

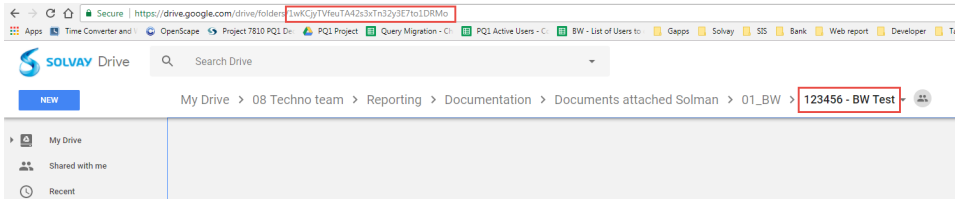
How to create Specification Document

On 16 Oct 2020, we decide to combine the document of MED (Macro Estimation Document) and FSD (Functional Specification Design) and TSD (Technical Specification Design) into single document. After support get the evolution ticket, developer has to create specification document and test document in order to present to reporting leader and BI leader (Solvay IS Rep) to approve MED/FSD and TSD

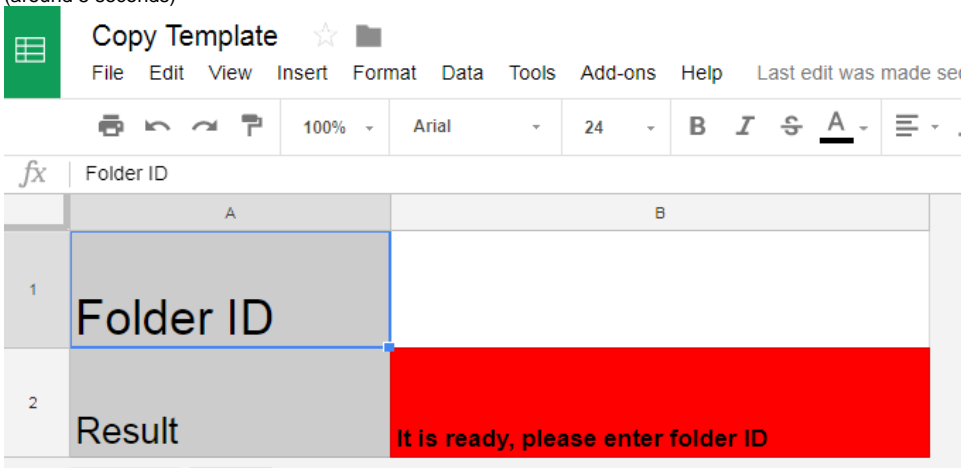
In order to make sure that all developer start with the right template and not modify the template by accident, we are providing a program to copied the document template into your folder.

Steps:

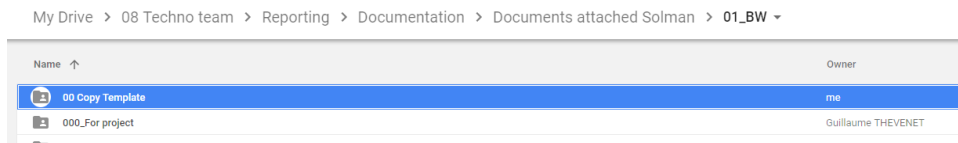
1. Create folder as normal with naming convention XXXXXX - Free text under [this folder](#)
XXXXXX = Freshdesk Ticket number
2. Go to your folder and copy [folder id](#) . The text on URL after "/folder/"



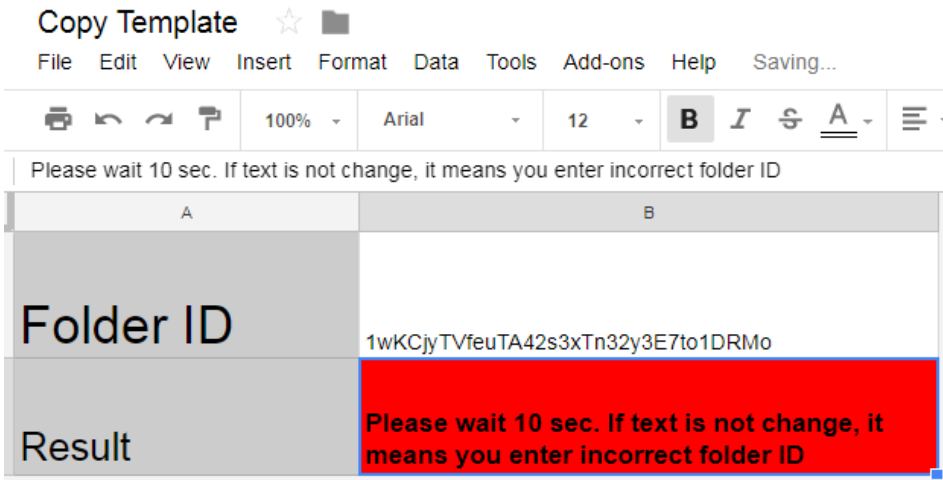
3. Open the file "Copy Template" and wait until see the status = "It is ready, please enter folder ID". Please wait until the file loading completed first (around 5 seconds)



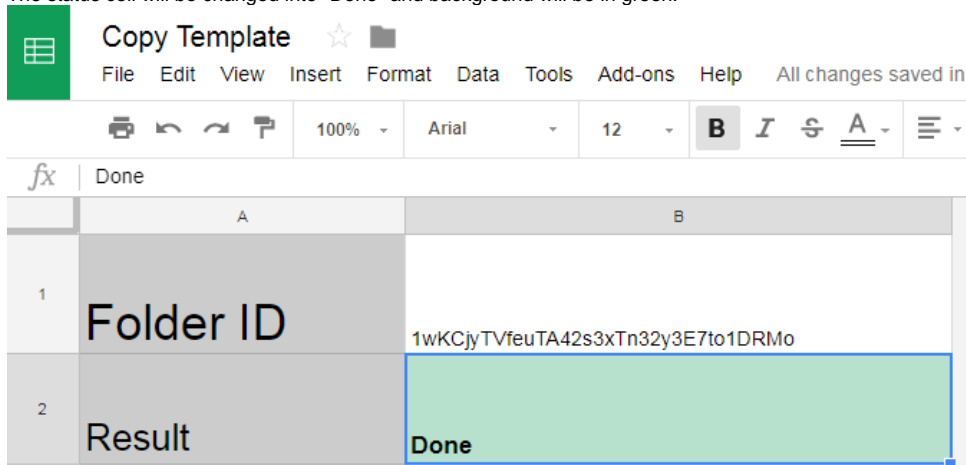
- Note: This file is kept in folder "00 Copy Tempate", you can find easy on top of the page if you sort it by name.



4. Enter the folder ID that you copied from point 2 into cell B1 and wait around 10 seconds



5. Once it is done.
a. The status cell will be changed into "Done" and background will be in green.



- b. If the folder ID does not exist or there is something wrong, the status will remain as "Please wait 10 sec" . If it takes time more than **20 sec**, please check that you enter folder ID correctly.

6. If everything is OK, the template will be automatically in your folder
Updated: 16 Oct 2020 Program will copy new template and test document into the folder

Name ↑	Owner
Specifications & Testing Document <Ticket Number> 👤	me
Testing Document <Ticket Number> 👤	me

7. After you got the files, please
1. Rename the file to put Freshdesk ticket to both specification and test doc.
2. Copy the link of the test document and put inside of the specification on section "V - Testing Document and Results"