

Redmine basic guide

Version 1.0

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Introduction

Redmine is a free and open source, web-based project management and bug-tracking tool. It includes a calendar and Gantt charts to aid visual representation of projects and their deadlines. It handles multiple projects. Redmine provides integrated project management features, issue tracking, and support for various version control systems.

Features

- Multiple projects
- Flexible role-based access control
- Flexible issue tracking system
- Gantt chart and calendar
- News, documents & files management
- Feeds & e-mail notifications.
- Per project wiki
- Per project forums
- Simple time tracking functionality
- Custom fields for issues, time-entries, projects and users
- SCM integration (SVN, CVS, Git, Mercurial, Bazaar and Darcs)
- Multiple LDAP authentication
- User self-registration
- Multiple languages
- Multiple databases
- Plugins
- REST API

Home page : <http://www.redmine.org/>

Wiki : http://www.redmine.org/projects/redmine/wiki/User_Guide

Creating New Users

You'll need to create new users before you start creating issues. If you start creating issues first, you'll need to go back and assign users to each issue. To create a new user:

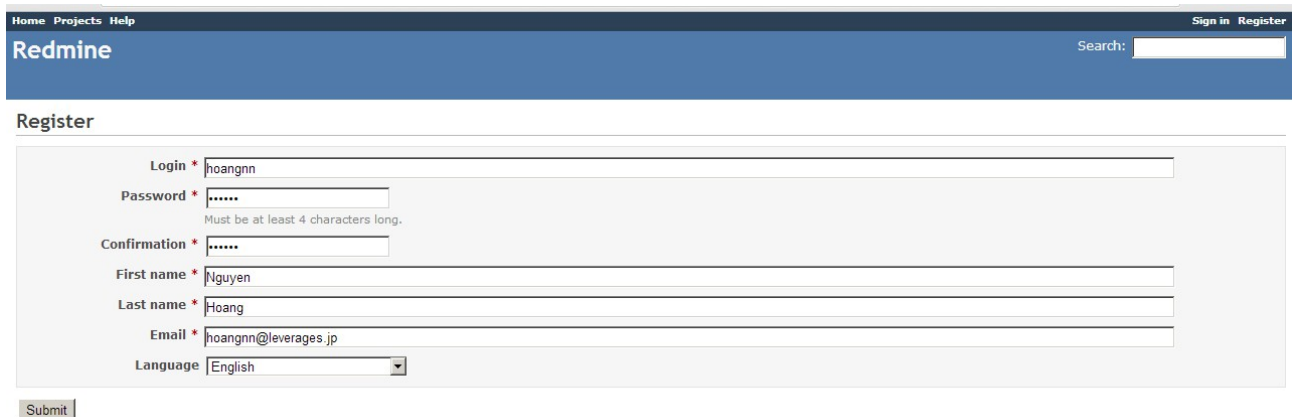
1. Click **Administration** > **Users** | **New**. This opens the **New user** page.
2. Enter the required information.
3. Click **Create**.

Or

Main redmine click **Register** link on top

Your new user will appear in the list on the **Users** page.

The Register page is used to register a new user. A new user has to give the information about his Login, Password, Firstname, Lastname and Email address and which language the user would like to use to for the user interface.



The screenshot shows the Redmine Register page. At the top, there is a navigation bar with links for Home, Projects, and Help, and a search bar. Below the navigation bar, the page title "Register" is displayed. The registration form contains the following fields: Login (hoangnn), Password (masked with dots, with a note "Must be at least 4 characters long."), Confirmation (masked with dots), First name (Nguyen), Last name (Hoang), Email (hoangnn@leverages.jp), and Language (English). A Submit button is located at the bottom left of the form.

After create new user, you must pending administration approval



The screenshot shows the Redmine login page. At the top, there is a navigation bar with links for Home, Projects, and Help, and a search bar. Below the navigation bar, a green message box displays the text: "Your account was created and is now pending administrator approval." Below the message box, there is a login form with fields for Login (hoangnn) and Password (masked with dots), and a Login button.



The screenshot shows the Redmine login page. It contains a login form with fields for Login (hoangnn) and Password (masked with dots), and a Login button. Below the password field, there is a link for "Lost password".

Signing in to redmine

To sign in:

1. Click the **Sign in** link in the upper right corner of the page.
2. Enter your credentials.
3. Click **Login**.

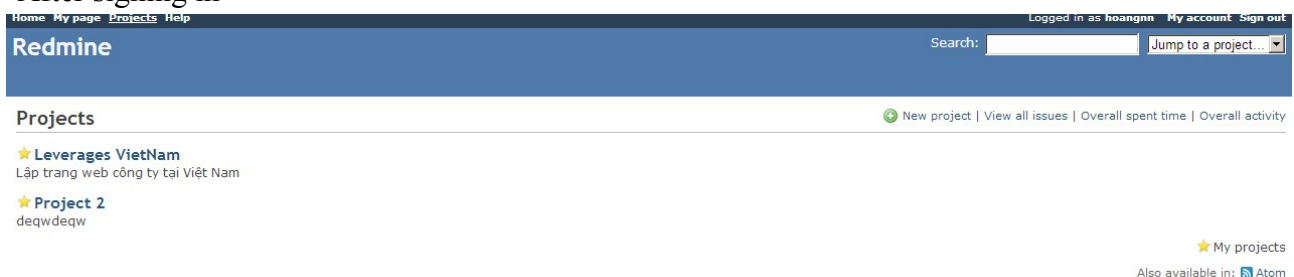


Login:

Password:

[Lost password](#)

After signing in



Create a new project

You can create many projects in Redmine. It's so easy to create projects that it's actually in your best interest to analyze your development project and break it up into component parts. For example, you might want to create a project for each module of your development project. Remember that over time you'll end up with possibly thousands of tickets, so it's best to determine early how you'll organize your projects so they don't get too complicated to track.

To create a new project:

1. Click **Administration** > **Projects** | **New**.
2. Enter a **project name** and an **identifier**.
3. If you want to limit the trackers or modules available on a project, uncheck the appropriate options. Otherwise, leave them all selected.
4. Click **Create**.

The screenshot shows the 'New project' form in Redmine. The form has a blue header bar with the Redmine logo and navigation links. The main form area is white and contains the following fields and sections:

- Name ***: A text input field containing 'Website company project'.
- Subproject of**: A dropdown menu.
- Description**: A text area with a rich text editor toolbar (bold, italic, underline, strikethrough, link, unlink, list, list, pre, image, video) and a 'Text formatting' icon. The description text is 'Description about project'.
- Identifier ***: A text input field containing 'webcompanypro'. Below it, a note states: 'Length between 1 and 100 characters. Only lower case letters (a-z), numbers, dashes and underscores are allowed. Once saved, the identifier cannot be changed.'
- Homepage**: A text input field containing 'leverages.jp'.
- Public**: A checked checkbox.
- Modules**: A section with a grid of checkboxes for various modules: Issue tracking, Files, Calendar, Time tracking, Wiki, Gantt, News, Repository, Documents, and Forums. All are checked.
- Trackers**: A section with a grid of checkboxes for various trackers: Bug, Feature, and Support. All are checked.
- Create**: A button at the bottom left.
- Create and continue**: A button at the bottom right.

5. On the **Projects** page, click the name of the project you just created. It opens the project page for your project. You can take several actions. One of the first things you might want to do is assign a member to the project. For instance, as an administrator, you have the capability to create new users and assign one or more of them to a project.
6. Select **Projects** > **YourProjectName**.
7. Click the **Members** tab.
8. Select a **new user** from the New member drop-down menu.
9. Click **Add**

Settings

InformationModules**Members**VersionsIssue categoriesWikiRepositoriesForumsActivities (time tracking)

| User / Group | Roles | |
|--------------|---------|---|
| Nguyen Hoang | Manager | Edit Delete |

New member
Search for user or group:
☒ Le Tuyen
☒ Nguyen Hoang
☒ Redmine Admin
Roles:
☐ Manager
☒ Developer
☐ Reporter
[Add](#)

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HomeMy pageProjectsHelp

Website company project

Logged in as hoangnnMy accountSign out

Search: Website company project

OverviewActivityIssuesNew issueGanttCalendarNewsDocumentsWikiFilesSettings

Settings

InformationModules**Members**VersionsIssue categoriesWikiRepositoriesForumsActivities (time tracking)

| User / Group | Roles | |
|--------------|-----------|---|
| Nguyen Hoang | Manager | Edit Delete |
| Le Tuyen | Developer | Edit Delete |
| Nguyen Hoang | Developer | Edit Delete |

New member
Search for user or group:
☐ Redmine Admin
Roles:
☐ Manager
☐ Developer
☐ Reporter
[Add](#)

Creating a new issue

As you'd expect, most users of Redmine will either be submitting new issues or responding to issues. That's why it's important to understand how to create a new issue. Fortunately, Redmine makes creating a new issue very easy.

To create a new issue:

1. From within your project, click **New issue**.
2. Select the **Tracker** type. If you want to use different tracker types, you'll need to define those in the **Administration** area.
3. Enter a **Subject** and a **Description**.
4. Next, choose a **Priority**.
5. Choose a **Category**. Notice that if you don't see a category you want, you can click the **New category** link and create a new category right there.
6. Enter any other data you want.
7. Click **Create**.

Redmine displays the bug. If you want, you can click the Watch link to set a watch. Anytime action is taken on that ticket, you'll get a notification.

The screenshot shows the 'New issue' form in Redmine for the 'website company project'. The form is divided into several sections:

- Tracker:** A dropdown menu set to 'Bug'. There is a 'Private' checkbox on the right.
- Subject:** A text field containing 'Fix bug login'.
- Description:** A large text area with a rich text editor toolbar (bold, italic, underline, strikethrough, link, unlink, list, ordered list, pre, image, etc.). The text area contains the placeholder text 'Description subject, bug,
- Status:** A dropdown menu set to 'New'.
- Priority:** A dropdown menu set to 'Normal'.
- Assignee:** A dropdown menu set to 'Le Tuyen'.
- Parent task:** An empty text field.
- Start date:** A date picker set to '2012-11-01'.
- Due date:** A date picker set to '2012-11-03'.
- Estimated time:** A text field for hours.
- % Done:** A dropdown menu set to '0 %'.
- Files:** A section with a 'Choose File' button, 'No file chosen' text, and a link to 'Add another file (Maximum size: 5 MB)'. There is also an 'Optional description' text field.
- Watchers:** A section with checkboxes for 'Le Tuyen', 'Nguyen Hoang', and 'Nguyen Hoang'. There is also a link to 'Search for watchers to add'.

At the bottom of the form, there are three buttons: 'Create', 'Create and continue', and 'Preview'.

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Issue list

The issue list provides a way to look at the opened issues for a project.

The screenshot shows the 'Website company project' page in Redmine. The 'Issues' tab is selected, displaying a list of issues. The table has columns for #, Tracker, Status, Priority, Subject, Assignee, and Updated. Two issues are listed: #2 (Bug, New, High, 'Fix bug add news t34gt3egt34', assigned to Nguyen Hoang) and #1 (Bug, New, Normal, 'Fix bug login', assigned to Le Tuyen). The page includes filters (Status: open), options (Apply, Clear, Save), and a sidebar with links to 'View all issues', 'Summary', 'Calendar', and 'Gantt'.

| # | Tracker | Status | Priority | Subject | Assignee | Updated |
|---|---------|--------|----------|------------------------------|--------------|---------------------|
| 2 | Bug | New | High | Fix bug add news t34gt3egt34 | Nguyen Hoang | 11/01/2012 06:34 am |
| 1 | Bug | New | Normal | Fix bug login | Le Tuyen | 11/01/2012 06:24 am |

Updating an existing issue

The screenshot shows the details for 'Bug #1' (Subject: Fix bug login). It includes fields for Status (New), Priority (Normal), Assignee (Le Tuyen), Start date (11/01/2012), Due date (11/03/2012), and % Done (0%). The description is 'Description subject, bug,'. The page has a sidebar with 'Watchers (3)' listing Nguyen Hoang, Nguyen Hoang, and Le Tuyen. Action buttons at the top include Update, Log time, Unwatch, Copy, and Delete.

Click update

This close-up shows the 'Issues' tab selected in the project navigation bar. Below it, the title 'Feature #20508' is displayed. To the right of the title is a red 'Update' button with a pencil icon. A mouse cursor is clicking on the 'Update' button.

Subtasks

Add

Related issues

Add

Update

Log time

Unwatch

Copy

Delete

Update

Change properties

Project *

Website company project

Tracker *

Bug

Subject *

Fix bug login

Description

Status *

New

Priority *

Normal

Assignee

Le Tuyen

Parent task

Start date

2012-11-01

Due date

2012-11-03

Estimated time

Hours

% Done

0 %

Private

Log time

Spent time

Hours

Activity

--- Please select ---

Comment

Notes

B

I

U

S

C

H1

H2

H3

pre

Text formatting

Files

Choose File

No file chosen

Optional description

Add another file (Maximum size: 5 MB)

Submit

Preview

Also available in: Atom | PDF