selected, three views of the **Gaps list** will appear as follows:

- Default View
- Detailed View
- Saved View

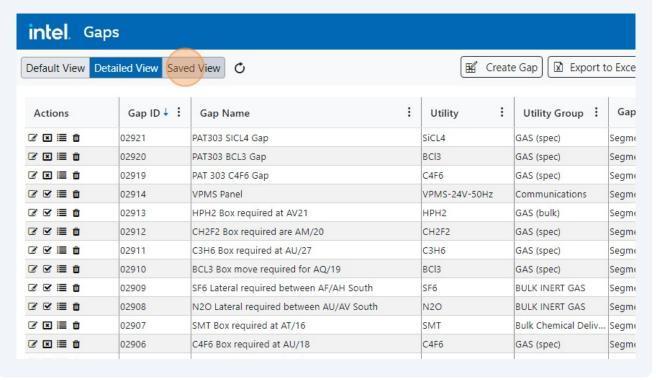
Click "**Default View**" to see the Gaps list in tabular format. Refer to the next section in this document for details on each field in the table.



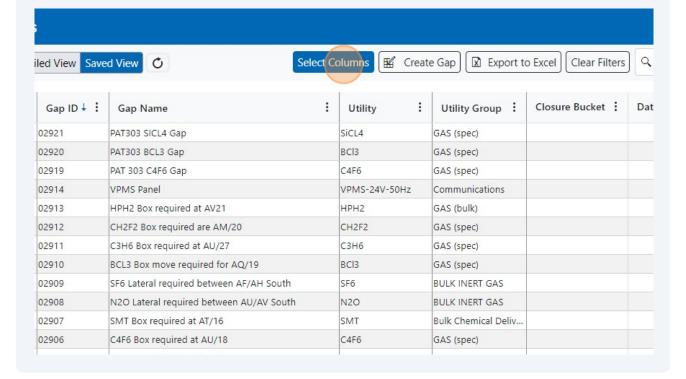
7 Click "**Detailed View**" to see the Gaps list in tabular format. Refer to the next section in this document for details on each field in the table.



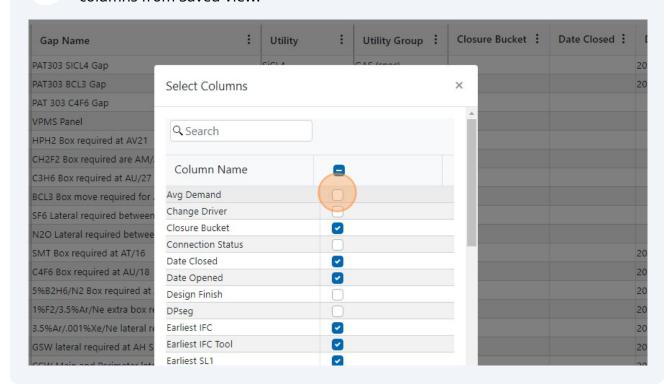
Click "**Saved View**" which is a user dependent view, and the user manages the column selection of this view. The first four columns will remain frozen, i.e., Gap ID, Gap Name, Utility, and Utility Group.



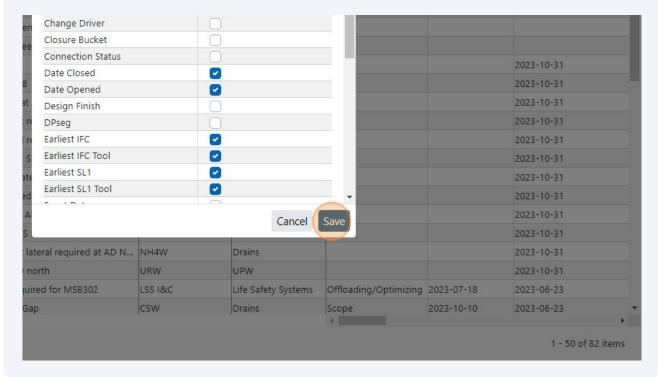
To manage the columns in Saved View, click "**Select Columns**" option to see a pop up window with list of all columns available in Default and Detailed View.



10 Check or Uncheck the checkbox right next to the columns to add / delete the columns from Saved View.

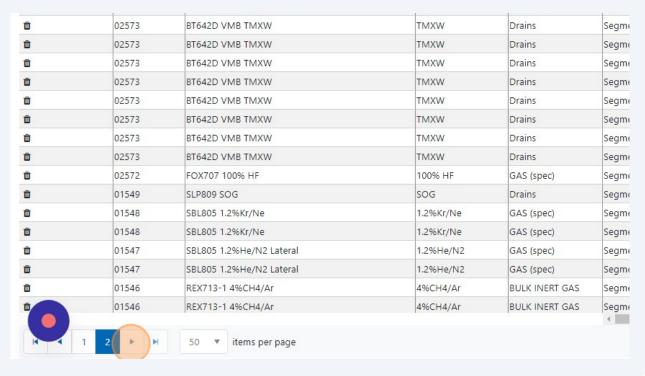


After checking/unchecking the required columns, click "**Save**" to see the selection changes in the Saved view



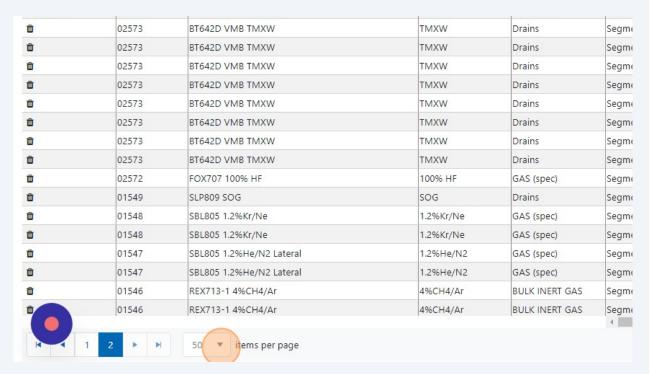
12 Page navigation in each View

Click the right, left navigation buttons at the bottom left corner of the application interface to navigate to next, last, previous, or first page.



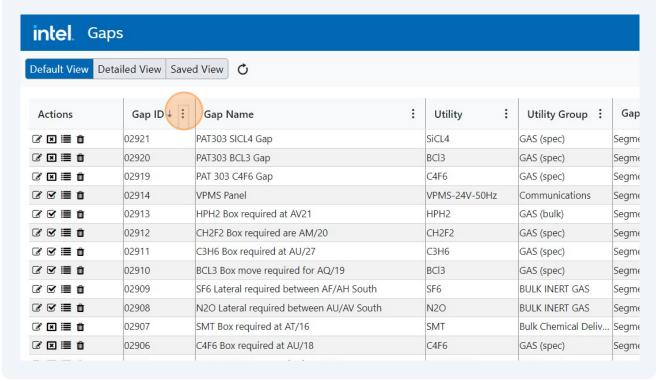
13 Number of rows selection

Click on the dropdown to select number of rows to be displayed in the application interface.

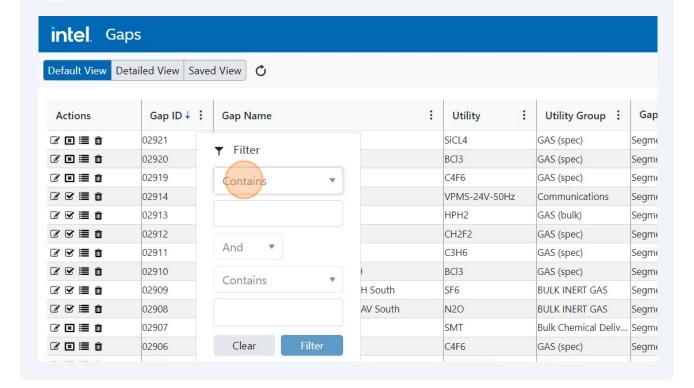


14 Filtering the Data

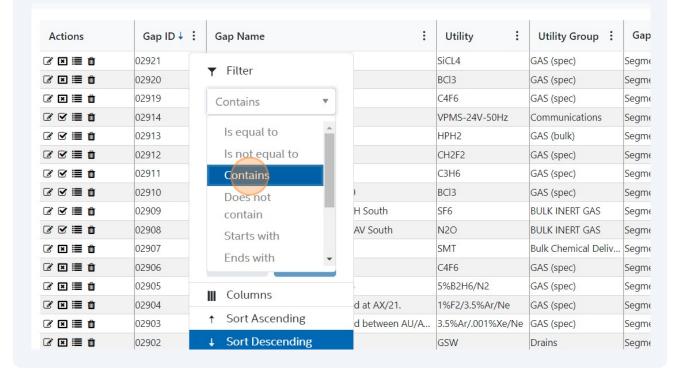
To filter the data on any column, click on the vertical ellipsis adjacent to each column to see a filter pop-up window right next to the column.



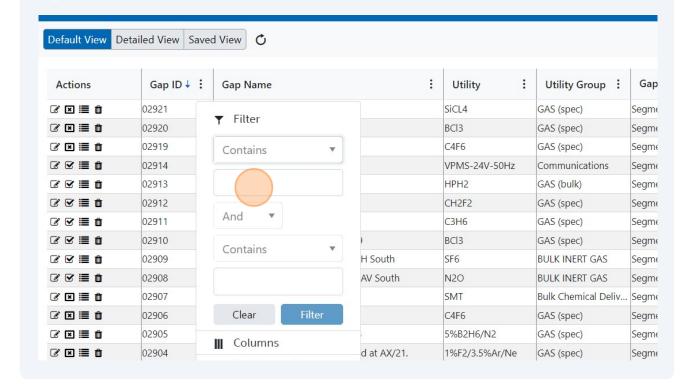
16 Click on the drop down to see different filter conditions.

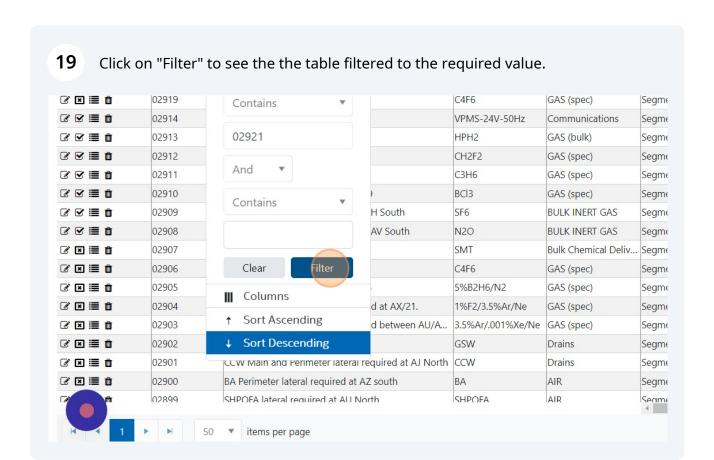


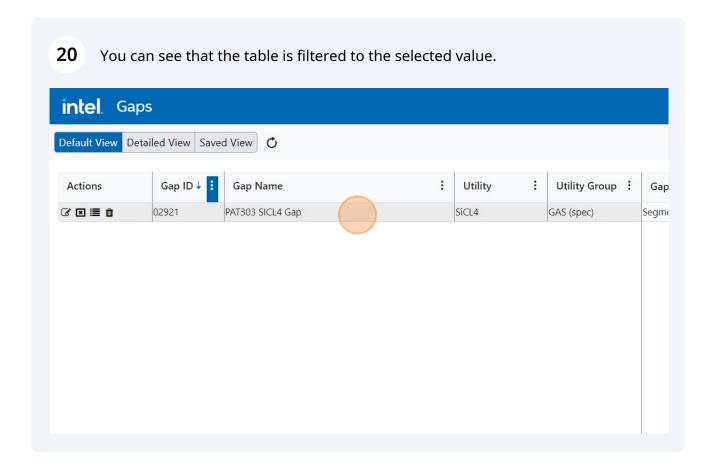
17 Select the required filter condition (Ex: "Contains") from the drop down.



18 Click on the blank box and enter the required value (Ex: Gap ID - 02921).

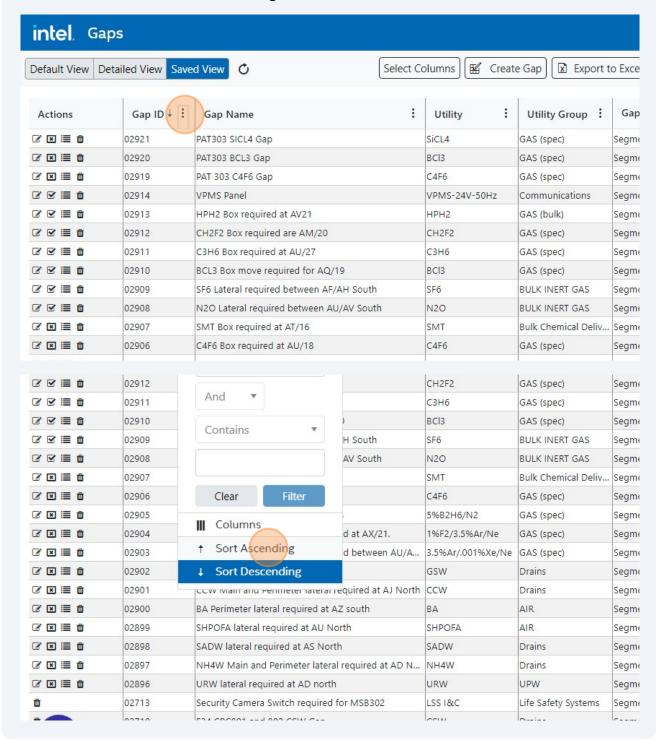




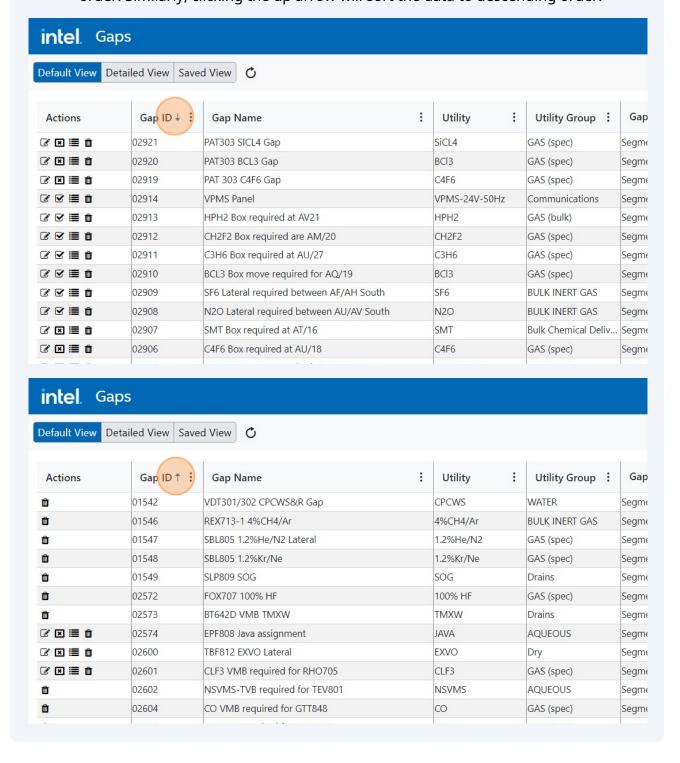


21 Sorting the Data

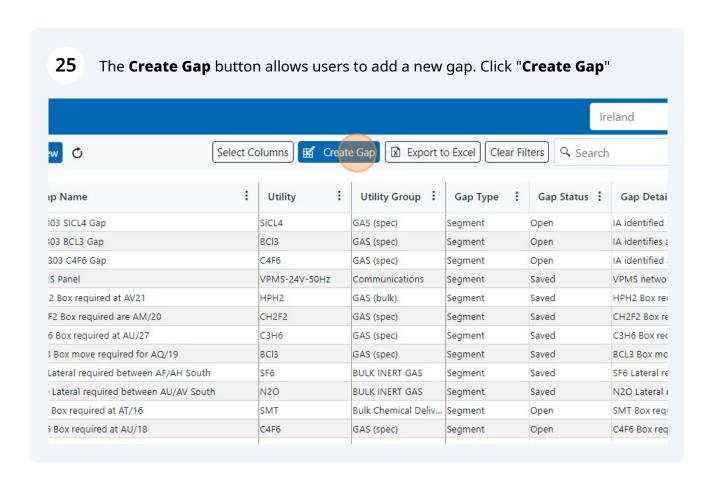
To sort data of any column, click on the vertical ellipsis adjacent to that column and select **Sort Ascending** to sort the data in ascending order / **Sort Descending** to sort the data in descending order.

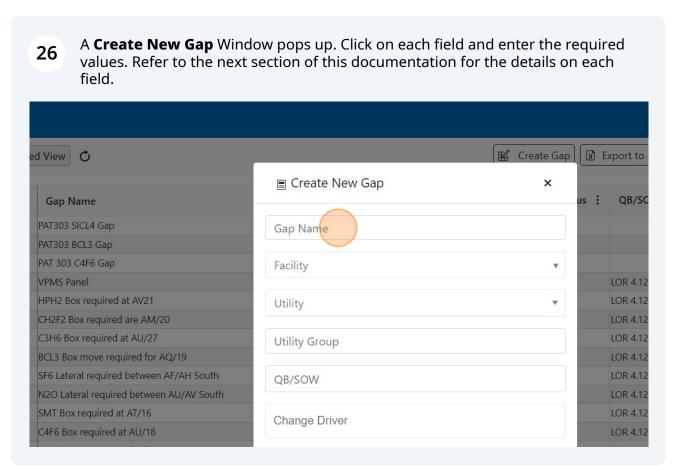


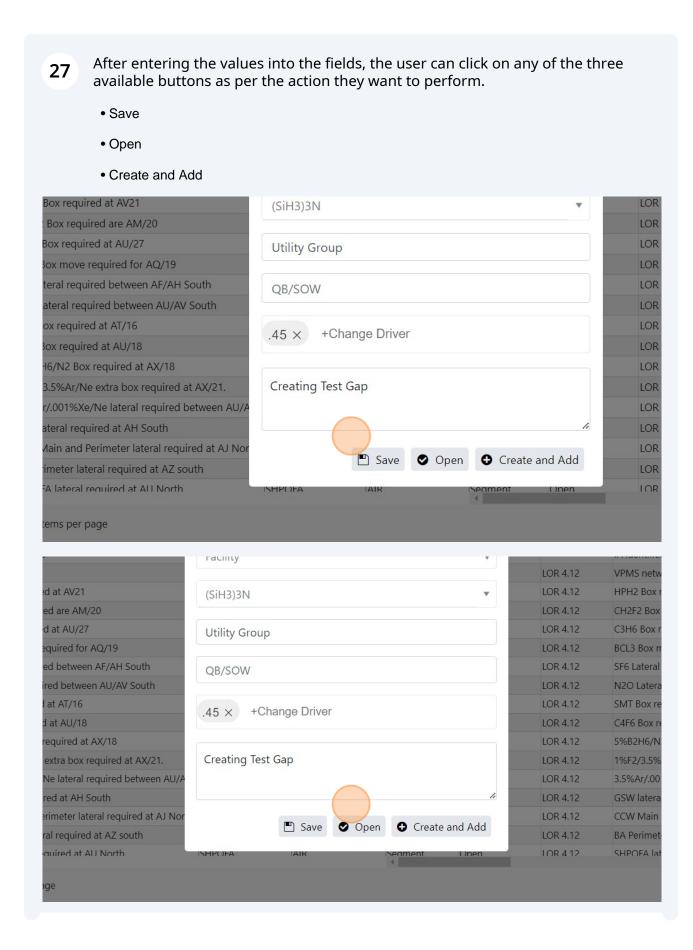
Alternatively, you can use the **Arrow** button right next to each column to sort the data in ascending or descending order. The down arrow indicates the data in the column sorted in descending order and up arrow indicates the data in the column sorted in ascending order. Clicking the down arrow will sort the data to ascending order. Similarly, clicking the up arrow will sort the data to descending order.

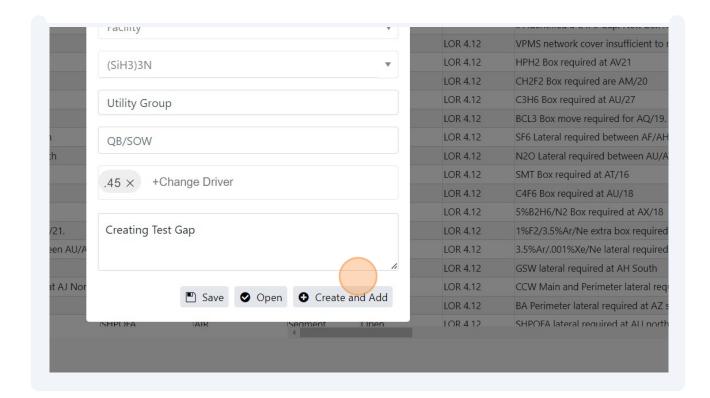


24 Add a New Gap









Save: Click on the Save button to save the Gap ticket, which can be edited later before the final submission.

Open: Click on the **Open** button to submit the Gap ticket. It allows the users to open the Gap without associating any TPOC.

Create and Add: Click on the **Create and Add** button to save the Gap in the system with the "Save" status and redirect the user to the Manage Gap screen.

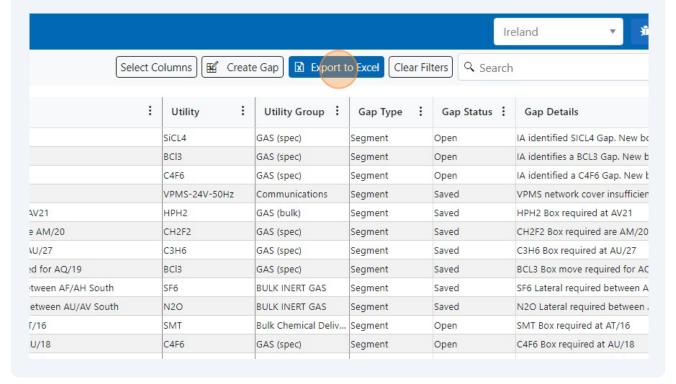
Manage Gap:

The Manage Gap screen displays the list of TPOCs in the FaSTr table. The user can also add or remove TPOC from the Gap.

For more information on adding and deleting TPOC, please refer to the <u>TPOC</u> section of this documentation.

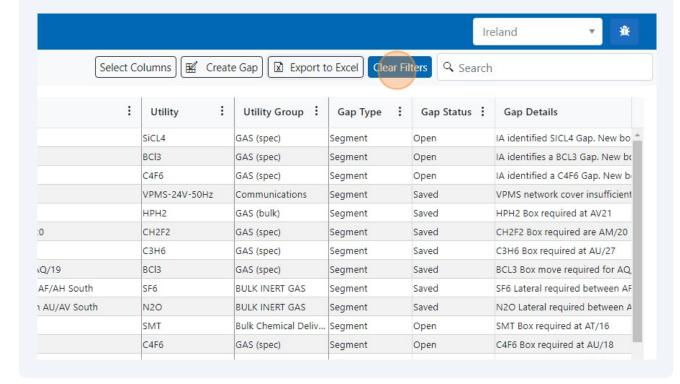
29 Export to Excel

Click "**Export to Excel**" to export the displayed tabular grid to an Excel sheet with all the filters applied. The downloaded Excel will have data from all the filtered pages, not just the displayed page.



31 Removing Filters

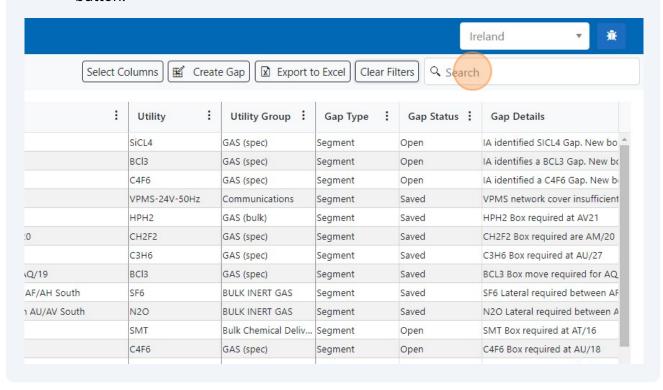
32 Click "Clear Filters" to clear all the filters applied to the user screen.



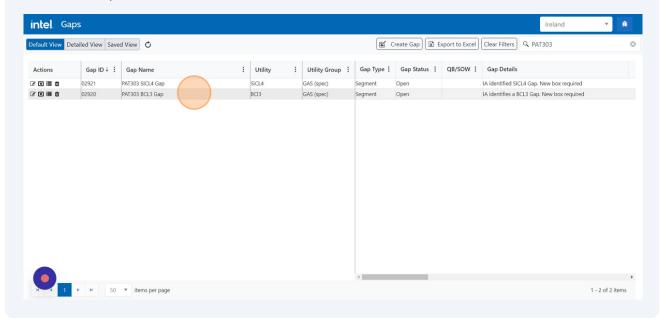
33 Searching the Data

The search bar allows you to enter any term and search for the matching records in the tabular grid.

Click on the "**Search**" field and enter any value / term (Ex: PAT303) and click enter button.



As the entered example term PAT303 is matching with "PAT303 BCL3 Gap" in Group Name column, the data is filtered to those rows matching with that term in Group Name.



36 Data Refresh

The manual data refresh icon will enable the user to manually refresh the data table from the data source. Mouse over will display the timestamp of the last data update from the source database.

