Set up Work Environment 工作环境搭建

Set up Work Environment（All）

Login Gmail and Google Calendar

1. Log in and confirm if Google Mail is available. http://gmail.com/
2. Open Google Calendar to check daily meeting invitations. https://calendar.google.com/

Join a communication group

Join a communication group and be invited into the group by your mentor.

SeaTalk Group

- Shopee R & D center group (for all members) / Shopee研发中心全员群（公司大群）
- Supply Chain Group（部门大群）
- Respective project groups 各自的项目组群

mattermost

Client Download：https://mattermost.com/download/

After the installation is complete, the Settings page is displayed

After the installation is complete, the Settings page is displayed.
Server Display Name You can enter your own Name
Server URL input：https://mattermost.garenanow.com

Log in via your own Shopee mailbox, as shown below：

Tip: New employees may not have permission on the first day. Just try again the next day.
提示：新员工入职第一天可能没有权限。第二天再尝试就可以了。

File   Edit   View   History   Window   Help

Google

登录

继续前往garenanow.com

电子邮件地址或电话号码

tim.zhao@shopee.com

忘记了电子邮件地址？

更多选项   下一步

简体中文 ▼   帮助   隐私权   条款

DEV and QA Permission Application（All）

Sea Ticket System (GTS), through which you can grant Git library permissions, Jira platform permissions, online and offline server login permissions, database access permissions, etc. Upon request, you can log in to the following websites through your working email address:

Sea Ticket System（简称GTS），通过该系统可以开通Git库权限、Jira平台权限、线上线下服务器登录权限、数据库访问权限等，根据需要开通，通过工作邮箱登录以下网址：

https://gts.garenanow.com/

Note: Some tickets need approval, please add the email address of Report Manager and direct leader to the Reviewers, if there is no need to apply, adding the email address of Report Manager and direct leader to Watcher.

注意：有些工单需要审批，请在Reviewers处加Report Manager和直属leader的邮箱，如果不需要申请将Watcher处加Report Manager和直属leader的邮箱。

Apply for JIRA permission 申请JIRA权限

open https://space.shopee.io/utility/swp/ticket_creation?qs=P3BhZ2U9MSZwbGF0Zm9ybT1TV1A%3D

Jira & Confluence

Apply Shopee JIRA & Confluence Account and Group

Request to create Shopee JIRA and Confluence accounts. User guide:
https://docs.google.com/document/d/1SXp6DbDZ94_3ZRE1N-nMFjFHpNmDeaHzXQ0J7deppdE/edit

Shopee Mass Create JIRA Account

This template will be used to mass create JIRA account for user who do not have access to our JIRA site. Note:
This ticket will not add users into any specific Confluence/JIRA group, please use the other ticket template
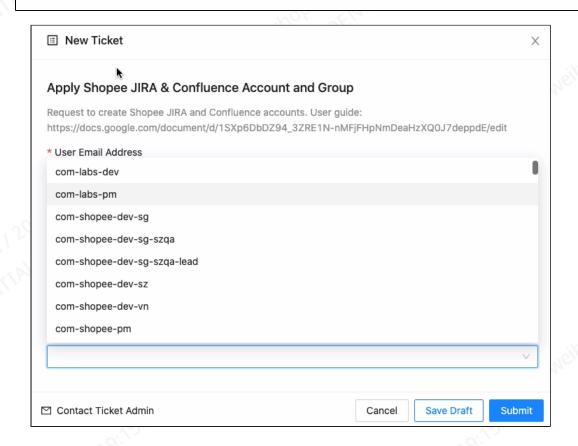

☰ New Ticket ✕

Apply Shopee JIRA & Confluence Account and Group

Request to create Shopee JIRA and Confluence accounts. User guide:
https://docs.google.com/document/d/1SXp6DbDZ94_3ZRE1N-nMFjFHpNmDeaHzXQ0J7deppdE/edit

* User Email Address

com-labs-dev

com-labs-pm

com-shopee-dev-sg

com-shopee-dev-sg-szqa

com-shopee-dev-sg-szqa-lead

com-shopee-dev-sz

com-shopee-dev-vn

com-shopee-pm

⌄

✉ Contact Ticket Admin   Cancel   Save Draft   Submit

Select com-shopee-dev-sz for Confluence Group and wait for approval.

Confluence Group 选 com-shopee-dev-sz，等待审批；

Then apply for the permission of com-shopee-dev-SG again to facilitate access to some information on the SG side

然后再申请一次com-shopee-dev-sg的权限，方便查阅sg侧的一些资料信息

Select com-shopee-dev-sg for Confluence Group and wait for approval;

Confluence Group 选 com-shopee-dev-sg，等待审批；

For specific access rights of each project, contact the PM of the respective project team and apply to join

具体每个项目的访问权限，请联系各自项目组的PM，并申请加入

Applying for a Git Account 申请Git账号

Code warehouse: https://git.garena.com/

Now Git does not need a bill of lading, just use Google Login, please refer to this document: https://confluence.shopee.io/display/SPDEV/Gitlab+Google+Login

After logging in successfully, you need to contact the PIC of the business to join the group of the project team:

登陆成功之后加入，需要联系所在业务的负责人加入到项目组的group：

- SLS 周君(jun.zhou@shopee.com) / 许一鸣（emin.xu@shopee.com)
- SPX. 王波(bo.wang@shopee.com)
- WMS 郭勇(yong.guo@shopee.com)
- ISC/OMS/PMS 刘河(eric.liu@shopee.com)
- MyStock 马展锋(zhanfeng.ma@shopee.com)
- Data 张元丰(yuanfeng.zhang@shopee.com)
- CICD 赵强(tim.zhao@shopee.com)

Q&A 常见问题

1. Golang cannot pull the dependent repository / golang 拉不到依赖的仓库
   a. Check whether the account is correct 检查账号是否正确
   b. git config --global url."gitlab@git.garena.com:".insteadOf "https://git.garena.com/"
   c. go env -w GOSUMDB=off

Access Jira (sign in via Google account) 访问jira（通过Google账号登录）

https://jira.shopee.io

Used for project feature tracking and management

用于项目的feature跟踪及管理

Confluence (sign in via JIRA or Google account) 访问confluence（通过jira账号或者Google账号登录）

https://confluence.shopee.io/pages/viewpage.action?pageId=6324282

The knowledge base for the project

用于项目的知识库

Note: If you have any further questions for GTS application (https://gts.garenanow.com/) details or others problems, please access the following website for help:

注意：对于在GTS（ https://gts.garenanow.com/ ）一些申请细节或者问题，可以通过下面网址寻求帮助：

https://confluence.garenanow.com/display/SPDEV/Shopee+Development+Team

SSH permission for the server 服务器访问SSH权限

Please refer to this document：https://confluence.shopee.io/display/SPDEV/SSH+Access+Application

Check out the latest Log on the Kibana /Log platform 在kibana/Log平台上查看最近的log

Log platform：

Non-Live: http://log.test.shopee.io/

Live：https://log.shopee.io/

Permission can be applied for by the leader

权限可以找leader申请

Reference for Admin Portal permission application Admin Portal 权限申请参考

https://drive.google.com/file/d/1oUTIGs5SagDSPrjzYpz1_zGnsQ3-3pa_/view

This permission does not have to be applied for by all. Please apply according to the actual project requirements

本权限不一定所有人都要申请，请按照实际项目所需申请。

Note: Only one country's application needs to be submitted in the application, other countries will open the permission (repeated application will cause problems)

注意：申请时只需要提一个国家的申请，其他国家一起开通权限（重复申请会出问题）

More Guidance on Permission Application 更多权限申请指引

https://docs.google.com/document/d/1JgR7O7j06X8aGwjWZwNASXIDbStdcZwantf1AGM_abk/edit

Most of the rights can be applied for in the Sea Ticket System (GTS). You can use your work email address to log in to the following websites: https://gts.garenanow.com/

大部分权限都可以在Sea Ticket System（简称GTS）中申请，可以根据需要开通，通过工作邮箱登录以下网址：https://gts.garenanow.com/

注意 Note：

Some tickets need approval, please add the email address of Report Manager and direct leader to the Reviewers, if there is no need to apply, adding the email address of Report Manager and direct leader to Watcher.

有些工单需要审批，请在Reviewers处加Report Manager和直属leader的邮箱，如果不需要申请将Watcher处加Report Manager和直属leader的邮箱。

Installing the Test Environment 安装测试环境（BE、QA）

Reference documentation：https://confluence.shopee.io/pages/viewpage.action?pageId=86791947

Install and configure PIP on a Mac Mac下安装并配置pip

The default Python installation on a Mac does not have PIP installed, so you need to manually install it yourself by running the following two commands:

Mac默认安装的Python并没有安装pip，因此需要自己手动安装，分别执行下面两个命令：

curl https://bootstrap.pypa.io/get-pip.py --output get-pip.py

Sudo python get-pip.py

Configurate PIP 配置pip

Create a profile for PIP 创建pip的配置文件

In ~ / Library/Application/Support/PIP/directory to create PIP. The conf file, write the following content:

在~/Library/Application/Support/pip/目录下创建pip.conf文件，写入如下内容

[global]
extra-index-url = http://pypi.garenanow.com/
trusted-host = pypi.garenanow.com

Install the Docker(optional)

mac:

Execute the following command:

1. brew cask install docker
2. open /Applications/Docker.app pip

If the download speed is slow when you install Docker using brew cask install Docker, you can change the Homebrew source. May refer to : https://blog.csdn.net/u010275932/article/details/76080833

In Linux, run the following command Linux系统执行以下命令:

sudo curl -sSL https://get.docker.com/ | sh

```
+ sudo -E sh -c apt-get update -qq >/dev/null
+ sudo -E sh -c apt-get install -y -qq apt-transport-https ca-certificates curl >/dev/null
+ sudo -E sh -c curl -fsSL "https://download.docker.com/linux/ubuntu/gpg" | apt-key add -qq - >/dev
ull
+ sudo -E sh -c echo "deb [arch=amd64] https://download.docker.com/linux/ubuntu trusty edge" > /etc
pt/sources.list.d/docker.list
+ [ ubuntu = debian ]
+ sudo -E sh -c apt-get update -qq >/dev/null
+ sudo -E sh -c apt-get install -y -qq --no-install-recommends docker-ce >/dev/null
initctl: Unknown job: docker
If you would like to use Docker as a non-root user, you should now consider
adding your user to the "docker" group with something like:

  sudo usermod -aG docker yaks

Remember that you will have to log out and back in for this to take effect!

WARNING: Adding a user to the "docker" group will grant the ability to run
         containers which can be used to obtain root privileges on the
         docker host.
         Refer to https://docs.docker.com/engine/security/security/#docker-daemon-attack-surface
         for more information.
yaks@ubuntu:~$ sudo usermod -aG docker yaks
yaks@ubuntu:~$ docker
```

Development test environment 开发测试环境

Each function member can set up the corresponding development and testing environment according to the specific project team. 各自角色根据具体项目组搭建相应的开发测试环境。

Python Development Environment Python开发环境

1. Python2.7，Note that pip.conf specifies whether the source is correct

[global]

trusted-host=mirrors.aliyun.com

index-url=http://mirrors.aliyun.com/pypi/simple/

2. Pycharm（option）

Note that the Shopee specification uses tabs directly instead of Spaces, and you need to change the appropriate IDE Settings. 注意，shopee规范直接使用tab而不是空格，需要更改相应IDE设置。

平时用的工具Apply for the tools you normally use

（ According to the specific project, you can consult the direct leader 根据具体项目，可咨询直接leader ）

Apply for a genuine software license 申请正版软件授权： https://it-center.seagroup.com/

Normal operation and maintenance tools 平时用到的运维工具

Grafana：Open source monitoring and analysis platform 开源的监控与分析平台

http://m.sz.shopee.io/grafana/

CAT: Supply-chain application-side monitoring 供应链应用侧监控

CAT Permission Application Contact （权限申请找）余卓煌(zhuohuang.yu@shopee.com）增加

https://cat.ssc.shopeemobile.com/

Others（All）

Network and office issues 网络和办公问题

In case of office problems such as office environment, apply to https://it-center.seagroup.com/ submit ticket to solve. 如遇到办公环境等办公问题，到https://it-center.seagroup.com/提单申请解决。

fte 创建（deprecated）：

1. 先在https://space.shopee.io/console/cmdb/deployment/detail/shopee.infrastructure.fte.management提单申请创建fte的权限
2. 参考https://docs.google.com/presentation/d/1iKUZ_6VFo6CImFDAVOuyGwoEsKShEkkOl9p39yA5ZMk/edit#slide=id.g882ddd3697_3_52到jenkins创建一个fte

Daily Report 日报

In the entry task stage, you need to submit each work daily and send it to your leader and tutor via email. The main contents are:

- Summary of today's work:
- (Work and thinking for the day)
- Work plan for tomorrow:
- (Work schedule and goals for tomorrow)
- Problems Encountered
- (problems encountered, support or help needed)

entry task阶段，需要提交每人工作日报，通过email发送给你的leader，以及导师。内容主要：

- 今日工作总结：

  （当日工作和思考）
- 明天工作计划：

  （明天的工作计划安排和目标）
- 遇到的问题

  （碰到的问题，需要得到的支持或帮助）

Weekly Report 周报

The weekly report should be sent to your leader and mentor by email after work every Friday (no later than Sunday). The content of the weekly report should be summarized and planned, such as: 80% of the XXX task has been completed and XXXX has been achieved. The contents of the weekly newspaper are generally as follows

- Summary of this week's work:
- (Work and thinking this week)
- Plans for next week:
- (Work schedule and objectives for next week)
- Problems Encountered
- (problems encountered, support or help needed)

每周五下班需要发周报（不晚于周日），通过email发送给你的leader、导师，周报内容有总结性和计划性，比如：完成xxx任务80%，实现了xxxx。周报内容大致如

- 本周工作总结：

  （本周工作和思考）
- 下周计划：

  （下周工作计划安排和目标）
- 遇到的问题

  （碰到的问题，需要得到的支持或帮助）

Ask for leave 请假

Please first communicate with the leader about the leave, then send an email to the respective leader and project team members (PM&Dev&Test), and apply for leave in the HRIS system： https://leaveapp.seagroup.com/

请先和leader沟通请假事项，然后发email给各自leader，项目组成员（PM&Dev&Test），并在HRIS系统申请休假： https://leaveapp.seagroup.com/

Note: Leave should be applied for in advance, not informed after leave. **注意：请假要提前申请，不能先请假后告知。**

Work overtime meals 加班餐

 If you work overtime until 9 p.m., you can apply for overtime meals, CNDC: https://meican.com/

晚上加班到9点可申请加班餐，申请网址： https://meican.com/

加班餐订餐流程与规则		
1	对象	当日需加班至21:00的同事
2	操作	
		需要点餐的同事请在当天16:30前通过系统完成点餐
		19:00-19:30左右配餐，请到Pantry根据自己所点菜品取餐，并且在取餐表上签字
		这是公司为加班同事提供的福利，请大家根据需要点餐，尽量避免点餐后又不享用造成的浪费
		如点餐后遇特殊原因不再需要，请务必及时在群里告知，格式"xxx(菜品名)一份转让"
		我们会根据反馈调整店铺和菜品，以尽量满足大家的需求

Training programmes and materials 培训计划及资料（All）

- You will receive an email notification on the day of entry, which contains the course arrangement and plan of the induction training. Please arrange the time and attend the training on time. If there is something to ask for leave in advance, it will be arranged to the next round of training. 入职当天会收到邮件通知，里面有入职培训的课程安排和计划，**请安排好时间，准时参加**，如果有事情提前请假会安排到下一轮的培训中。
- Commonly used noun abbreviations/proper nouns 常用的名词缩写/专有名词
  - 供应链英文缩写/专业术语中英文对照表
  - 公司内名称中英文对照

Go Module unknown revision issue:

issue：

go: git.garena.com/shopee/bg-logistics/go/chassis@v0.2.2-r21: reading git.garena.com/shopee/bg-logistics/go/chassis/go.mod at revision v0.2.2-r21: unknown revision v0.2.2-r21

solution: It is Golang and Git configuration problem

解决方法：是golang和git配置问题

```
// golang
go env -w GOPRIVATE="git.garena.com/shopee"
// git
git config --global url."gitlab@git.garena.com:".insteadOf "https://git.garena.com/"
```