

Gitea Usage Documentation for Nextgen Techno

This document outlines the steps for accessing, using, and managing projects on Gitea, hosted at lab.nextgentechno.in. The platform is primarily used by the Nextgen Techno team for product and service development, with specific guidelines for CI/CD workflows and user management.

1. Accessing Gitea

To access Gitea, follow the steps below:

- Visit lab.nextgentechno.in.
- Use the following credentials to log in as the Superadmin:
 - **Username:** `superadmin`
 - **Password:** `1234567`

Note:

Only authorized personnel should use the Superadmin account, primarily for administrative tasks such as managing users and organizations.

2. User Signup Process

Users who are part of Nextgen Techno must sign up using NextgenAuth. Follow these steps to create an account:

1. **Click on the "Sign in with NextgenAuth" button:** This will redirect you to NextgenAuth's authentication portal.
2. **Authenticate using your NextgenAuth credentials:** Enter your authorized company credentials.
3. **Post-authentication:** Once signed in, Gitea will prompt you to **create a password** for accessing the platform.
 - Choose a secure password that adheres to Nextgen's security policy.
 - This password will be required for future logins to Gitea.

Note:

Signing up via NextgenAuth ensures that all users are properly authenticated and linked to their corporate identity.

3. User Management

Only **Superadmins** or **CEOs** have the authority to manage users, including assigning them to specific organizations. If you require access to a particular organization, please contact the Superadmin or CEO with the following information:

- Your Gitea username.
- The organization you need access to (e.g., `Nextgen Vidhya` or `Nextgen Techno`).

Once approved, the Superadmin or CEO will add you to the appropriate organization.

Organizations on Gitea:

- **Nextgen Vidhya:** This organization contains all the project code related to products.
- **Nextgen Techno:** This organization contains all the project code related to services.

4. CI/CD Workflow

Branches in Gitea:

The workflow for handling the Continuous Integration and Continuous Deployment (CI/CD) process on Gitea follows a structured approach. The branches involved are:

1. **dev branch:**

- Developers create pull requests (PRs) and work on new features or bug fixes in this branch.
- Code changes are regularly merged here.

2. **Main branch:**

- Once the PRs from **dev branch** are reviewed and closed, they are merged into the **Main** branch.
- This branch always contains the latest code changes.

3. **Beta branch:**

- After testing on the **Main** branch, the changes are pushed to the **Beta** branch for final testing and staging.

4. **Production branch:**

- The production-ready code is merged into the **Production** branch.
- Only thoroughly tested and approved code is deployed here.

CI/CD Flow Summary:

1. All work begins on the **dev branch**.
2. Code is merged into **Main** after a successful pull request.
3. From **Main**, it flows into **Beta** for staging.
4. Finally, it reaches **Production** for deployment.

Note:

Always ensure that the latest code changes are found in the **Main branch**. This branch serves as the primary codebase for all updates.

5. Best Practices for Gitea Usage

- **Branch Naming:** Follow the naming convention for branches to make the CI/CD flow smoother:
 - Feature branches: **feature/<name-of-feature>**
 - Bugfix branches: **bugfix/<name-of-bugfix>**
 - Hotfix branches: **hotfix/<name-of-hotfix>**

- **Pull Requests (PRs):** Always submit pull requests for code reviews. Ensure that code changes are thoroughly tested before being merged into the **Main branch**.
- **Commit Messages:** Use meaningful commit messages that clearly explain the purpose of the commit. This ensures easy traceability of changes.

6. Superadmin Responsibilities

Superadmins have additional responsibilities, including:

- Managing user access to organizations.
- Approving and closing pull requests.
- Enforcing the CI/CD workflow.
- Ensuring that the latest code remains up-to-date in the **Main branch**.

Adding Users to Organizations:

- Go to the **Admin Panel**.
- Navigate to **Users** and select the user to be added.
- Under **Organizations**, select the appropriate organization (**Nextgen Vidhya** or **Nextgen Techno**) and assign the user.

7. Conclusion

By following the procedures outlined in this document, you can ensure smooth collaboration and efficient use of Gitea at **lab.nextgentechno.in**. Make sure to adhere to the CI/CD workflows, use the appropriate branches, and seek assistance from Superadmins or the CEO when needed.