

CODING Project Management

Operation Guide

Product Documentation



Copyright Notice

©2013-2024 Tencent Cloud. All rights reserved.

Copyright in this document is exclusively owned by Tencent Cloud. You must not reproduce, modify, copy or distribute in any way, in whole or in part, the contents of this document without Tencent Cloud's the prior written consent.

Trademark Notice



All trademarks associated with Tencent Cloud and its services are owned by Tencent Cloud Computing (Beijing) Company Limited and its affiliated companies. Trademarks of third parties referred to in this document are owned by their respective proprietors.

Service Statement

This document is intended to provide users with general information about Tencent Cloud's products and services only and does not form part of Tencent Cloud's terms and conditions. Tencent Cloud's products or services are subject to change. Specific products and services and the standards applicable to them are exclusively provided for in Tencent Cloud's applicable terms and conditions.

Contents

Operation Guide

Classic Collaboration Mode

Introduction

Plans

Manage Iterations

Manage Requirements

Manage Tasks

Manage Bugs

Block Relationship

Workload Statistics

Track Progress

Scrum Agile Mode

Introduction

Manage Backlog

Manage Iterations

Manage Epics

Manage Requirements

Manage Tasks

Manage Bugs

Story Points

Iteration Statistics

Retrospectives

Issue Management

Import and Export Issues

Custom Issue Types

Custom Issue Fields

Custom Workflows

Filter Issues

Reference Resources and Upload Attachments

Manage Versions

Manage Tags

Manage Issue Views

Operation Guide

Classic Collaboration Mode

Introduction

Last updated : 2023-12-26 18:02:33

This document describes the classic project management mode in CODING Project Collaboration.

Open Project

1. Log in to the CODING Console and click **Use Now** to go to CODING page.
2. Click



- in the upper-right corner to open the project list page and click a project icon to open the corresponding project.
3. In the menu on the left, click **Project Collaboration**.

Feature Overview

Classic project management is a concept relative to Scrum agile project management. It is mainly suited to teams using traditional project management approaches. Traditional project management is based on plans and centered on requirements, resources, and time. Personnel assignments and scheduling take place after requirements are established. In the course of a project, risks are actively tracked and controlled.

Coding **Classic Project Management** aims to address challenges in traditional project management:

Centralized collaboration: Information on different stages and functions is gathered on a single platform.

Global view: Project progress is summarized in Plans so you can stay on top of multiple iterations.

Project progress: Track progress in Plans and Iterations for transparent processes and control over progress.

Resource management: View the tasks of members at any time in Plans, and assign and coordinate personnel.

Quality control: Track test and bug resolution progress with test and bug management.

Plan Iteration All Issues Requirement Task Defect									
Issue ID/Title		More Filters		Block Relationship					
Issue Title		Start Time	Due Time	Status	Assignee	2020 Jul Month	Aug Month	Sept Month	
Example									
[Example defect]...	Unspecified	Jul 22nd	In Progress	Steven					
Customer service...	Unspecified	Unspecified	Not Started	Uns...					
[Example defect]...	Unspecified	Unspecified	Pending Verification	Steven					
Location design ...	Unspecified	Unspecified	Not Started	Uns...					
Customer service...	Unspecified	Unspecified	Not Started	Uns...					
[Sample require...	Unspecified	Jul 25th	Not Started	admilk					
The product tab ...	Unspecified	Unspecified	In Progress	Steven					
Customer service...	Unspecified	Unspecified	Not Started	Uns...					
Mobile app devel...	Dec 14th	Unspecified	Not Started	Steven					
Invite members	Jul 22nd	Aug 21st	Not Started	Steven					
[Sample task]–A...	Unspecified	Jul 22nd	Completed	Steven					
[Sample require...	Unspecified	Jul 25th	In Development	admilk					
demand	Unspecified	Unspecified	Not Started	Uns...					
[Sample task] – ...	Unspecified	Jul 24th	Completed	Uns...					
Due to the chang...	Unspecified	Unspecified	In Progress	Uns...					
Investigate wheth...	Unspecified	Unspecified	In Progress	Uns...					
Invite members t...	Unspecified	Jul 25th	In Progress	Steven					
Added batch sen...	Unspecified	Jul 22nd	Completed	Steven					

The following example uses a virtual mall, Feinia Market, to describe how a team can collaborate using classic project management.

Enable classic project management mode

When starting Project Collaboration for the first time, select **Classic Project Management**.

Configure and Enable Project Collaborati

Project Collaboration is used to manage project information, including cr requirements, breaking down tasks, transitioning status, and tracking pro
Select the project collaboration mode for your team and click Apply
Configuration | [Learn How to Select a Collaboration Mode](#)



Scrum Agile Management

Designed for teams with the periodic iteration and delivery requirements to manage requirements and plan and track iterations

Apply



Classic Project Management

Manage development plans, requirements, and tasks for time-based or delivery-based projects

Apply

[Features](#)



App of

Apply of an the confi

Create requirement

To gain a foothold in the competitive red ocean of e-commerce, research on potential user groups is essential. Usually, product managers create requirement documentation for products according to pain points in the market or user feedback. You can create a requirement on the **Requirement** page, and upload attachments or reference external resources (MockingBot Prototype) to easily incorporate ideas at any time. The menu on the right of the requirement details page allows you to adjust the priority, type, and due date of a requirement. You can also specify the estimated time and project progress as needed.

The screenshot displays the 'Create Requirement' modal in the CODING Project Management interface. The modal is overlaid on a background showing a list of existing requirements.

Modal Fields:

- Title:** A new one
- Description:** A rich text editor with a toolbar (bold, italic, link, etc.) and a placeholder text: "Enter a description here (markdown supported)".
- Attachments:** A section with an "Upload Attachment" button and a dropdown menu showing "CoDesign Draft" and "MockingBot".
- Buttons:** "Create", "Cancel", and "Continue Creation".

Background List (Left):

ID	Title
#13	[Sample req
#9	Invite memb
#5	Invite memb
#84	Customer S
#83	Customer s
#82	Location de
#81	Customer s
#80	Customer s
#79	Mobile app
#75	Q3 User Co
#74	User portra
#12	[Sample requirement] – In the member management module...

Right Panel (Metadata):

- Assignee:** Unspecified
- Iteration:** Not added to Iterat...
- Priority:** Medium
- Type:** Requirement Type
- Deadline:** Unspecified
- Label:** +
- Start-Date:** Unspecified
- Estimated working hours:** Not estimated

Coordinate development plan

After the requirement research is completed, a requirement pool review meeting is held. After the requirements gathered are discussed and reviewed, the project leader approves the development plan. An **iteration** can serve as the unit of the development plan.

The screenshot displays the 'Iteration' tab in the CODING Project Management interface. The background shows a table with columns for 'Reference ID', 'Iteration Name', and 'Start Time'. Two rows are visible: one with ID '#93' and name 'gogogo', and another with ID '#3' and name 'Example'. A modal window titled 'Create Iteration' is open in the foreground. This modal contains the following fields: 'Iteration Name' (with a red asterisk indicating it is required) with the value 'Make it online'; 'Assignee' set to 'Unspecified'; 'Start Time' and 'End Time' both set to 'Unspecified'; and an 'Iteration Goal' text area with the placeholder 'Enter an iteration goal.'. At the bottom of the modal are three buttons: 'Create', 'Create and Plan', and 'Cancel'.

Reference ID	Iteration Name	Start Time
#93	gogogo	
#3	Example	

Create Iteration

Iteration Name *
Make it online

Assignee
Unspecified

Start Time
Unspecified

End Time
Unspecified

Iteration Goal
Enter an iteration goal.

Create Create and Plan Cancel

Using this feature, you can split larger plans (including but not limited to development plans) into specific issues (such as requirements and tasks) assigned to specific assignees. All requirements created by the product manager in the early phase can also be seamlessly integrated into the iteration plan.

Plan

Iteration

All Issues

Requirement

Task

Defect

All Open

Issue Type All

Status Type Not started,In Progress

Assignee All


+ Filter

Title or Descriptor

ID	Title	Priority	Status	Handler	Founder	Iteration
#13	<div><div></div><div>[Sample requirement] – Register as a team member by ...</div><div>0/1</div></div>	<div><div></div><div>Cri...</div></div>	<div><div>In Development</div></div>	<div><div></div><div>admilk</div></div>	<div><div></div><div>Steven</div></div>	Example
#9	<div><div></div><div>Invite members to the team by email</div></div>	<div><div></div><div>High</div></div>	<div><div>In Development</div></div>	<div><div></div><div>Steven</div></div>	<div><div></div><div>Steven</div></div>	Example
#7	<div><div></div><div>[Example defect] – After entering the correct username and pa...</div></div>	<div><div></div><div>High</div></div>	<div><div>In Progress</div></div>	<div><div></div><div>Steven</div></div>	<div><div></div><div>Steven</div></div>	Example
#5	<div><div></div><div>Invite members</div></div>	<div><div></div><div>High</div></div>	<div><div>Not Started</div></div>	<div><div></div><div>Steven</div></div>	<div><div></div><div>Steven</div></div>	Example
#95	<div><div></div><div>demand</div></div>	<div><div></div><div>Me...</div></div>	<div><div>Not Started</div></div>	<div><div></div><div>Unspec...</div></div>	<div><div></div><div>Steven</div></div>	Example
#94	<div><div></div><div>Customer service window design task</div></div>	<div><div></div><div>Me...</div></div>	<div><div>Not Started</div></div>	<div><div></div><div>Unspec...</div></div>	<div><div></div><div>Steven</div></div>	
#89	<div><div></div><div>The product tab page is occasionally lost in the applet</div></div>	<div><div></div><div>Me...</div></div>	<div><div>In Progress</div></div>	<div><div></div><div>Steven</div></div>	<div><div></div><div>Steven</div></div>	Example
#87	<div><div></div><div>Entry scheme interface development</div></div>	<div><div></div><div>Me...</div></div>	<div><div>Not Started</div></div>	<div><div></div><div>Unspec...</div></div>	<div><div></div><div>Steven</div></div>	
#85	<div><div></div><div>Entry scheme use discussion</div></div>	<div><div></div><div>Me...</div></div>	<div><div>Not Started</div></div>	<div><div></div><div>Unspec...</div></div>	<div><div></div><div>Steven</div></div>	
#84	<div><div></div><div>Customer Service Response Portal Development</div></div>	<div><div></div><div>Me...</div></div>	<div><div>Not Started</div></div>	<div><div></div><div>Unspec...</div></div>	<div><div></div><div>Steven</div></div>	gogogo
#83	<div><div></div><div>Customer service response entrance design</div></div>	<div><div></div><div>Me...</div></div>	<div><div>Not Started</div></div>	<div><div></div><div>Unspec...</div></div>	<div><div></div><div>Steven</div></div>	Example
#82	<div><div></div><div>Location design of customer service response entrance</div></div>	<div><div></div><div>Me...</div></div>	<div><div>Not Started</div></div>	<div><div></div><div>Unspec...</div></div>	<div><div></div><div>Steven</div></div>	Example
#81	<div><div></div><div>Customer service response entrance development style scaffol...</div></div>	<div><div></div><div>Me...</div></div>	<div><div>Not Started</div></div>	<div><div></div><div>Unspec...</div></div>	<div><div></div><div>Steven</div></div>	Example

Requirements can be broken down into sub-requirements or sub-tasks and associated with bugs and test cases. You can configure other resources required to implement a requirement as a pre-issue, check if a requirement is blocked by another issue, reference other requirements or tasks as resources of this issue, or check which resources have referenced this issue.

#13

[Sample requirement] – Register as a team member by visiting the invite link Edit Description Upload Attachment Break Down Requirement Break Down Task Associate to De

By visiting the invitation link, the invitee can enter the complete personal information page, fill in the username and password. The username is allowed to be the same as the existing member username. If the username already exists, a prompt message will be displayed. If the invitation link has expired, after accessing the link, it will prompt "Invitation link has expired".

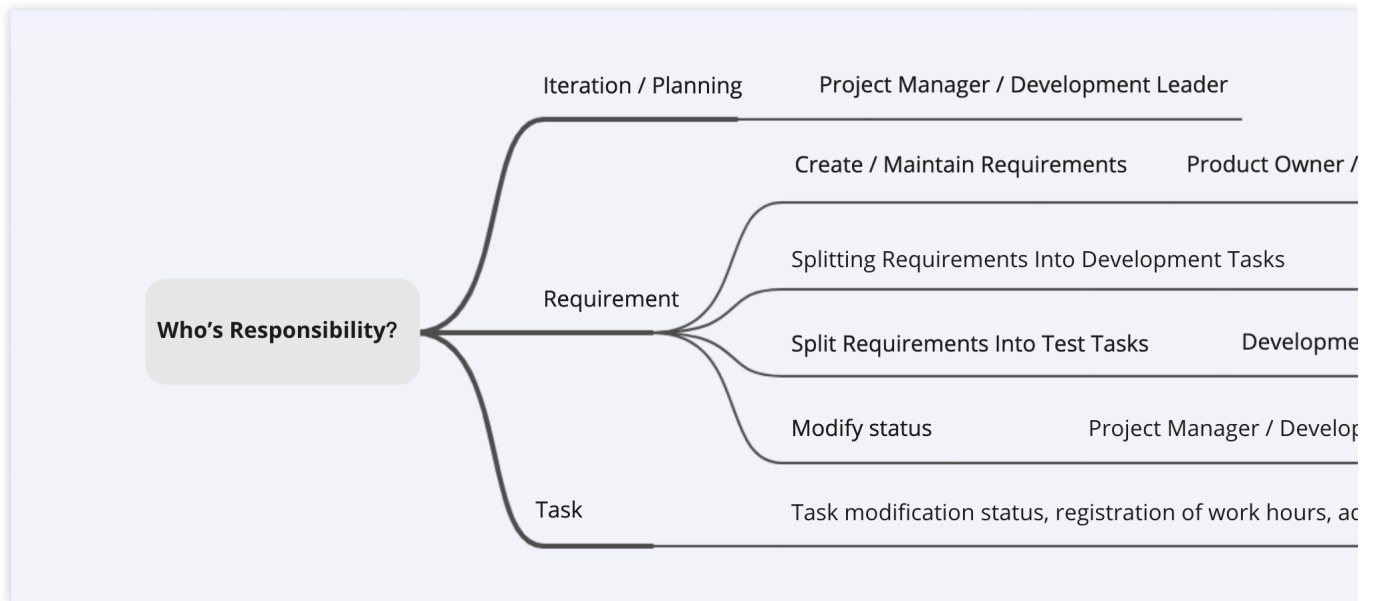
Invitation link invalidation conditions:

1. It has been more than 24 hours since the invitation link was generated;
2. Or the invitee has successfully registered through this link.
3. An illegal user name was used for registration.
4. Unable to deliver to the invitee's mailbox.

Sub-tasks | + #95 demand**Defect** | + #89 The product tab page is occasionally lost in the applet**Reference Resources** | +

Referenced By

 #5 Invite members**Assign development task**



In an iteration plan, team members can collaborate by creating issues or accepting issues assigned by others. For example, you can break down a requirement to launch a **customer service entry** into development and test tasks. After the development has been completed, you can continue breaking down the requirement into a promotion task and hand it over to the operations department for marketing campaigns.

The screenshot displays the 'All Issues' tab in the CODING Project Management system. The main panel shows a list of issues with columns for ID, Title, Priority, and Status. The right-hand panel provides a detailed view of a selected issue, '[Sample requirement] - Register as a team member by ...'. This panel includes sections for 'Sub-requirements', 'Sub-tasks', 'Defect', 'Reference Resources', and 'Action Log'. The 'Sub-tasks' section is highlighted with a red box, showing a list of tasks including '#95 demand' and a prompt to 'Enter a title to'. The 'Defect' section shows a defect titled '#89 The product tab page is occasionally lost in the applet'. The 'Reference Resources' section lists resources like '#5 Invite members'. The 'Action Log' section has tabs for 'All', 'Only logs', and 'Only comments', with a 'Click here to comment' link.

ID	标题	优先级	状态
#13	[Sample requirement] - Register as a team member by ...	Cri...	In Progress
#9	Invite members to the team by email	High	In Progress
#7	[Example defect] - After entering the correct username and pa...	High	In Progress
#5	Invite members	High	Not Started
#95	demand	Me...	Not Started
#94	Customer service window design task	Me...	Not Started
#89	The product tab page is occasionally lost in the applet	Me...	In Progress
#87	Entry scheme interface development	Me...	Not Started
#85	Entry scheme use discussion	Me...	Not Started
#84	Customer Service Response Portal Development	Me...	Not Started
#83	Customer service response entrance design	Me...	Not Started
#82	Location design of customer service response entrance	Me...	Not Started
#81	Customer service response entrance development style scaffol...	Me...	Not Started
#80	Customer service entrance planning and page design	Me...	Not Started

Execute plan

After the various plans have been created and assigned to the specific assignees, in **Workspace > My Issues** on the team homepage, team members can view the issues to be completed, merge requests initiated by them or merge requests to be inspected, build tasks in continuous integration, and continuous deployment release orders to be confirmed.

ID	Title	Status	Priority	De
#10	test bug	Pending	Medium	
#5	Complete the interface for registering users through mobile ph...	Not Started	Medium	
#1	After entering the correct username and password on the login...	In Progress	Medium	
#89	The product tab page is occasionally lost in the applet	In Progress	Medium	
#79	Mobile app development	Not Started	Medium	
#11	Add a pop-up window to invite members by mail and complete...	In Progress	Medium	Jul
#9	Invite members to the team by email	In Development	High	Jul
#8	[Example defect] - The product price font in the product detail...	Pending Verification	Medium	
#7	[Example defect] - After entering the correct username and pa...	In Progress	High	Jul
#5	Invite members	Not Started	High	Au

For a development task, you can also directly reference merge request records in code repositories. For details, see [Reference Resources and Upload Attachments](#). After associating the items, you can see the code commit record and development status in the development task.

helping-test | Browse

fix: issue #491

Merge Allowed merge the branch mr/master/

Overview 4 Submission Record 7

Description Modify

fix: Document Specification

Associate Resource 1 + Add R

#88 Joint debugging test

The merge request branch doe

The merge request can be automati

Associate Project Resources Add External Link

Switch Project: Demo

12

[Sample requirement] - In the member management

- Requirement
- Task
- Defect
- Sub-task
- Iteration
- Epic
- Merge Request
- Code Version

In the menu on the right of the issue details page, you can log time by entering the estimated time and time spent on issues. A complete worklog will be automatically created for retrospectives and efficiency analysis after iterations have been completed.

The screenshot displays the 'Record Time' modal dialog in the Tencent Cloud CODING Project Management interface. The background shows an issue details page for issue #14, titled '[Sample task]--Add batch sending invitation email inter'. The modal dialog has a title 'Record Time' and contains the following elements:

- A progress bar labeled 'Unlogged Time' with '2 hr remaining'.
- Input fields for 'Spent Time' (0 hr) and 'Remaining Time' (2 hr).
- 'Record' and 'Cancel' buttons.

The background interface includes a description of the task, a list of steps (e.g., 'Check the legitimacy of the invitation email address; generate and store invitation links; Send invitation emails and save email sending logs; Mail delivery success rate; E-mail style design draft review.'), 'Reference Resources' (e.g., '#73 Due to the change of product name, the email URL needs to be changed again'), and an 'Action Log' tab with a 'Worklog' sub-tab. At the bottom, a 'No worklog' message is displayed with a '+ Record Time' button.

Before leaving work, members can change the status of the daily task to **completed** and update the development progress. The iteration progress will update as each issue progresses.

#5

1 follower(s)

Invite members

Edit Description

Upload Attachment

Break Down Requirement

Break Down Task

Associate to Defect

...

Here is a sample epic.

An epic is a larger function or feature that can be broken down into many smaller requirements or tasks. It usually takes multiple iterations to fully deliver. Agile e are flexible in scope and can be flexibly adjusted based on customer feedback and team development cadence.

Using epics is usually a two-step process:

- Create epics to organize functions or features with long development cycles and large scales into epics;
- Break down epics into smaller-grained requirements and tasks and schedule them to complete in iterations.

Reference Resources

Referenced Resources

#9 Invite members to the team by email	In Progre
#12 [Sample requirement] – In the member management module, you can send invitation emails in batches	Not Start
#13 [Sample requirement] – Register as a team member by visiting the invite link	In Progre

Action Log

Worklog

All Only logs Only comments

+ Steven created Epic

2020-07-22 16:37

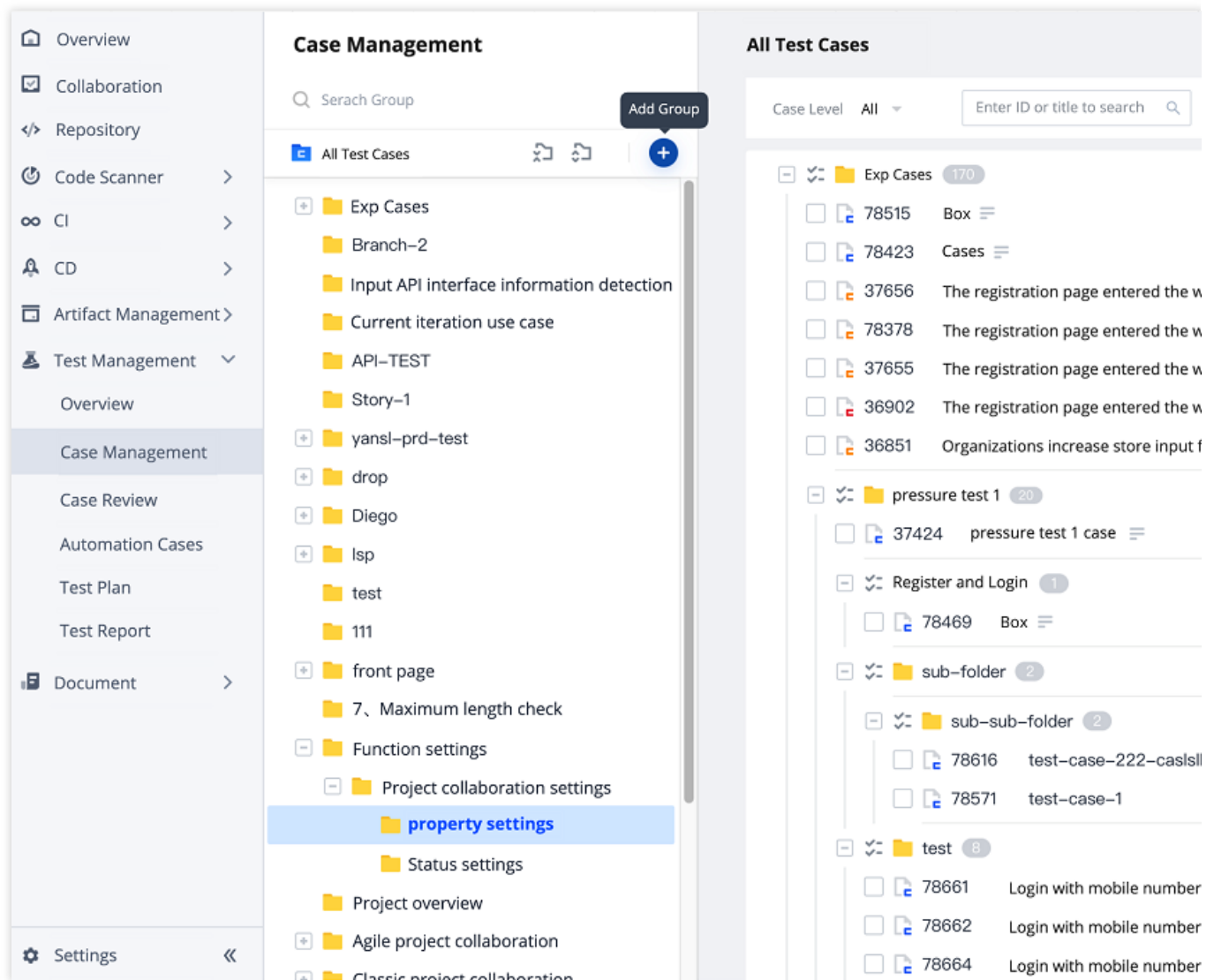
If sub-issues are included, the current progress cannot be modified.
Parent issue progress = SUM (Direct sub-Issue progress) ÷ SUM (Number c

Test stage

The test phase is crucial to the closed development loop. Self-testing by developers usually resolves most common problems, but it is not enough. Testing helps to identify fundamental logic problems and possible missing items during the development process. CODING's built-in automated testing tools, such as Code Scan and Artifact Scan, help testers quickly create a bug and associate requirements or tasks in an iteration after a bug is found.

The screenshot shows the 'Create Defect' modal window. The background is a blurred view of the project management interface with tabs for 'Plan', 'Iteration', and 'All Issues'. The modal has a title bar 'Create Defect' with a blue eye icon and '1 follower(s)'. It contains a 'Title' field with the text 'Bugs report'. Below is a 'Defect Description' section with a rich text editor showing 'Write' and 'Preview' modes, and a text area with the placeholder 'Enter a description here (markdown supported)'. An 'Attachments' section shows 'No attachment added' and an 'Upload Attachment' button. At the bottom are 'Create', 'Cancel', and 'Continue Creation' buttons. On the right side of the modal, there is a sidebar with fields: 'Assignee' (Unspecified), 'Iteration' (Not added to iterat...), 'Associate to Requirement' (Not associated to r...), 'Defect Type' (Defect Type), 'Priority' (Medium), 'Deadline' (Unspecified), 'Module' (Module), and 'Label' (+).

You can also log time and update the progress for a bug. In addition to assigning and entering test tasks in an issue, testers can go to [Test Management](#) > **Test Case Management** to write test cases.



In **Test Management > Test Plan**, you can configure the iteration of the test in **Edit**.

Project launch

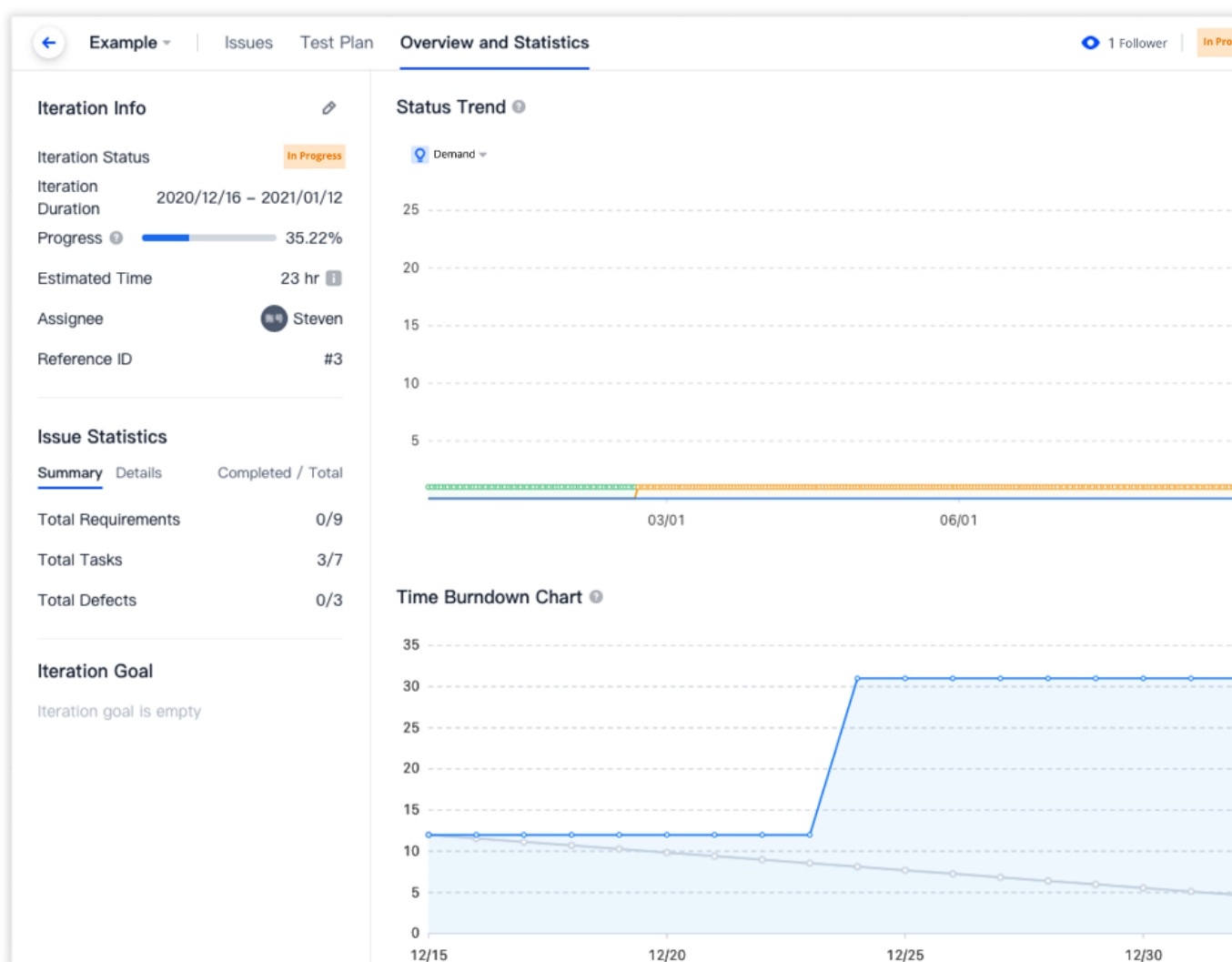
After the basic development task has been completed, you can use CODING's continuous integration/deployment services to quickly validate the code.

Extended reading

[Continuous Integration - Getting Started](#)

[Continuous Deployment - Sample Project](#)

After all iteration plans have been completed, you can go to an iteration to view the status trend and time burndown chart of the iteration in **Overview and Statistics**. Managers can stay on top of their team's progress for the plan.



Custom team workflows

In addition to the default issue statuses, you can customize the workflow of various issues in the issue **Workflow** in **Project Settings > Project Collaboration > Issue Types**. See [Customize Workflow](#) for details.

Plans

Last updated : 2023-12-26 18:02:33

This document describes plans in classic project management.

Open Project

1. Log in to the CODING Console and click **Use Now** to go to CODING page.
2. Click



in the upper-right corner to open the project list page and click a project icon to open the corresponding project.

3. In the menu on the left, click **Project Collaboration**.

Feature Overview

Plans show the progress and time view of issues by iterations. Using **Plans**, you can plan iterations, break down requirements, assign tasks, and set task durations in plans to facilitate arrangements for the delivery plans of larger projects.

<div>Overview</div> <div>Collaboration</div> <div>Repository</div> <div>Code Scanner <small>beta</small></div> <div>CI</div> <div>CD</div> <div>Artifact Management</div> <div>Test Management</div> <div>Document</div>	<div>Plan Iteration All Issues Requirement Task Defect</div> <div>Issue ID/Title <input type="text"/></div> <div>More Filters Block Relationship</div>						
	<div>Issue Title <input type="text"/></div> <div>Start Time Due Time Status Assignee 2021 2022</div>						
	<div>Example</div> <div> <div>[Example defect]...</div> <div>Feb 9th</div> <div>Feb 10th</div> <div>In Progress</div> <div>Steven</div> </div> <div> <div>Customer service...</div> <div>Feb 9th</div> <div>Feb 24th</div> <div>Not Started</div> <div>Uns...</div> </div> <div> <div>[Example defect]...</div> <div>Feb 9th</div> <div>Feb 25th</div> <div>Pending Verification</div> <div>Steven</div> </div> <div> <div>Location design ...</div> <div>Feb 9th</div> <div>Feb 24th</div> <div>Not Started</div> <div>Uns...</div> </div> <div> <div>Customer service...</div> <div>Feb 9th</div> <div>Feb 26th</div> <div>Not Started</div> <div>Uns...</div> </div> <div> <div>[Sample require...</div> <div>Feb 9th</div> <div>Feb 10th</div> <div>Not Started</div> <div>admilk</div> </div> <div> <div>The product tab ...</div> <div>Feb 9th</div> <div>Feb 18th</div> <div>In Progress</div> <div>Steven</div> </div> <div> <div>Customer service...</div> <div>Feb 9th</div> <div>Mar 3rd</div> <div>Not Started</div> <div>Uns...</div> </div> <div> <div>Mobile app devel...</div> <div>Feb 9th</div> <div>Feb 17th</div> <div>Not Started</div> <div>Steven</div> </div> <div> <div>Invite members</div> <div>Jul 22nd</div> <div>Aug 21st</div> <div>In Development</div> <div>Steven</div> </div> <div> <div>[Sample task]–A...</div> <div>Feb 9th</div> <div>Feb 10th</div> <div>Completed</div> <div>Steven</div> </div> <div> <div>[Sample require...</div> <div>Feb 9th</div> <div>Mar 3rd</div> <div>In Development</div> <div>admilk</div> </div> <div> <div>demand</div> <div>Feb 9th</div> <div>Feb 18th</div> <div>Not Started</div> <div>Uns...</div> </div>						

Planning according to iterations

According to the classic project management workflow, after a team has reviewed the requirements and the project leader has approved the development plan, an **iteration** serves as the unit of development schedule plans derived. On the **Plans** page, you can select Create Iteration in the upper-right corner, enter a title, assignee, start time, end time, and iteration goal, and then click **Create**.

The screenshot shows the 'Create Iteration' dialog box in the Tencent Cloud CODING Project Management interface. The dialog is overlaid on a table of iterations. The dialog fields include:

- Iteration Name ***: Third Group
- Assignee**: Steven
- Start Time**: 2022/02/09
- End Time**: 2022/02/28
- Iteration Goal**: Enter an iteration goal.

At the bottom of the dialog, there are three buttons: **Create**, **Create and Plan** (highlighted with a red box), and **Cancel**.

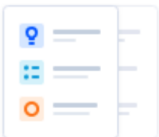
If you select **Create and Plan**, you can drag and drop or select created but unplanned issues and add them to the current iteration.

Planning iteration

↶ Third Group

⌵ +

⋮ Entry scheme interface development



No issue exists in the current iteration.

Add 1 issue(s) to the specified position in the iteration

TIPS Drag or select issues for planning

Unplanned Issues ▾

All Requirements Task Defect

Title or Description 🔍

☐ #94

Entry scheme interface development

☐ #87

Customer service window design task

☐ #85

Entry scheme use discussion

☐ #75

Q3 User Conversion Rate Reporting Guidelines

☐ #74

User portrait analysis of invited members

☐ #88

Joint debugging test

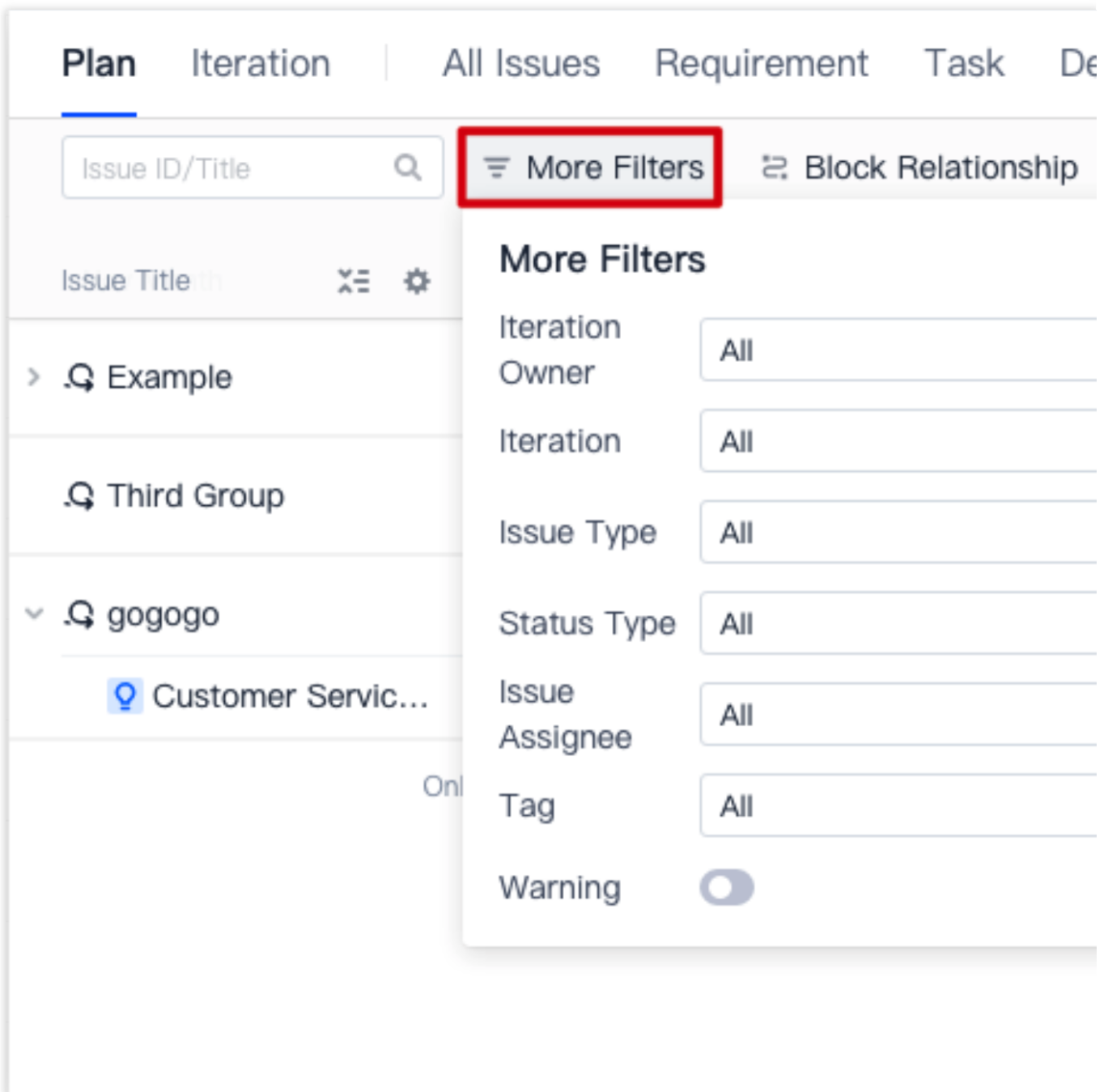
After you have created an iteration, it will be shown in **Plans**. To complete arrangements for the plan, select **+** to create issues (requirements, tasks, and bugs) to add to the iteration. See [Plan Iteration](#) for details.

The screenshot displays the 'Plan' tab in the CODING Project Management system. At the top, there are navigation tabs: 'Plan' (selected), 'Iteration', 'All Issues', 'Requirement', and 'Task'. Below these is a search bar labeled 'Issue ID/Title' with a magnifying glass icon. To the right of the search bar are two filter buttons: 'More Filters' and 'Block Relation'. Below the search bar is a table with columns: 'Issue Title', 'Start Time', 'Due Time', and 'Status'. The 'Issue Title' column has a sort icon and a settings gear icon. The 'Status' column shows a date '2021 年'. The table contains three rows: 'Example', 'Third Group', and 'gogogo'. The 'Third Group' row has a blue plus icon and a three-dot menu icon. A dark blue tooltip with the text 'Create Issue' is positioned over the plus icon. The 'gogogo' row has a blue lightbulb icon and a 'Customer Servic...' title. The 'Status' column for this row shows 'Unspecified', 'Unspecified', and 'Not Started'. At the bottom of the table, there is a text label 'Only show incomplete iterations'.

View plan

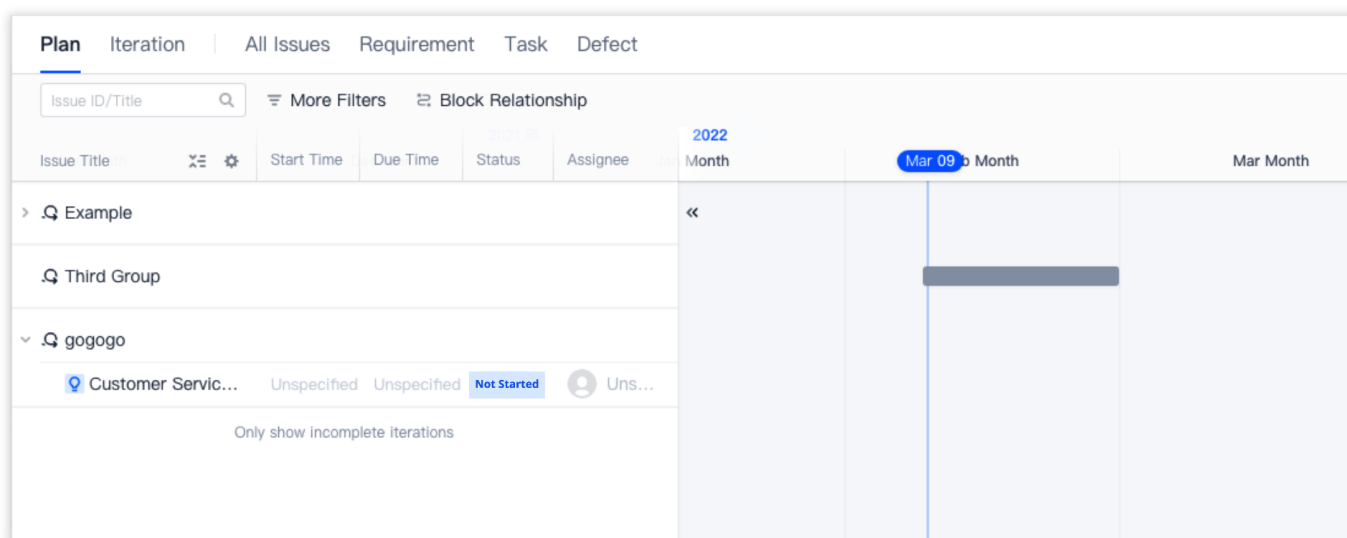
View by filters

In **Plans**, select **More Filters** at the top to quickly locate specific issues by setting filters. The system automatically saves the filters set for the next search.



View by time period

In **Plans**, set the time period using the filter in the upper-right corner to show by day, week, or month. The system automatically saves the filters set for the next search.



Track plan

Gantt chart

In **Plans**, the Gantt chart on the right intuitively shows the completion status of all issues in the entire plan, so managers can assess and manage progress and coordinate lagging issues to ensure the plan stays on track.

Plan Iteration All Issues Requirement Task Defect						
Issue ID/Title		More Filters		Block Relationship		
Issue Title	Month	Start Time	Due Time	Status	Assignee	2022 Jan Month
Example						
[Example defect]...	Feb 9th	Feb 10th	In Progress	Steven		
Custom...	Feb 9th	Feb 24th	Not Started	Uns...		
[Example def...	Feb 9th	Feb 25th	Pending Verification	Steven		
Location ...	Feb 9th	Feb 24th	Not Started	Uns...		
Custom...	Feb 9th	Feb 26th	Not Started	Uns...		
[Sample require...	Feb 9th	Feb 10th	Not Started	admilk		
The product tab ...	Feb 9th	Feb 18th	In Progress	Steven		
Customer service...	Feb 9th	Mar 3rd	Not Started	Uns...		
Mobile a...	Feb 9th	Feb 17th	Not Started	Steven		
Invite members	Jul 22nd	Aug 21st	In Development	Steven		
[Sample task]—A...	Feb 9th	Feb 10th	Completed	Steven		
[Sample require...	Feb 9th	Mar 3rd	In Development	admilk		
demand	Feb 9th	Feb 18th	Not Started	Uns...		
[Sample task] – ...	Feb 9th	Feb 15th	Completed	Uns...		
Due to the chang...	Feb 9th	Feb 17th	In Progress	Uns...		
Investigate wheth...	Feb 9th	Feb 12th	In Progress	Uns...		
Invite members t...	Unspecified	Jul 25th	In Development	Steven		
Added batch sen...	Unspecified	Jul 22nd	Completed	Steven		

Color description

Completed: green

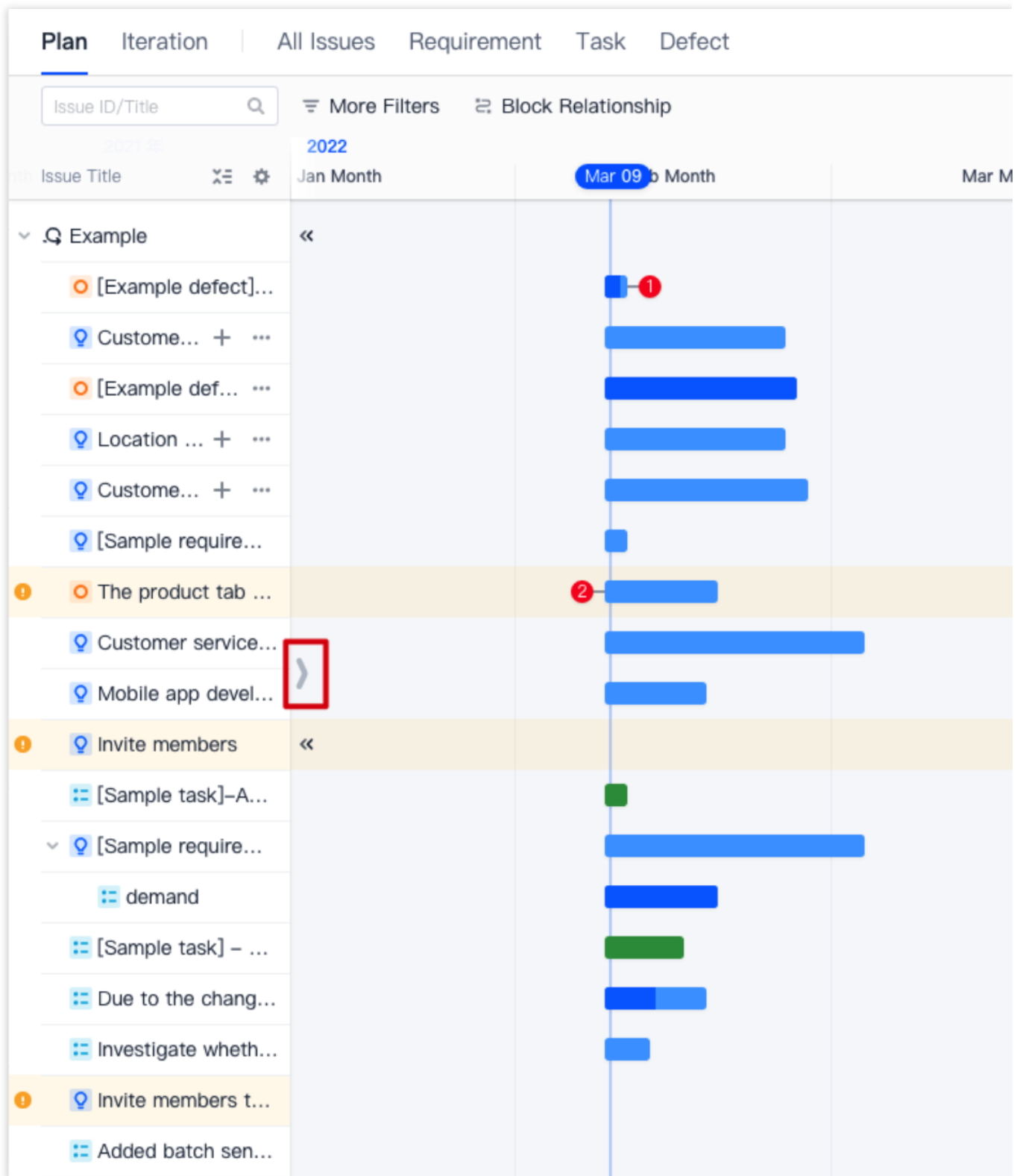
Incomplete and not progressing: gray

Incomplete but progressing: blue

Issue is incomplete and start and due time have exceeded that of parent issue: orange

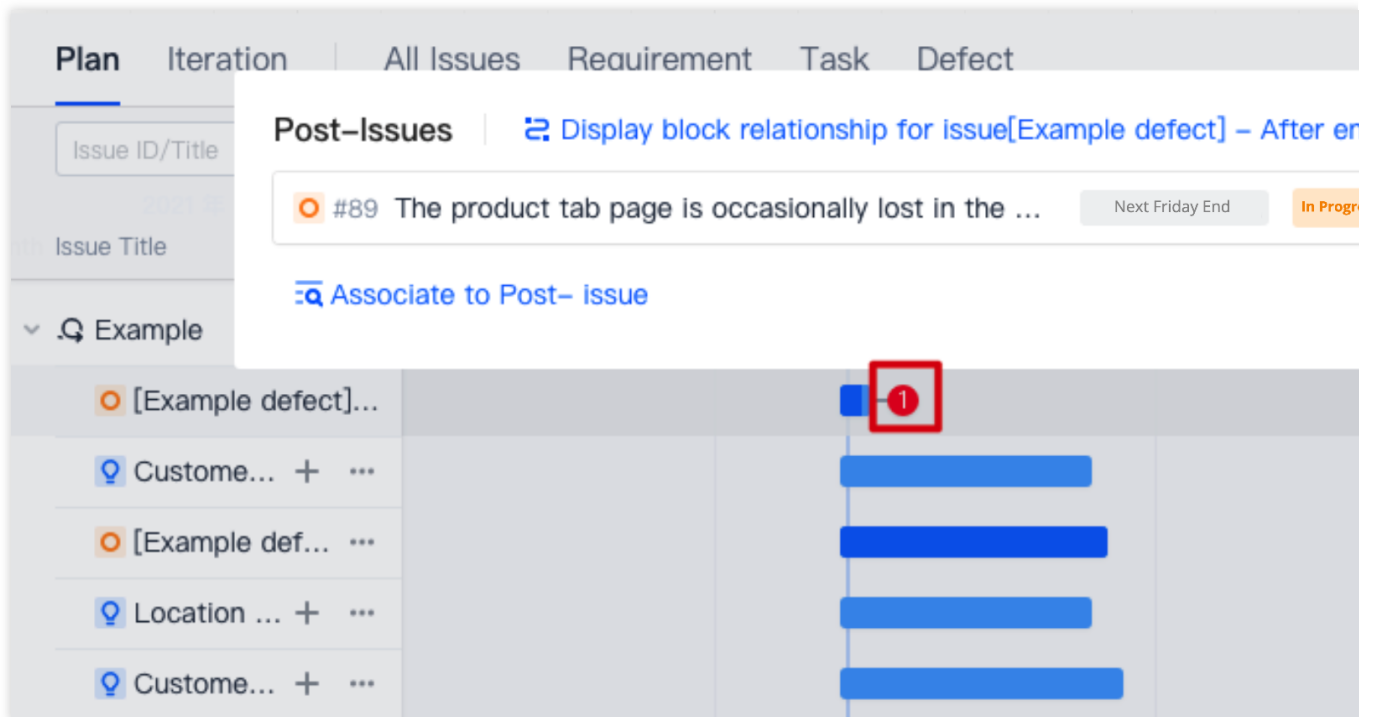
Overdue and incomplete: orange

You can show or hide issue fields to suit your needs.

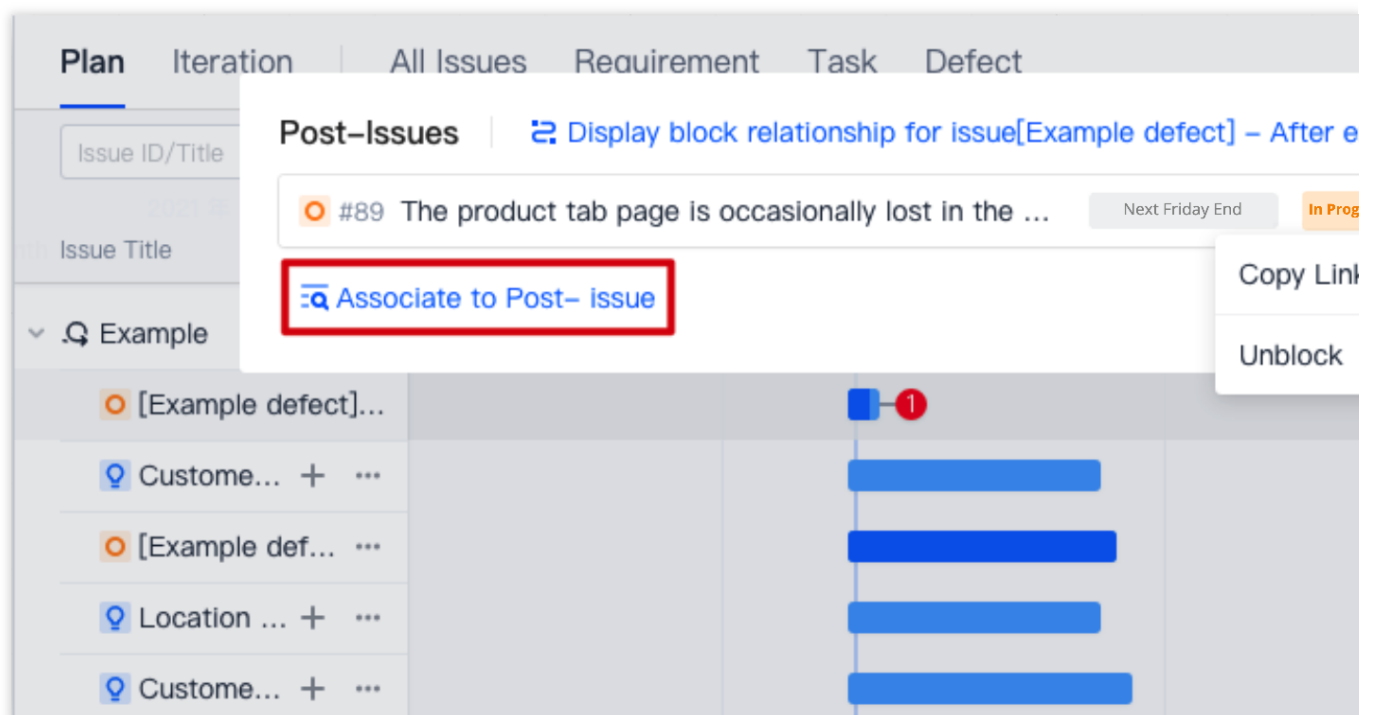


View block relationships

In **Plans**, the Gantt chart to the right of a specific issue will show the block relationships and their numbers, including pre-issues and post-issues with block relationships.



Select **...** > **Unblock** to the right of an issue with a block relationship to remove the issue. Alternatively, you can click **Associate Pre-Issue/Post-Issue** to add an issue with a block relationship.



View block relationships

To show pre-issues and post-issues with block relationships for an issue in **Plans**, select **Block Relationships** at the top to enable the mode and the filters will be automatically cleared. If **Show Dependency Chain** is toggled on, all

issue dependencies related to the current issue dependencies will be recursively shown.

The screenshot displays the 'Plan' tab in the Tencent Cloud CODING Project Management interface. The main panel shows a list of issues with columns for 'Issue ID/Title', 'More Filters', and 'Block Relationship'. A modal window titled 'Block Relationship' is open, showing a search bar with '#95 demand' and a toggle switch labeled 'Show Dependency Chain' which is currently turned on. The modal also includes a 'Clear' button. The background interface shows a list of issues with various icons and a 'More Filters' button.

Risk control

Overdue warning

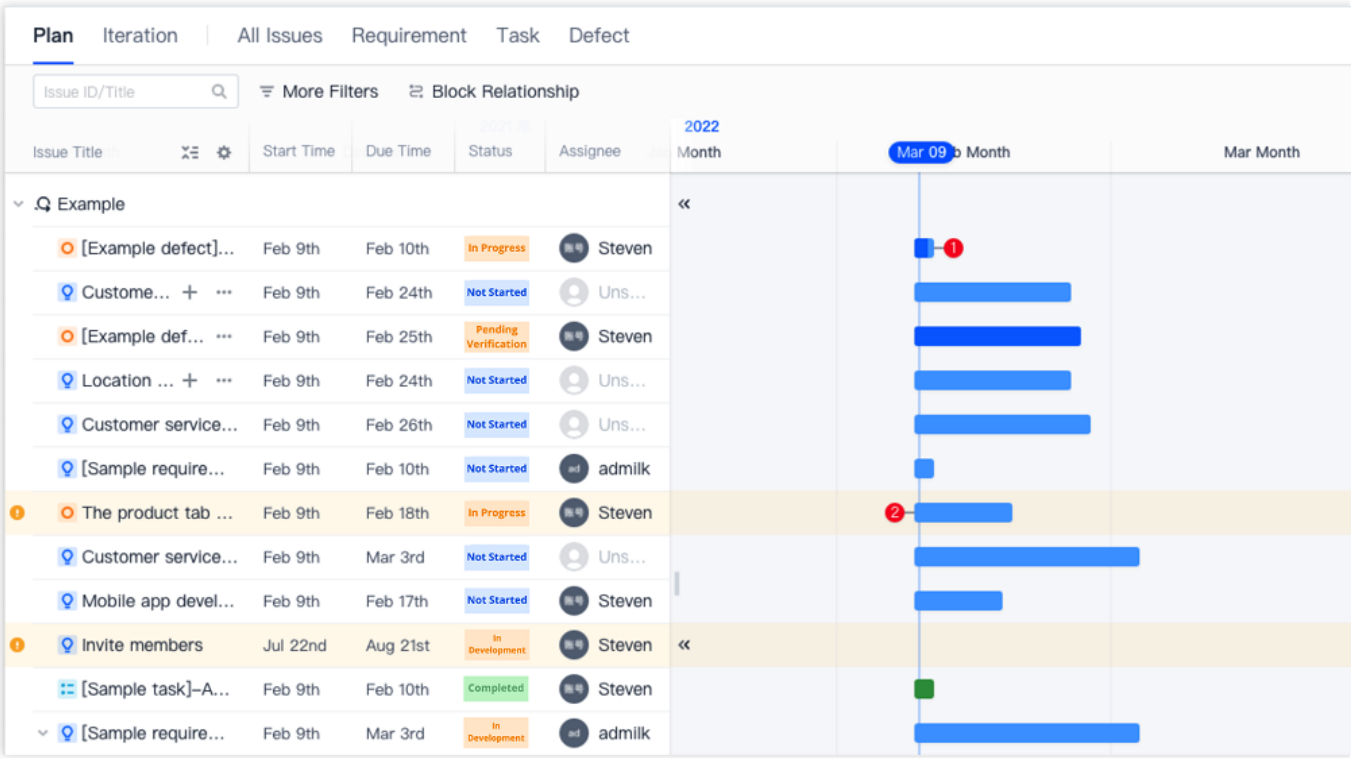
In **Plans**, a yellow exclamation mark ! indicates the following: the start time of an issue is earlier than the start time of the parent issue; the due time of an issue exceeds the due time of the parent issue; the start time of an issue is earlier than the end time of the pre-issue; or an issue is N day(s) overdue. The risk and time will be shown to the left of the issue to help teams make timely adjustments to plans.

Start time is earlier than the end time of pre-issue.

7Month22Day

View settings

In **Plans**, you can adjust the number of iterations shown in **View Settings** and sort them by the earliest or latest start time. **Show recently completed iterations** is toggled off by default to simplify the interface and help teams focus on the current iterations. You can toggle on the switch as needed.



Manage Iterations

Last updated : 2023-12-26 18:02:33

This document describes the "Iterations" feature in classic project management.

Open Project

1. Log in to the CODING Console and click **Use Now** to go to CODING page.
2. Click



in the upper-right corner to open the project list page and click a project icon to open the project.

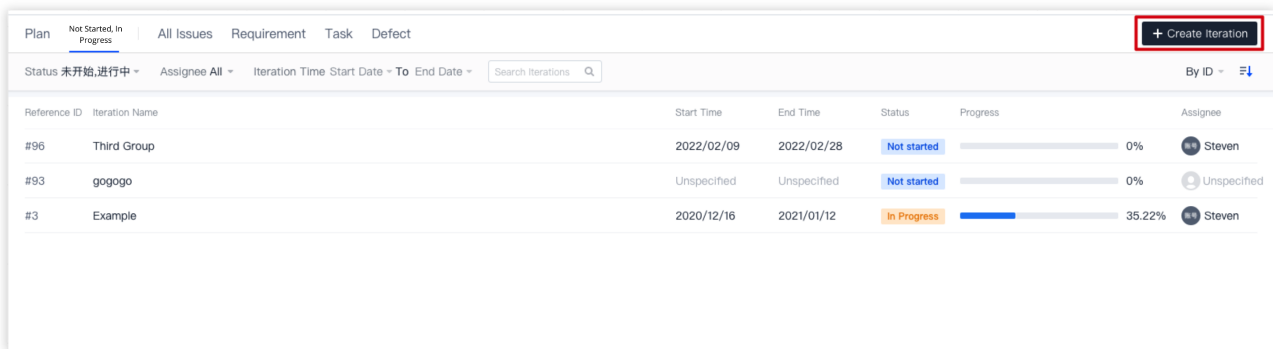
3. In the menu on the left, click **Project Collaboration**.

Feature Overview

Based on your team's development performance, you can divide development into iterations, each lasting two to three weeks, and use the planning feature to add requirements or bugs to the iterations. After an iteration begins, you can check its details and progress on the Iteration Overview page and view its requirements, tasks, and bugs in the Issue List.

Create Iterations

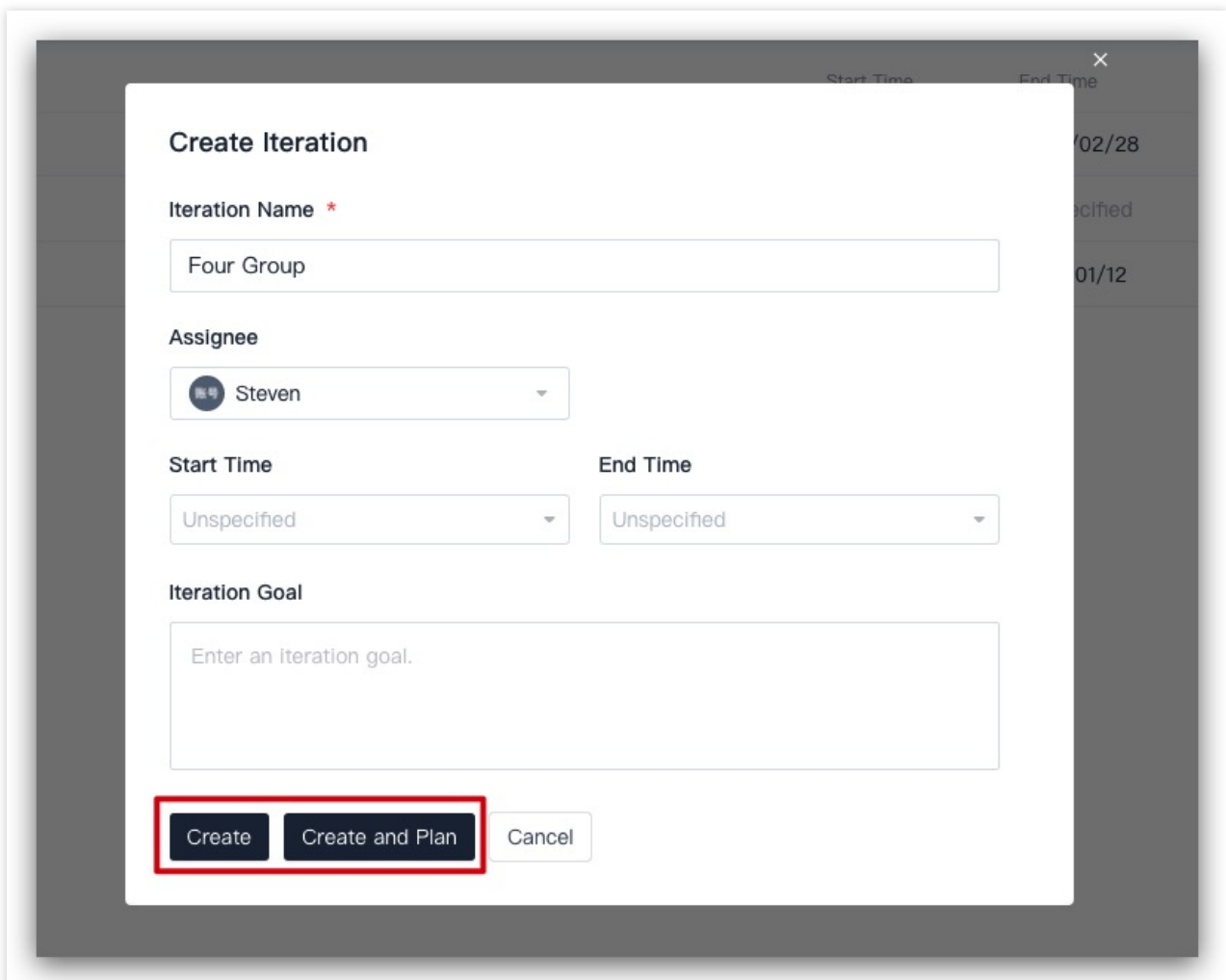
1. Open a project, select **Iterations** in **Project Collaboration** in the menu on the left, and then click **Create Iterations** in the upper-right corner.



The screenshot shows the 'Plan' tab in the CODING Project Management interface. At the top right, there is a red-bordered button labeled '+ Create Iteration'. Below the navigation bar, there is a status filter '未开始, 进行中' and a search bar 'Search Iterations'. The main table lists iterations with columns: Reference ID, Iteration Name, Start Time, End Time, Status, Progress, and Assignee.

Reference ID	Iteration Name	Start Time	End Time	Status	Progress	Assignee
#96	Third Group	2022/02/09	2022/02/28	Not started	0%	Steven
#93	gogogo	Unspecified	Unspecified	Not started	0%	Unspecified
#3	Example	2020/12/16	2021/01/12	In Progress	35.22%	Steven

2. Enter the iteration title, owner, start time, end time, and iteration goal, and select **Create**. You can also click **Create and Plan** to drag or select add created issues to add them to the current iteration.



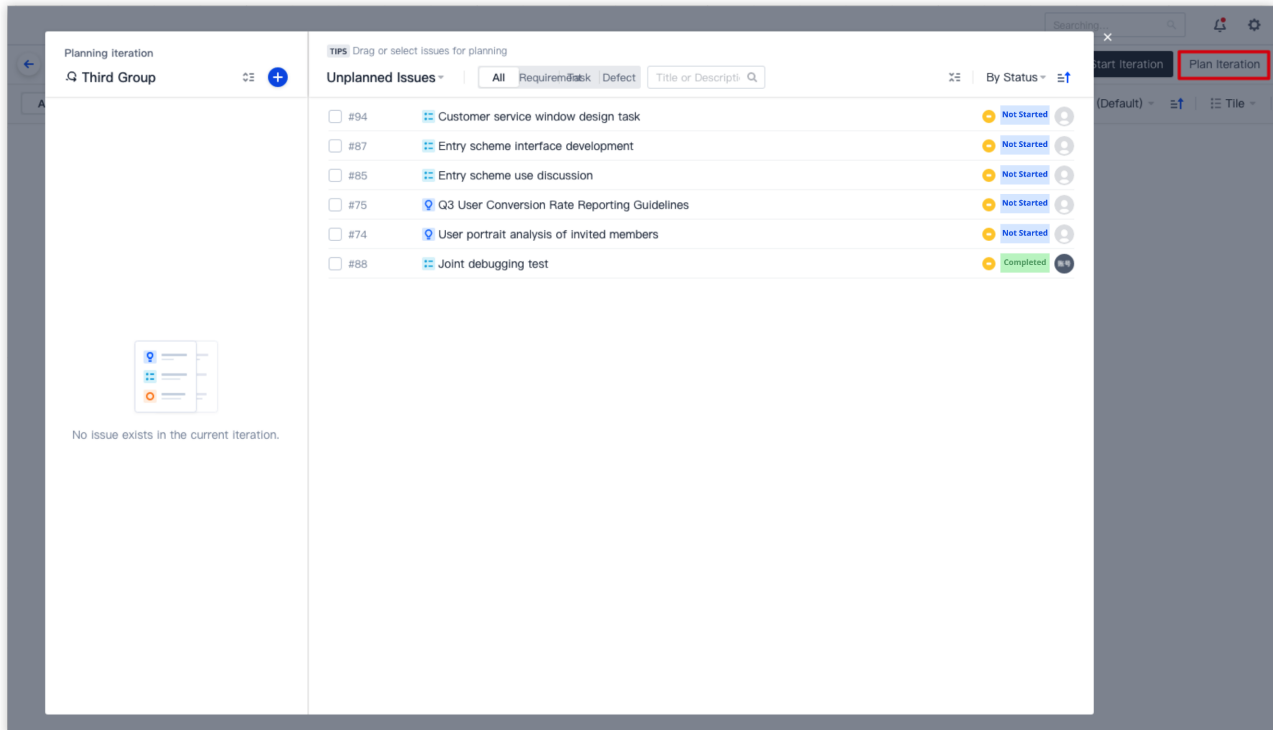
The 'Create Iteration' dialog box is shown with the following fields and buttons:

- Iteration Name ***: Text input field containing 'Four Group'.
- Assignee**: Dropdown menu showing 'Steven'.
- Start Time**: Dropdown menu showing 'Unspecified'.
- End Time**: Dropdown menu showing 'Unspecified'.
- Iteration Goal**: Text input field with placeholder 'Enter an iteration goal.'.
- Buttons**: 'Create', 'Create and Plan', and 'Cancel' buttons at the bottom. The 'Create' and 'Create and Plan' buttons are highlighted with a red border.

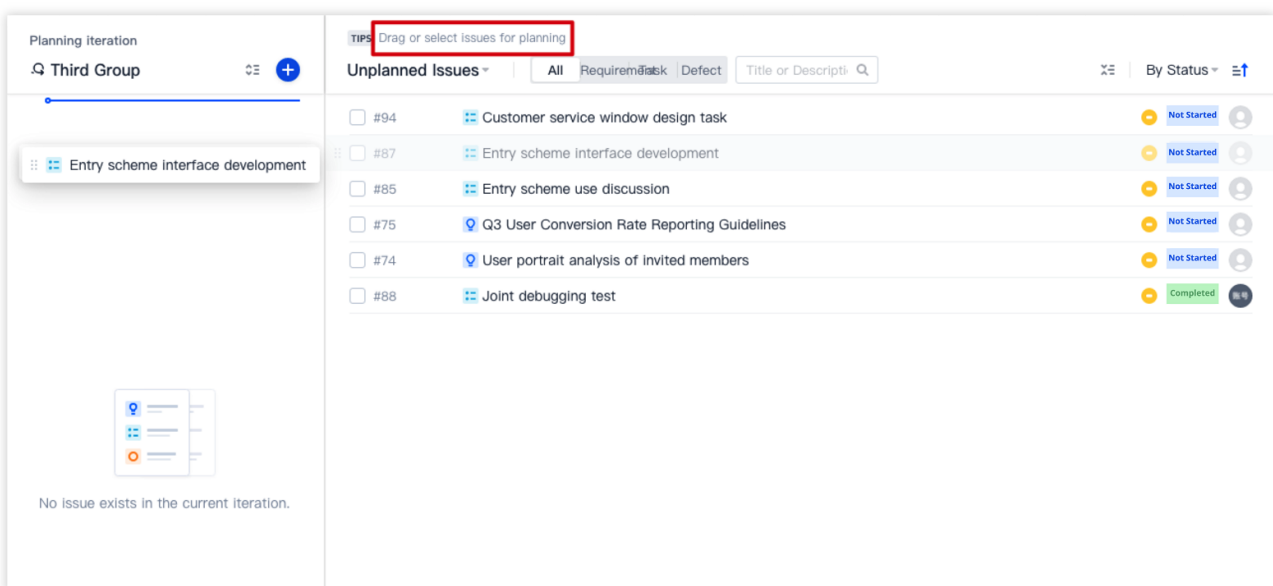
Plan Iteration Issues

Plan Iteration allows you to add issues to or remove issues from the current iteration.

1. Select an iteration from the list to go to the iteration overview, and then click **Plan Iteration** in the upper-right corner to go to the Iteration Planning page.

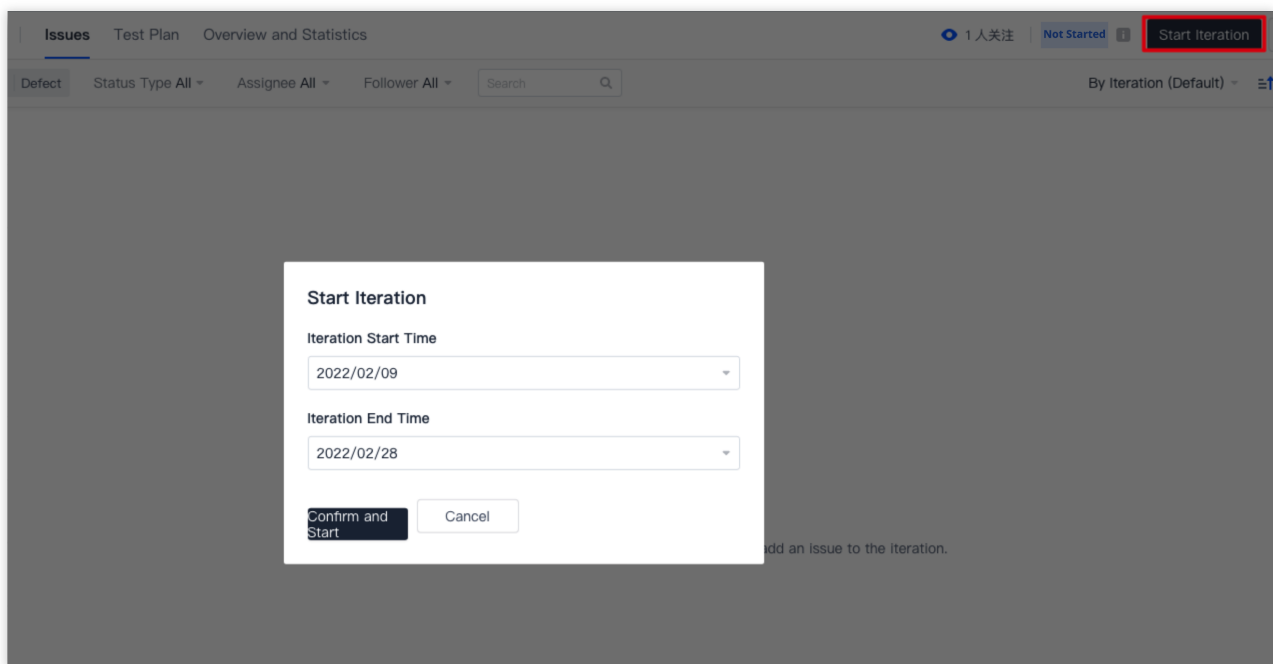


2. On the planning page, issues in the current iteration are shown on the left and unplanned issues are shown on the right. You can drag or select issues on the right to add them to the current iteration, or drag issues on the left to remove them from the current iteration. After this, close the Iteration Planning page.



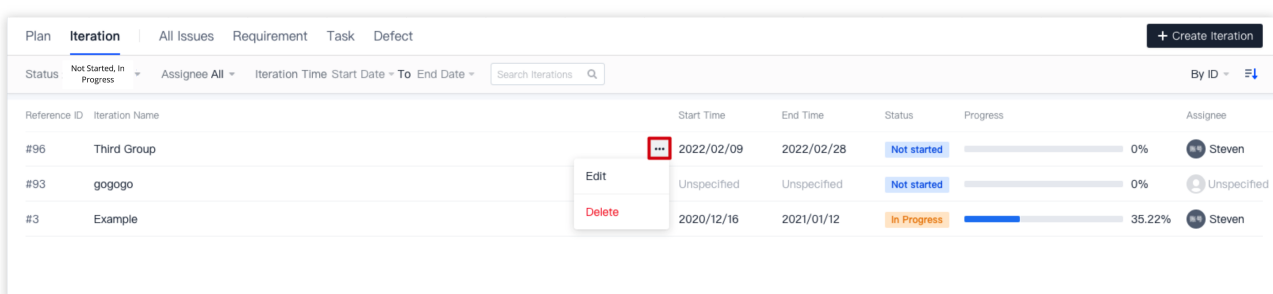
Note:

1. Unplanned issues are those with an **Unspecified** status in the current iteration.
2. Descriptions and statistics on issues in Iteration Planning include sub-requirements. If a sub-requirement is added to an iteration, it is upgraded to a parent issue.
3. Descriptions and statistics on issues in Iteration Planning do not include sub-tasks. A sub-task cannot be added to an iteration separately.
3. Click **Start Iteration** in the upper right corner of the iteration overview page. In the window that appears, select the start time and end time of the iteration, and then click **Confirm and Start**.

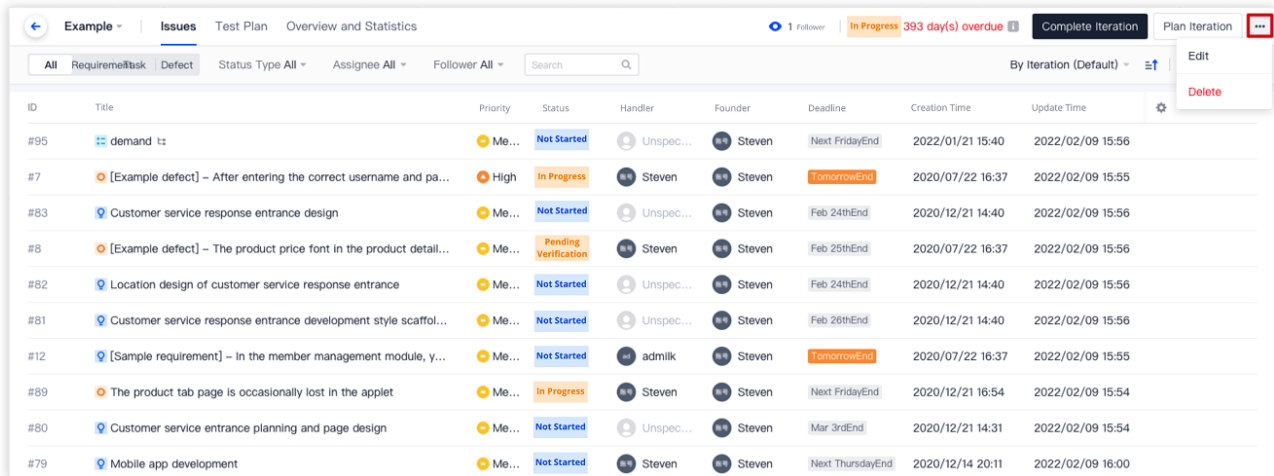


Edit or Delete Iterations

In the iteration list, you can select **...** to the right of an iteration to edit or delete the iteration.



You can also go to the overview page of the specified iteration, select **...** in the upper-right corner to edit or delete the iteration.



Example									
Issues									
Test Plan Overview and Statistics									
1 Follower In Progress 393 day(s) overdue Complete Iteration Plan Iteration ...									
All Requirement Task Defect Status Type All Assignee All Follower All Search									
By Iteration (Default)									
ID	Title	Priority	Status	Handler	Founder	Deadline	Creation Time	Update Time	
#95	demand t	Me...	Not Started	Unspec...	Steven	Next FridayEnd	2022/01/21 15:40	2022/02/09 15:56	
#7	[Example defect] - After entering the correct username and pa...	High	In Progress	Steven	Steven	TomorrowEnd	2020/07/22 16:37	2022/02/09 15:55	
#83	Customer service response entrance design	Me...	Not Started	Unspec...	Steven	Feb 24thEnd	2020/12/21 14:40	2022/02/09 15:56	
#8	[Example defect] - The product price font in the product detail...	Me...	Pending Verification	Steven	Steven	Feb 25thEnd	2020/07/22 16:37	2022/02/09 15:56	
#82	Location design of customer service response entrance	Me...	Not Started	Unspec...	Steven	Feb 24thEnd	2020/12/21 14:40	2022/02/09 15:56	
#81	Customer service response entrance development style scaffol...	Me...	Not Started	Unspec...	Steven	Feb 26thEnd	2020/12/21 14:40	2022/02/09 15:56	
#12	[Sample requirement] - In the member management module, y...	Me...	Not Started	admlik	Steven	TomorrowEnd	2020/07/22 16:37	2022/02/09 15:55	
#89	The product tab page is occasionally lost in the applet	Me...	In Progress	Steven	Steven	Next FridayEnd	2020/12/21 16:54	2022/02/09 15:54	
#80	Customer service entrance planning and page design	Me...	Not Started	Unspec...	Steven	Mar 3rdEnd	2020/12/21 14:31	2022/02/09 15:54	
#79	Mobile app development	Me...	Not Started	Steven	Steven	Next ThursdayEnd	2020/12/14 20:11	2022/02/09 16:00	

Manage Requirements

Last updated : 2023-12-26 18:02:33

This document describes requirements in classic project management.

Open Project

1. Log in to the CODING Console and click **Use Now** to go to CODING page.
2. Click



in the upper-right corner to open the project list page and click a project icon to open the corresponding project.

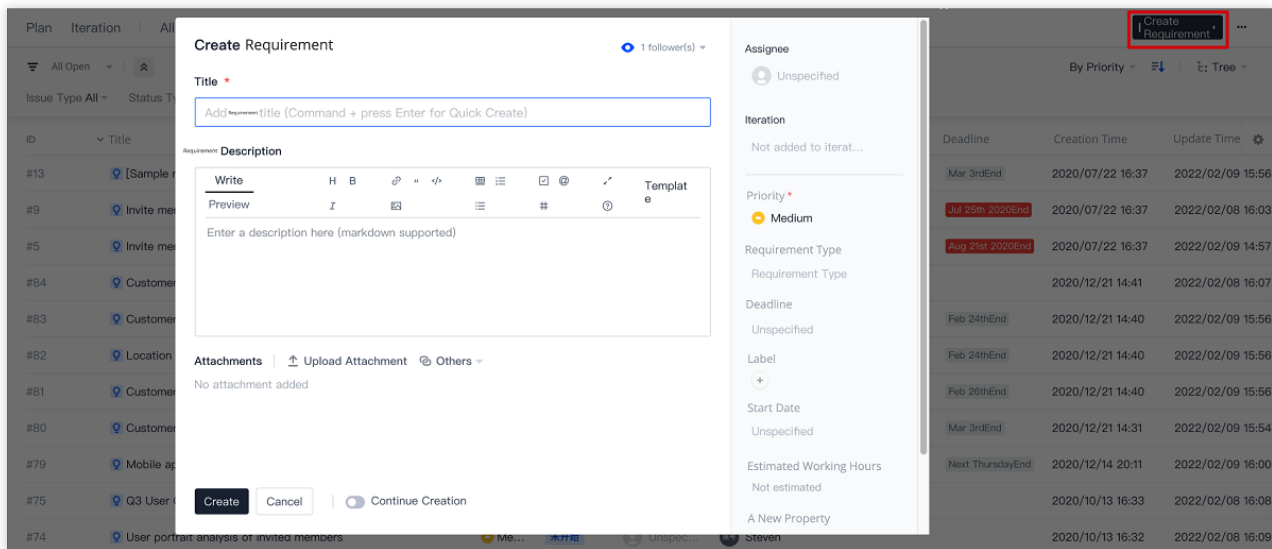
3. In the menu on the left, click **Project Collaboration**.

A requirement refers to a software feature that users need in order to solve a certain problem or achieve a certain goal.

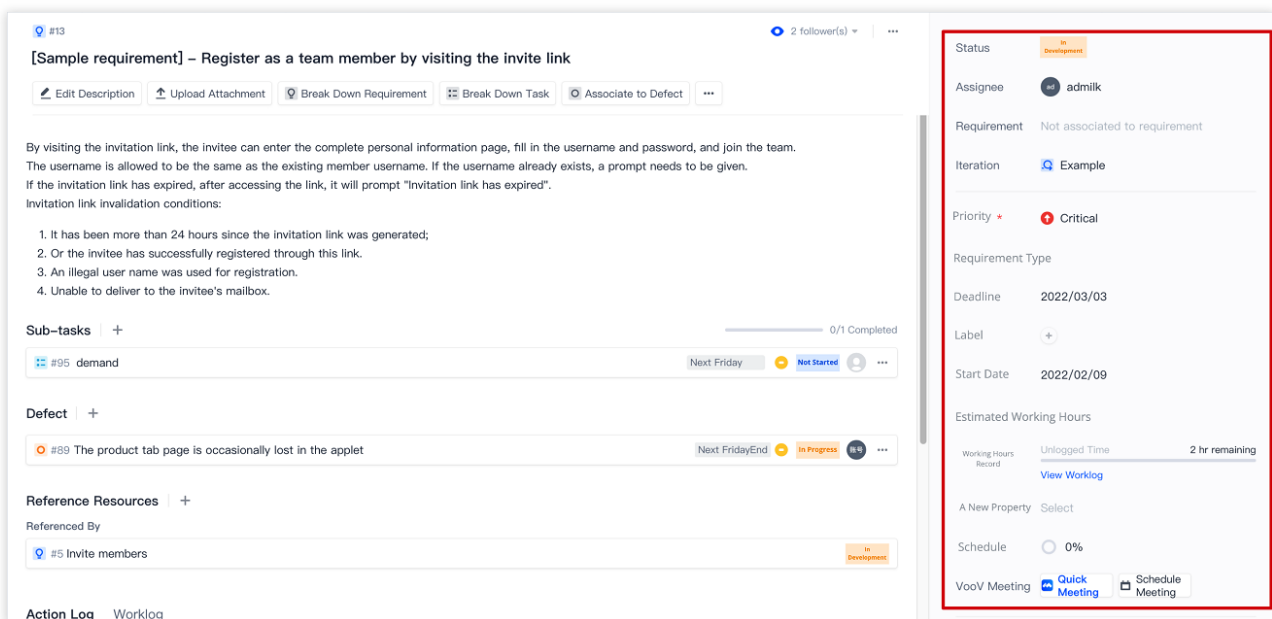
In the **Requirements** module in CODING Classic Project Management, teams can quickly break down and assign development tasks. You can create requirements and break down larger ones into smaller sub-requirements. Also, tasks and bugs can be created for or associated with requirements.

Create Requirement

1. Open any project and select **Project Collaboration > Requirements**. Click **Create Requirement** in the upper-right corner of the module and enter a requirement title, requirement description, and other basic information to create the requirement.



2. After you have created the requirement, you can set the assignee, plan the parent iteration, adjust the priority, and set the start date. Teams can customize the fields and dimensions of requirements to suit their management needs. See [Custom Issue Fields](#) for configuration details.



Break Down Requirement

Sub-issues (sub-requirements and sub-tasks) are specific activities for achieving requirements. You can break down and assign requirements by creating sub-issues for a requirement.

Break down sub-requirement

A requirement can be broken down into sub-requirements, and a sub-requirement can be broken down further. A maximum of 5 levels of sub-requirements are supported. Take note that a requirement can have only one parent requirement at any one time.

1. On the requirement details page, select **Break Down Requirement**.

The screenshot shows the requirement details page for a requirement titled "[Sample requirement] – Register as a team member by visiting the invite link". The page has a header with the requirement title and a "2 follower(s)" indicator. Below the header is a toolbar with buttons: "Edit Description", "Upload Attachment", "Break Down Requirement" (highlighted with a red box), "Break Down Task", and "Associate to Defect". The main content area lists four sub-requirements: "2. Or the invitee has successfully registered through this link.", "3. An illegal user name was used for registration.", "4. Unable to deliver to the invitee's mailbox.", and "5. Unable to deliver to the invitee's mailbox.". Below the list is a "Sub-requirements" section with a "+" icon and a text input field "Enter a title to create a requirement quickly." with "Create" and "Cancel" buttons. Below the input field is a link "Associate to existing requirements". At the bottom is a "Sub-tasks" section with a "+" icon and a list of tasks: "#95 demand", "Next Friday", "Not Started", and a user icon.

2. You can simply enter a title to quick create a sub-requirement. You can also select **Create** and click **Full Create** in the dropdown menu (keyboard shortcut: Shift + Enter) and enter details before creating a sub-requirement.

The screenshot shows the "Sub-requirements" section with a "+" icon. The text input field contains the text "testing". To the right of the input field are "Create" and "Cancel" buttons. Below the input field is a link "Associate to existing requirements".

To associate an existing requirement, do a quick search by issue ID or title.

Create Requirement

1 follower(s) ▼

Title *

Description

Write

Preview

H B

[Link](#) [Quote](#) [Code](#)

[Table](#) [List](#)

[Checklist](#) [Mention](#)

[Insert](#)

Template

I

Enter a description here (markdown supported)

Attachments

[Upload Attachment](#) [Others](#) ▼

No attachment added

Create

Cancel

☐ Continue Creation

Assignee
 Unspecified

Iteration
Not added to iterat...

Priority *
 Medium

Requirement Type
Requirement Type

Deadline
Unspecified

Label

Start Date
Unspecified

Estimated Working Hours
Not estimated

A New Property

3. After you have created the sub-requirement successfully, you can view it on the details page of the parent requirement. You can also view the sub-requirement in the requirement list.

#13 2 follower(s)

[Sample requirement] - Register as a team member by visiting the invite link

Edit Description Upload Attachment Break Down Requirement Break Down Task

By visiting the invitation link, the invitee can enter the complete personal information page, fill in the username and password, and join the team.

The username is allowed to be the same as the existing member username. If the username already exists, a prompt needs to be given.

If the invitation link has expired, after accessing the link, it will prompt "Invitation link has expired".

Invitation link invalidation conditions:

1. It has been more than 24 hours since the invitation link was generated;
2. Or the invitee has successfully registered through this link.
3. An illegal user name was used for registration.
4. Unable to deliver to the invitee's mailbox.

Sub-requirements + 0/2 Completed

- #98 sub-requirement A Not Started
- #99 sub-requirement B Not Started

Status: In Development

Assignee: admilk

Requirement: Not associated to re...

Iteration: Example

Priority: Critical

Requirement Type: Product Requirement

Deadline: 2022/03/03

Label: +

Start Date: 2022/02/09

4. On the requirement details page, select **...** to the right of a sub-requirement and click **Create Sub-Requirements** in the menu.

Plan Iteration All Issues Requirement Task Defect										
All Open										
Issue Type All Status Type Not started,In Progress Assignee All + Filter Title or Description										
ID	Title	Priority	Status	Handler	Founder	Iteration	Deadline	Creation Time	Update Time	
#13	[Sample requirement] - Register as a team member ...	Cri...	In Development	admilk	Steven	Example	Mar 3rd End	2020/07/22 16:37	2022/02/09 15:56	
#98	sub-requirement A	Me...	Not Started	Unspec...	Steven	Example		2022/02/09 17:58	2022/02/09 17:58	
#99	sub-requirement B	Me...	Not Started	Unspec...	Steven	Example		2022/02/09 17:59	2022/02/09 17:59	
#9	Invite members to the team by email	High	In Development	Steven	Steven	Example	Jul 25th 2020 End	2020/07/22 16:37	2022/02/08 16:03	

Alternatively, on the details page of the sub-requirement, select **Break Down Requirement** at the top to create sub-requirements of the sub-requirement.

#13 2 follower(s)

[Sample requirement] – Register as a team member by visiting the invite link

Edit Description Upload Attachment **Break Down Requirement** Break Down Task

By visiting the invitation link, the invitee can enter the complete personal information page, fill in the username and password, and join the team.

The username is allowed to be the same as the existing member username. If the username already exists, a prompt needs to be given.

If the invitation link has expired, after accessing the link, it will prompt "Invitation link has expired".

Invitation link invalidation conditions:

1. It has been more than 24 hours since the invitation link was generated;
2. Or the invitee has successfully registered through this link.
3. An illegal user name was used for registration.
4. Unable to deliver to the invitee's mailbox.

Sub-requirements + 0/2 Completed

#98 sub-requirement A	Not Started	...
#99 sub-requirement B	Not Started	...

Sub-tasks + 0/2 Completed

#95 demand	Next Friday	Not Started	...
#97 testing		Not Started	...

Right Sidebar:

- Status: In Development
- Assignee: admilk
- Requirement: Not associated to re...
- Iteration: Example
- Priority: Critical
- Requirement Type: Product Requirement
- Deadline: 2022/03/03
- Label: +
- Start Date: 2022/02/09
- Estimated Working Hours: 2 hr
- Working Hours Record

5. On the requirement details page, you can select **...** to the right of a sub-requirement and click **Change Parent Requirement** in the menu. You can also select **Disassociate**.

Break down sub-task

A requirement can be broken into sub-tasks. A task can only be associated with one parent requirement at any one time.

1. On the requirement details page, select **Break Down Task**.

#9 1 follower(s) ...

Invite members to the team by email

Edit Description Upload Attachment Break Down Requirement **Break Down Task** Associate to Defect ...

The administrator can click the "Invite Member" button on the background member management page to open the member invitation pop-up window, and enter the email addresses of the invited members in turn. After clicking the "Invite" button, the platform will automatically send an email with an invitation link to the corresponding email address.

By visiting the invitation link, the invitee can enter the complete personal information page, fill in the username and password, and join the team.

Block Relationship +

Pre-issue

- #11 Add a pop-up window to invite members by mail and complete the function of inviting members to interact 566 day(s) overdue In Progress ...

Post-issue

- #89 The product tab page is occasionally lost in the applet Next Friday In Progress ...

Reference Resources +

Referenced Resources

- #10 Added batch sending invitation email interface Completed
- #11 Add a pop-up window to invite members by mail and complete the function of inviting members to interact In Progress

Referenced By

- #5 Invite members In Development

2. You can simply enter a title to quick create a sub-task. You can also select **Create** and click **Full Create** in the dropdown menu (keyboard shortcut: Shift + Enter) and enter details before creating a sub-task. To associate an existing task, do a quick search by issue ID or title.

#9 Invite members to the team by email 1 follower(s) ...

Edit Description Upload Attachment Break Down Requirement Break Down Task Associate to Defect ...

By visiting the invitation link, the invitee can enter the complete personal information page, fill in the username and password, and join the team.

Sub-tasks +

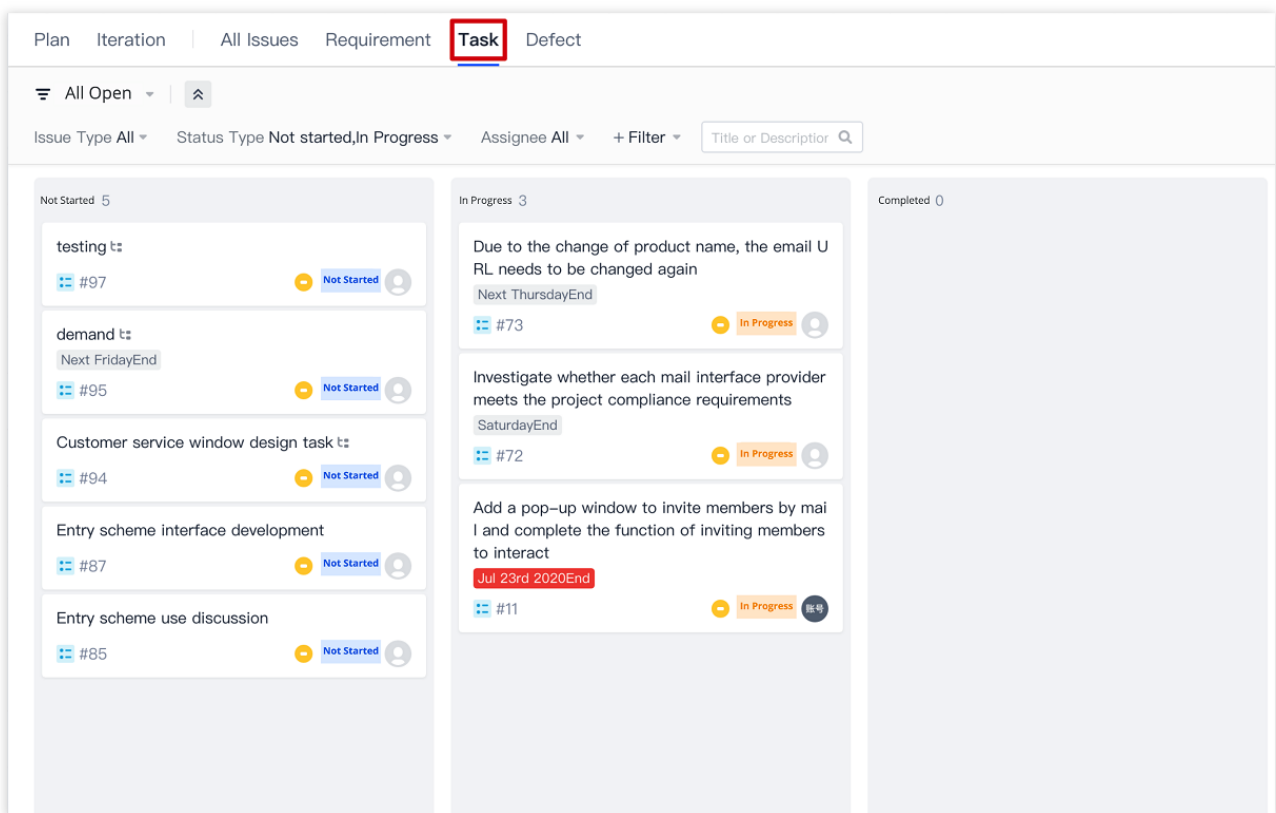
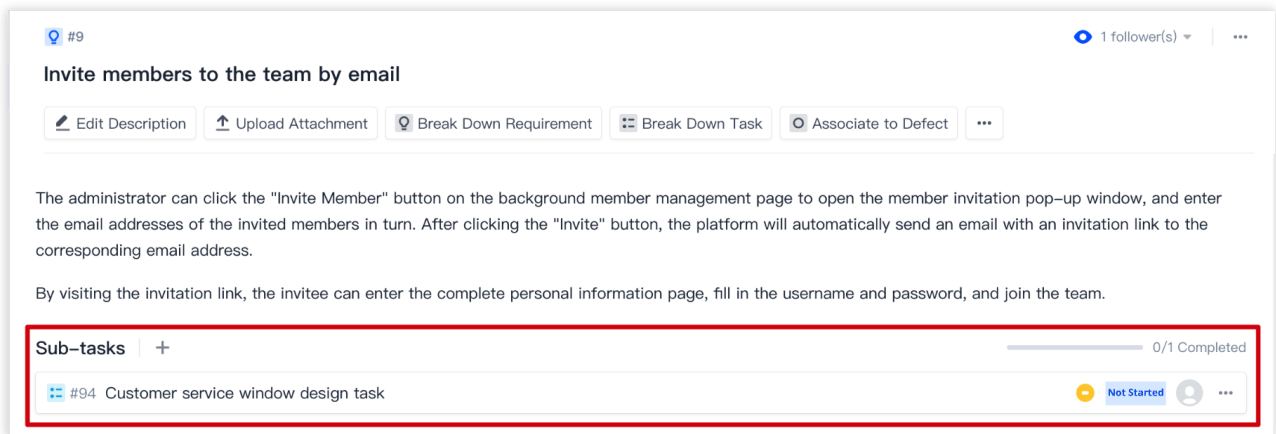
0/1 Completed

- #94 Customer service window design task Not Started ...

Enter a title to Create Cancel

Associate to existing tasks

3. After you have created the sub-task successfully, you can view it on the details page of the parent requirement. You can also view the sub-task in the task list.



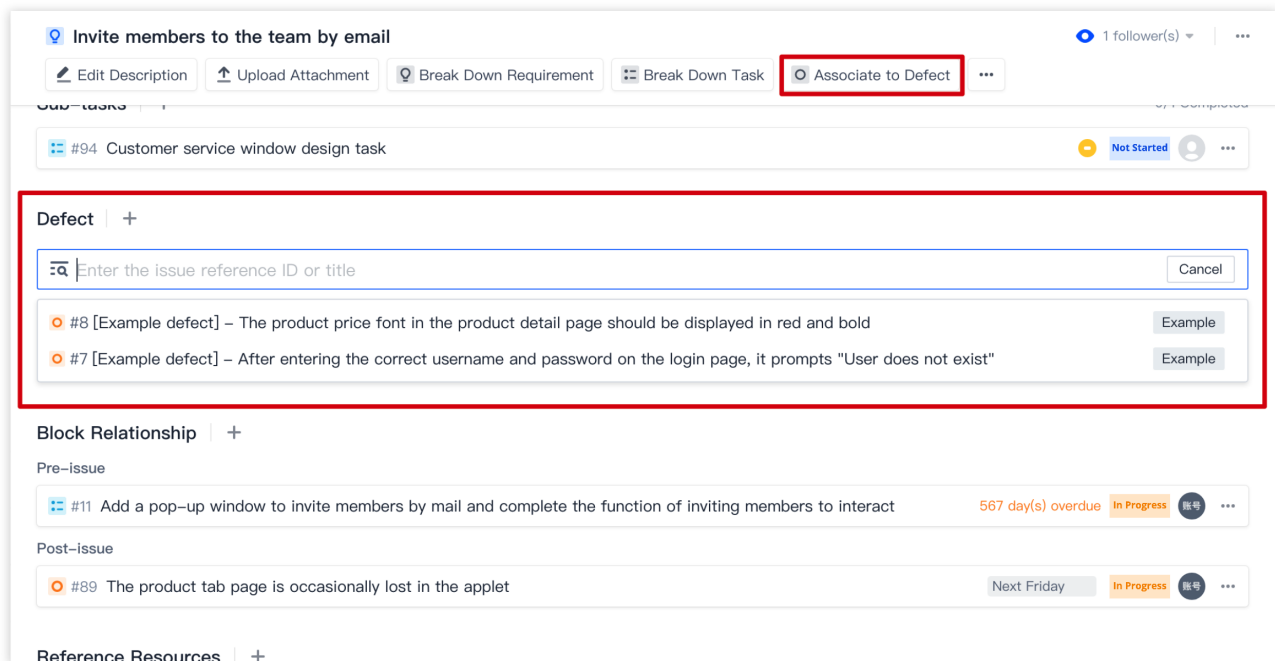
4. On the requirement details page, you can select **...** to the right of a sub-task and click **Change Parent Requirement** in the menu. You can also select **Disassociate**.

Associate Resource

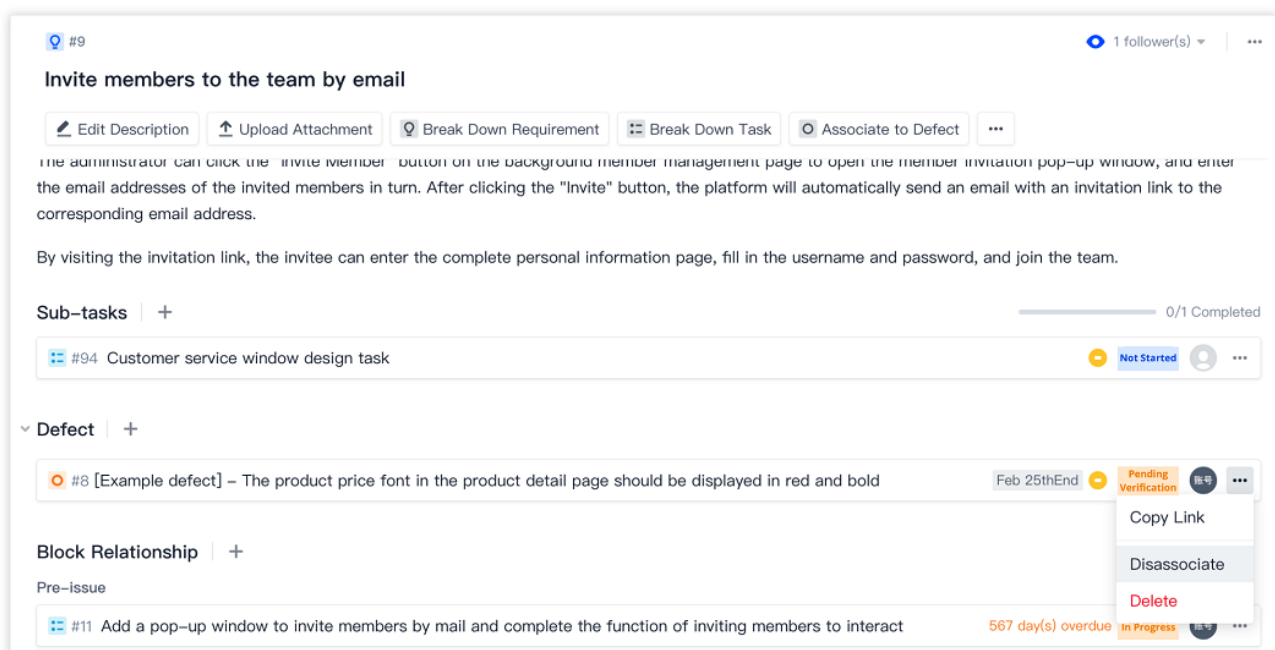
Associate bug

A requirement can be associated with multiple bugs in a project, but a bug can only be associated with one requirement.

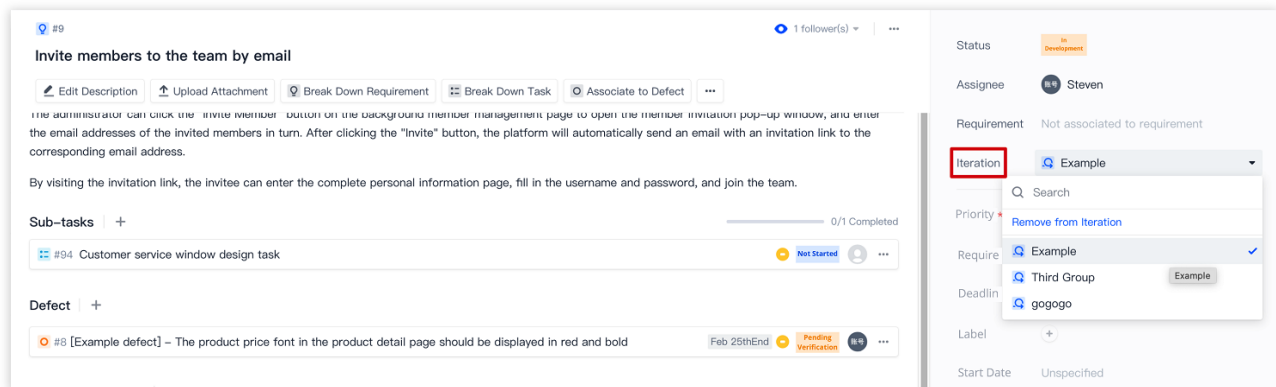
1. On the requirement list page, select **Associate Bug** at the top and click Associate to Existing Bugs or quick create a new bug and associate it.



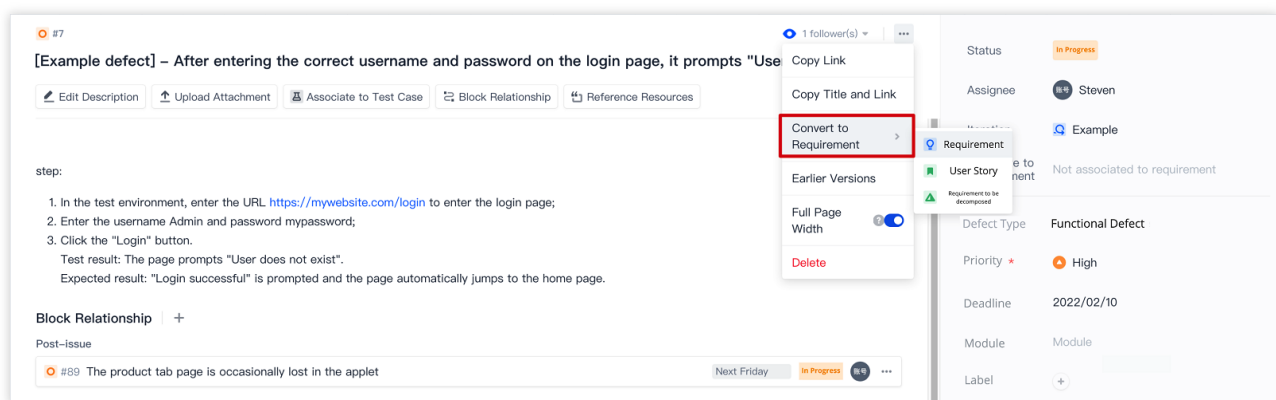
2. On the requirement details page, you can select **...** to the right of an associated bug and click **Disassociate**. You can also select Disassociate in the menu on the right of the bug details page.



You can view requirements that are currently associated and disassociate or switch between them.

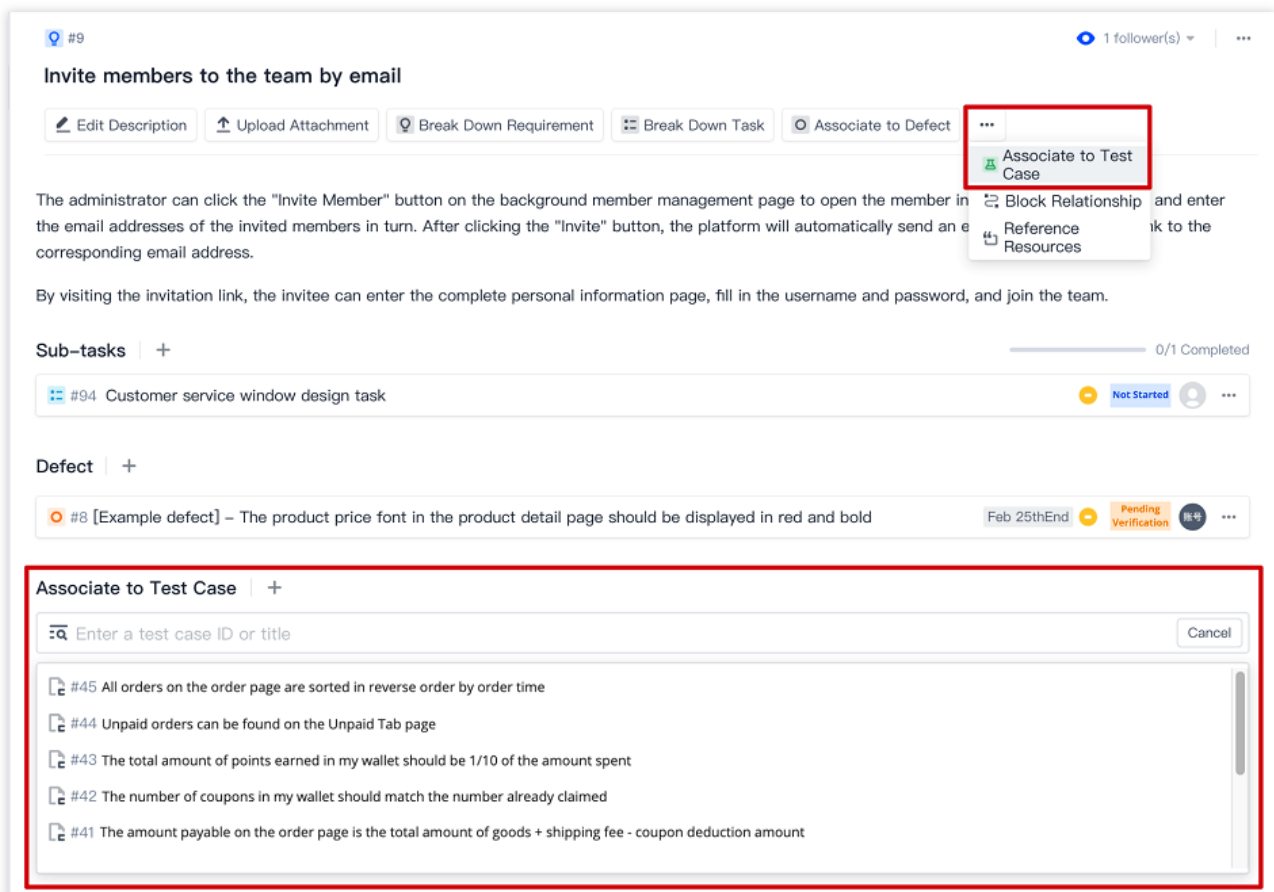


3. On the bug details page, select **...** in the upper-right corner and click **Convert to Requirement**.



Associate with test case

A requirement can be associated with an existing test case. On the requirement details page, select **...** at the top and click **Associate to Test Case** in the menu. Search for a test case by its ID or title and then associate it. See [Test Cases](#) for details on creating and managing test cases.



Invite members to the team by email

1 follower(s)

Edit Description Upload Attachment Break Down Requirement Break Down Task Associate to Defect

Associate to Test Case Block Relationship Reference Resources

The administrator can click the "Invite Member" button on the background member management page to open the member invitation page and enter the email addresses of the invited members in turn. After clicking the "Invite" button, the platform will automatically send an email to the corresponding email address.

By visiting the invitation link, the invitee can enter the complete personal information page, fill in the username and password, and join the team.

Sub-tasks + 0/1 Completed

#94 Customer service window design task Not Started

Defect +

#8 [Example defect] - The product price font in the product detail page should be displayed in red and bold Feb 25th End Pending Verification

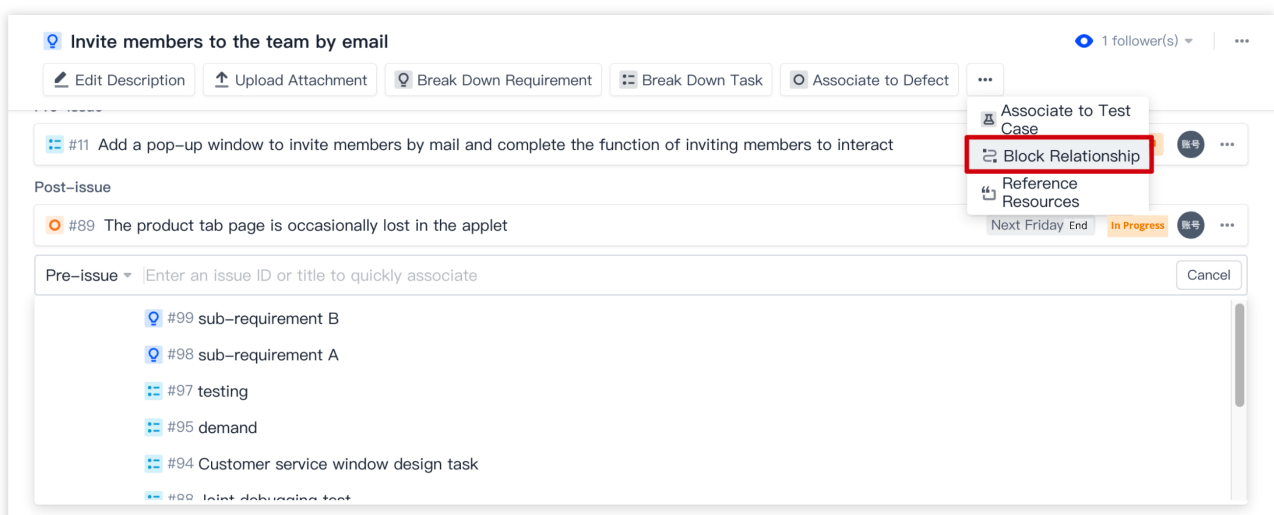
Associate to Test Case +

Enter a test case ID or title Cancel

- #45 All orders on the order page are sorted in reverse order by order time
- #44 Unpaid orders can be found on the Unpaid Tab page
- #43 The total amount of points earned in my wallet should be 1/10 of the amount spent
- #42 The number of coupons in my wallet should match the number already claimed
- #41 The amount payable on the order page is the total amount of goods + shipping fee - coupon deduction amount

Associate block relationship

In a requirement, you can configure an existing issue as a pre-issue or post-issue with a block relationship. On the requirement details page, select **...** at the top and click **Block Relationship** in the menu. Search for an issue by its ID or title and then associate it. You can switch between **pre-issues** and **post-issues**. For more information, see [Block Dependency](#).



Invite members to the team by email

1 follower(s)

Edit Description Upload Attachment Break Down Requirement Break Down Task Associate to Defect

Associate to Test Case Block Relationship Reference Resources

#11 Add a pop-up window to invite members by mail and complete the function of inviting members to interact

Post-issue

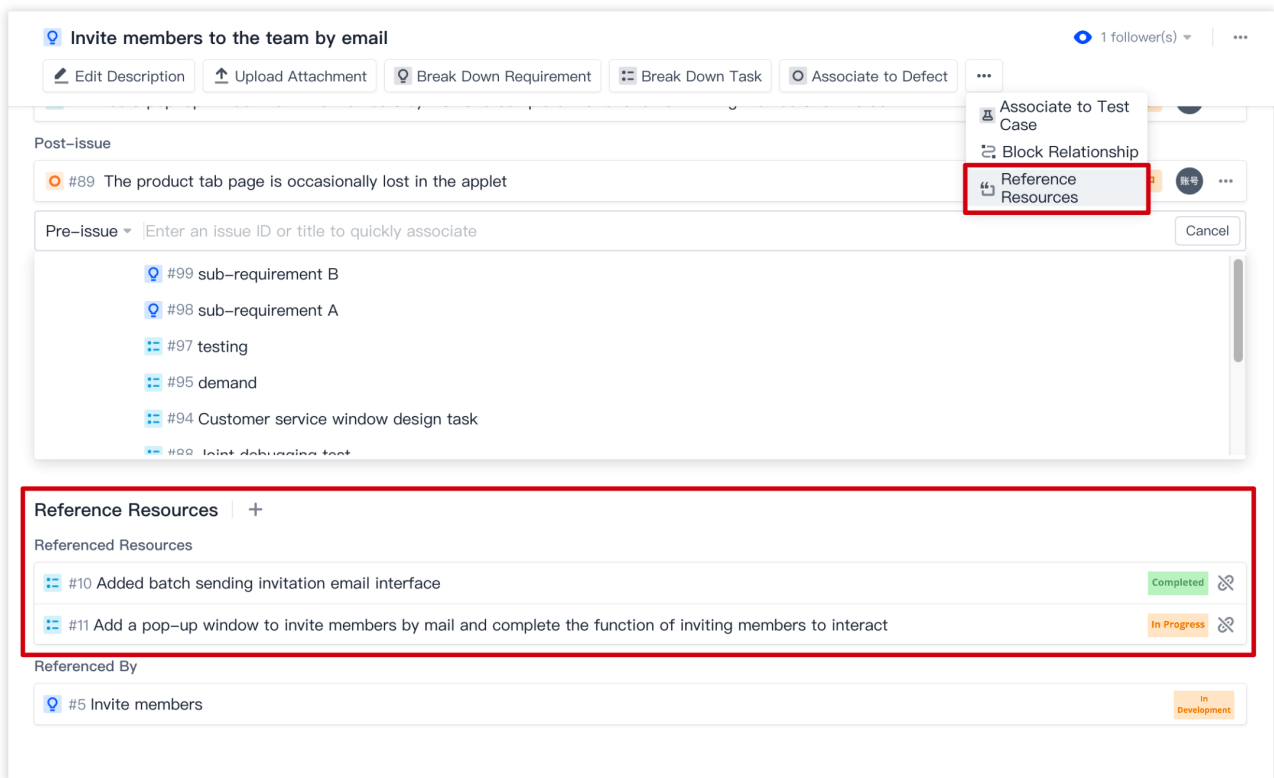
#89 The product tab page is occasionally lost in the applet Next Friday End In Progress

Pre-issue Enter an issue ID or title to quickly associate Cancel

- #99 sub-requirement B
- #98 sub-requirement A
- #97 testing
- #95 demand
- #94 Customer service window design task
- #93 Unit debugging test

Reference resources

In the Description or Comments on the requirement details page, you can use `# + reference ID/title` to select a resource. The resource referenced will be shown in the References list. If the current requirement has been referenced by another resource, the resource will be shown in the Referenced By list of the requirement.



You can also associate a **code commit** with an issue. When committing code, add the `# + ID/title` to `reference` of the issue to the commit information (for example, this is a commit #3). See [Reference Resources and Upload Attachments](#) for details.

Transition Requirement Status

The status of a requirement is the stage in the requirement's lifecycle and is used to organize and track the requirement. Requirement statuses include the following four by default: "Not started", "Under development", "Under testing", and "Completed".

1. After **creating a requirement** on the requirement list page, go to the requirement details page. The requirement status is **Not started** by default. Select options from the dropdown menu on the right to switch its status.

Invite members to the team by email

The administrator can click the "Invite Member" button on the background member management page to open the member invitation pop-up window, and enter the email addresses of the invited members in turn. After clicking the "Invite" button, the platform will automatically send an email with an invitation link to the corresponding email address.

By visiting the invitation link, the invitee can enter the complete personal information page, fill in the username and password, and join the team.

Sub-tasks + 0/1 Completed

#94 Customer service window design task

Defect +

#8 [Example defect] - The product price font in the product detail page should be displayed in red and bold

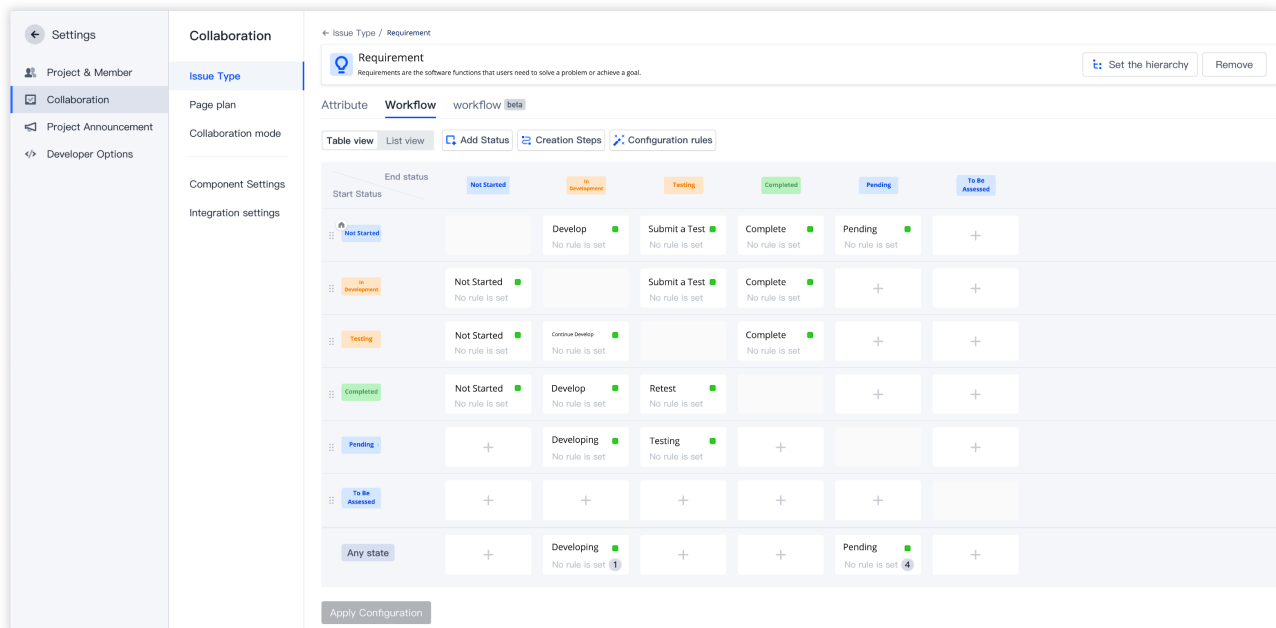
Status dropdown menu options:

- Not Started
- Testing
- Completed
- Pending

2. On the requirement list page, you can switch the status to the current stage of the requirement in the **Status** column.

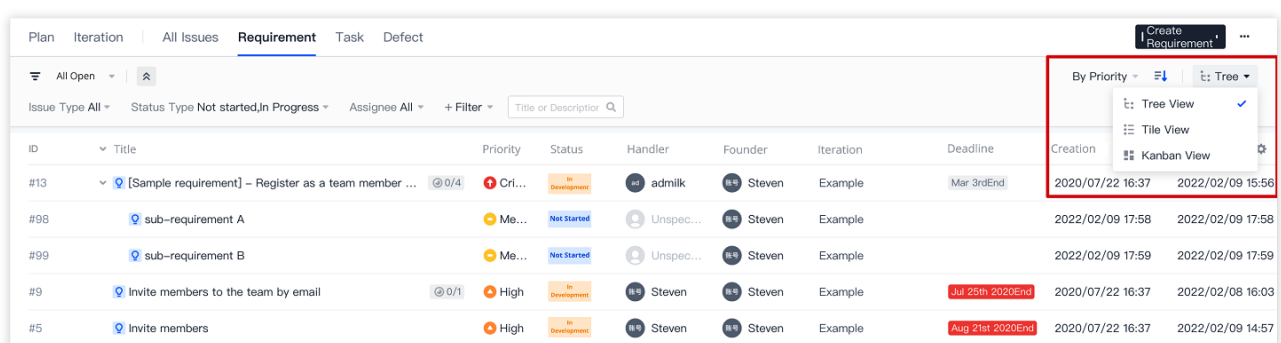
Plan	Iteration	All Issues	Requirement	Task	Defect	<div>Create Requirement</div>				
<div>All Open</div>						<div>By Priority</div>				
<div>Issue Type All</div>						<div>Status Type Not started,In Progress</div>				
<div>Assignee All</div>						<div>+ Filter</div>				
<div>Title or Descriptor</div>										
ID	Title	Priority	Status	Handler	Founder	Iteration	Deadline	Creation Time	Update Time	
#13	[Sample requirement] – Register as a team member ...	Cri...	In Development	admilk	Steven	Example	Mar 3rdEnd	2020/07/22 16:37	2022/02/09 15:56	
#98	sub-requirement A	Me...	Not Started		Steven	Example		2022/02/09 17:58	2022/02/09 17:58	
#99	sub-requirement B	Me...	Submit a Test		Steven	Example		2022/02/09 17:59	2022/02/09 17:59	
#9	Invite members to the team by email	High	Completed		Steven	Example	Jul 25th 2020End	2020/07/22 16:37	2022/02/08 16:03	
#5	Invite members	High	In Development	Steven	Steven	Example	Aug 21st 2020End	2020/07/22 16:37	2022/02/09 14:57	
#84	Customer Service Response Portal Development	Me...	Not Started	Unspec...	Steven	gogogo		2020/12/21 14:41	2022/02/08 16:07	

3. Select **Project Settings > Project Collaboration > Issue Types > Requirements**, and then select **Workflows** to set custom requirement workflows. For more information, see [Custom Workflows](#).



Requirement View

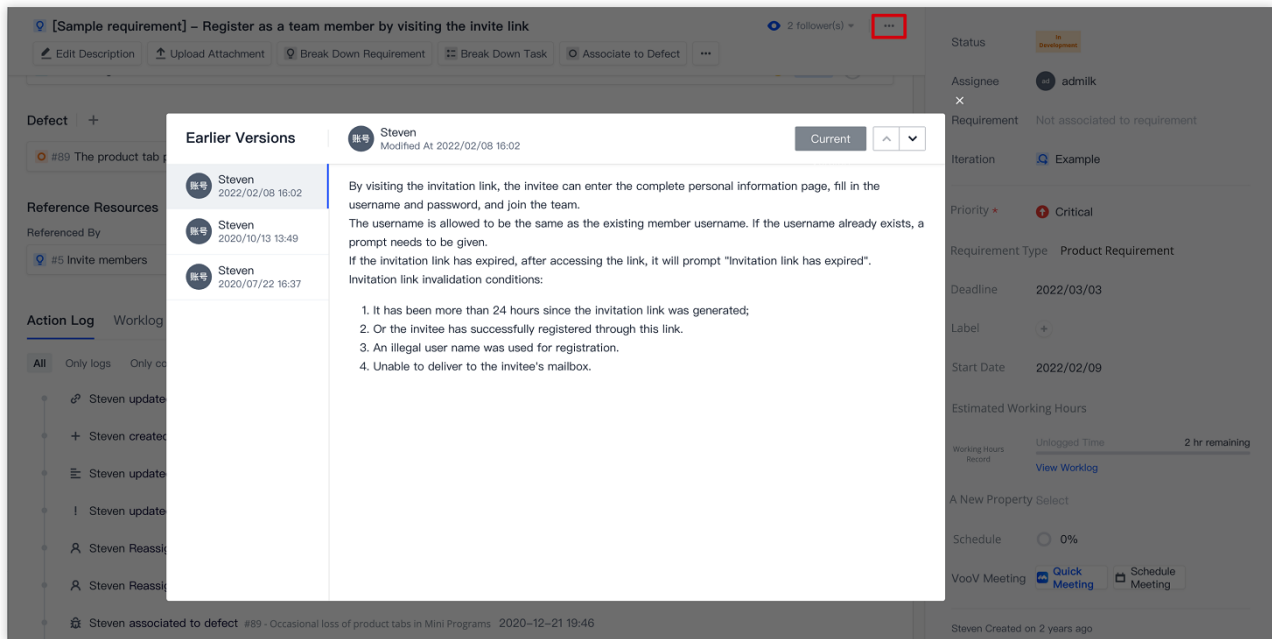
On the requirement list page, you can switch between *Tree View*, **Tile View**, and **Kanban View** to suit your needs. This is the main working interface for product-related personnel and can help give you an overall idea of all requirements in the current project. When you return to this page, the system will show the last view used by default. When there are many requirements, you can quickly view the content you need amid the sea of information by using the search bar or filters. For more information, see [Manage Issue Views](#).



Version Backtracking

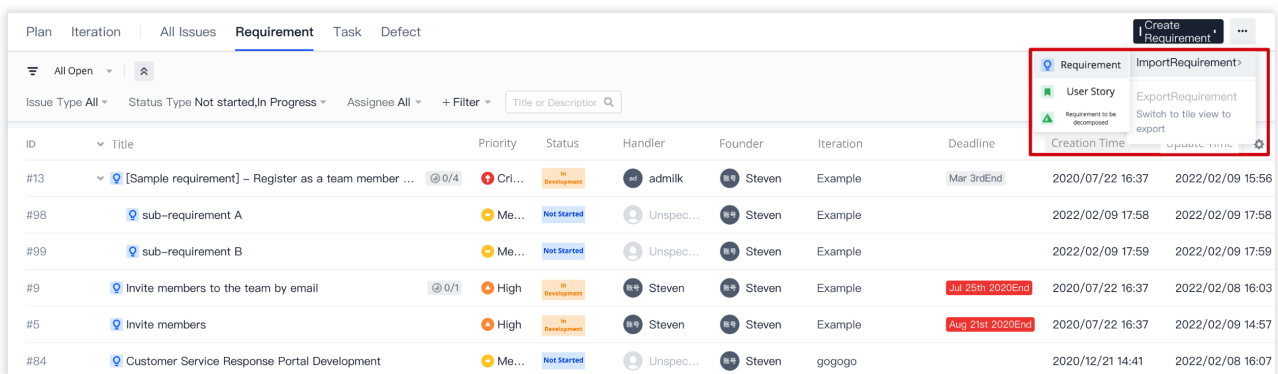
All changes in a requirement are recorded in the action log. On the details page, select **...** in the upper-right corner and click **Earlier Versions** in the menu to view all versions sorted by time. Version backtracking allows you to

restore an earlier version. For more information, see [Version Management](#).



Import and Export Requirements

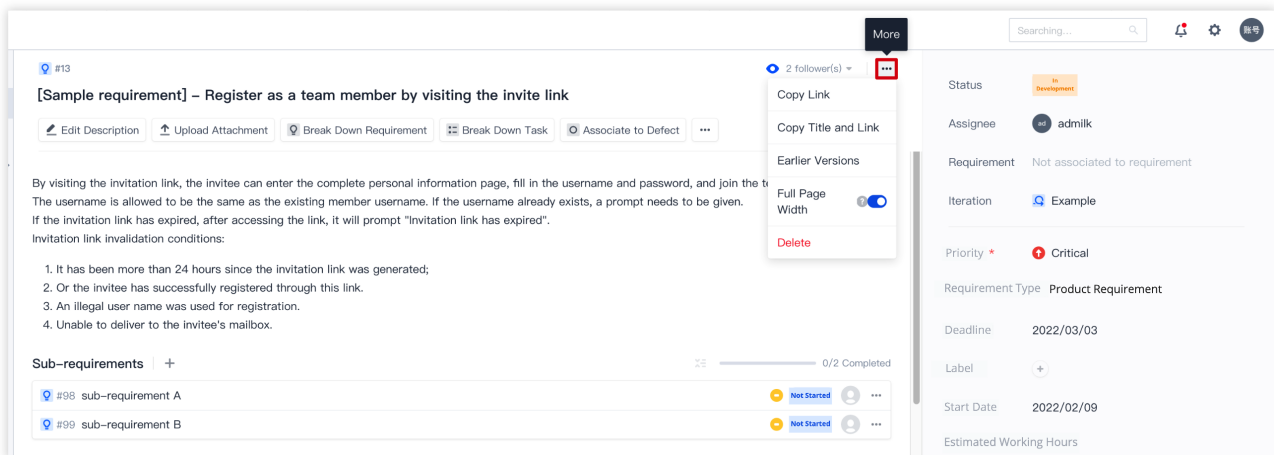
You can batch import and export requirements. On the requirement list page, select **...** in the upper-right corner and click Import/Export Requirement in the menu. See [Import and Export Issues](#) for details.



Delete Requirement

On the requirement details page, you can select **...** in the upper-right corner and click **Delete** in the menu. This will not change the status of associated bugs, but all sub-issues (sub-requirements and sub-tasks) of the requirement,

if any, will be deleted. Proceed with caution.



If you simply need to delete a sub-requirement, sub-task, or bug, on the requirement details page or details page of the sub-requirement, sub-task, or bug, select **...** and click **Delete** in the menu.

Manage Tasks

Last updated : 2023-12-26 18:02:33

This document describes tasks in classic project management.

Open Project

1. Log in to the CODING Console and click **Use Now** to go to CODING page.
2. Click



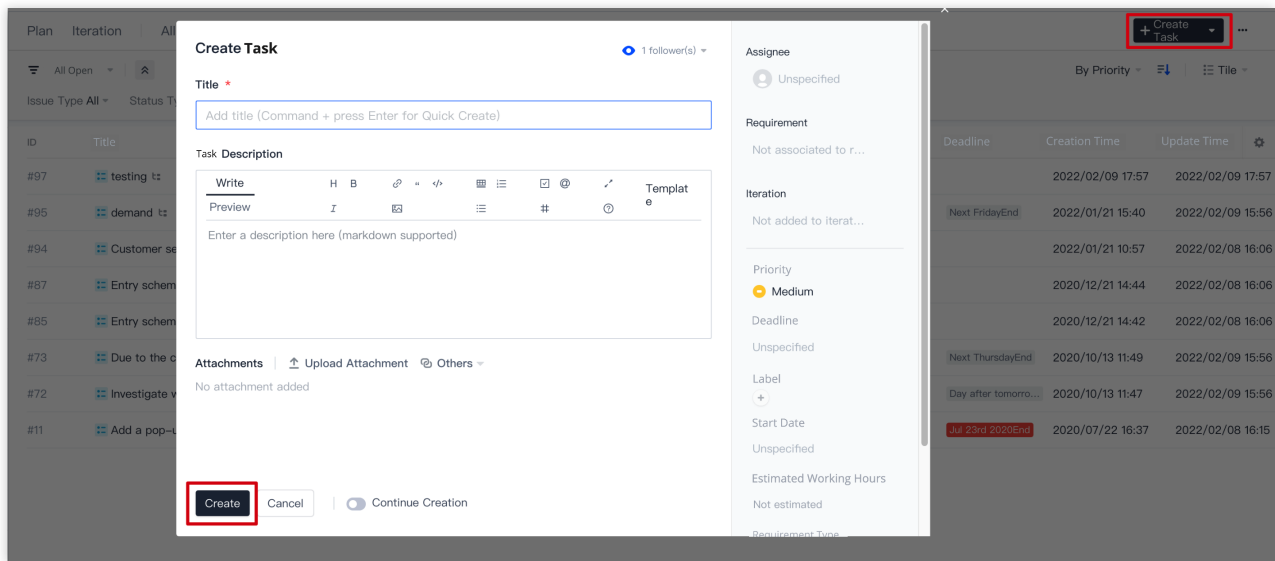
in the upper-right corner to open the project list page and click a project icon to open the corresponding project.

3. In the menu on the left, click **Project Collaboration**.

Tasks are a common medium of team collaboration. You can create different projects according to your work scenarios and plan work in projects using tasks. After you have created a task in **Project Collaboration > Tasks**, you can adjust the priority, set the due date and estimated time, and track the progress. You can also start a discussion at any time and place with other participants in the task in Comments, and track all task history with the task details.

Create Task

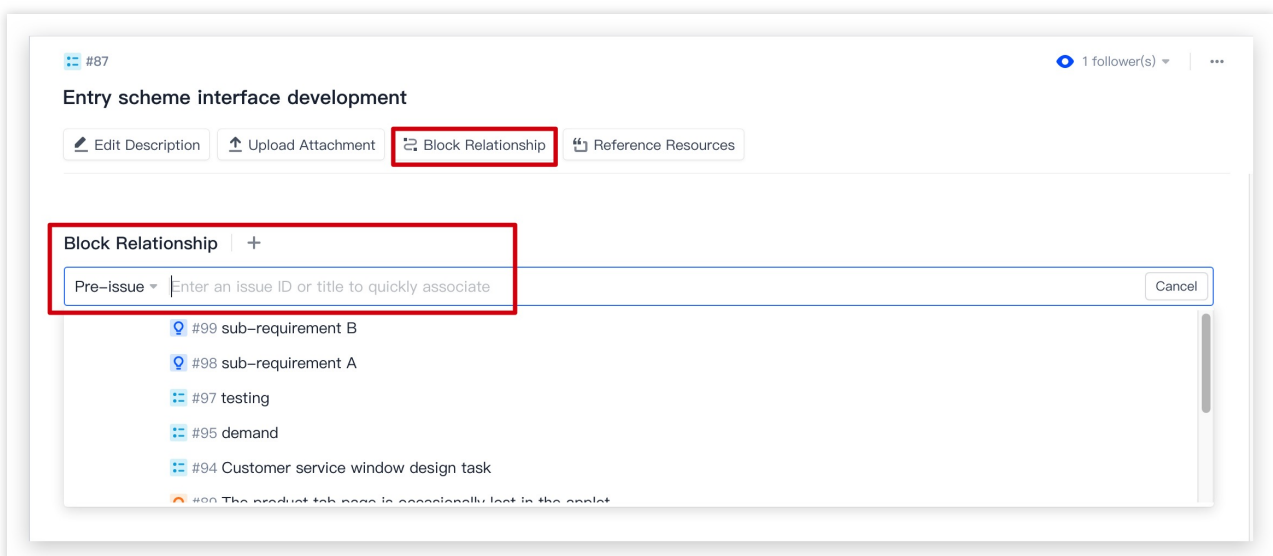
1. Open any project and select **Project Collaboration > Tasks**. Click **Create Task** in the upper-right corner of the module and enter a task title, task description, and other basic information to create the task.



2. After you have created the task, you can perform detailed operations such as setting the assignee, associating a parent requirement, planning the parent iteration, adjusting the priority, setting the start date, estimating or logging time, and adding tags.

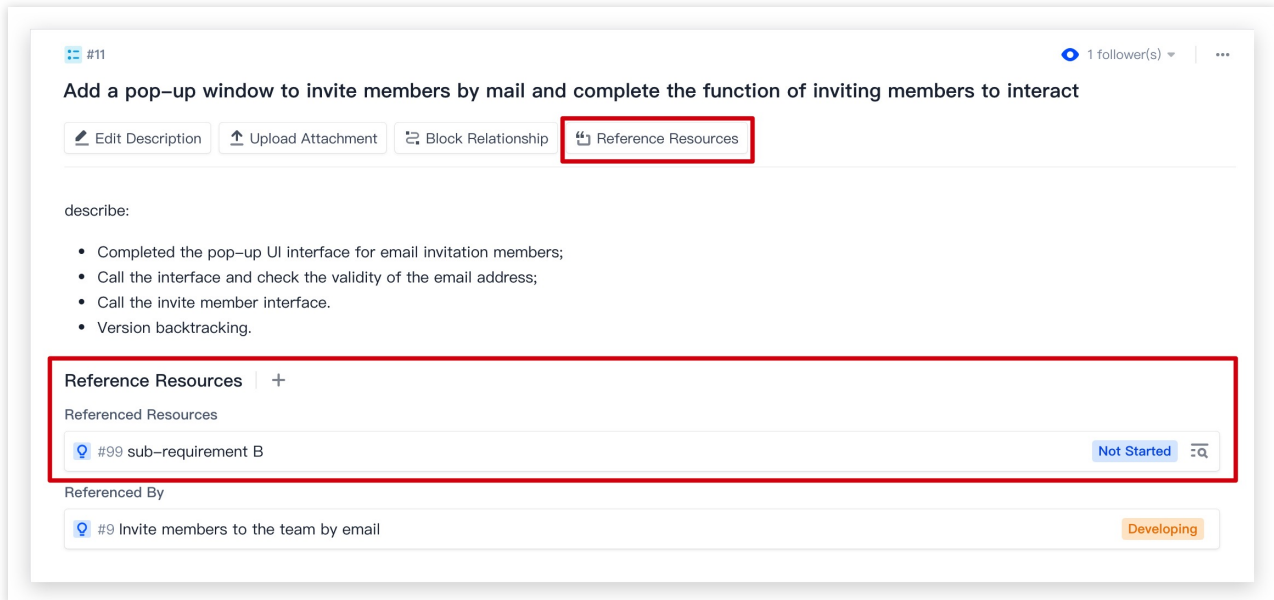
Associate Block Dependency

In a task, you can configure an existing issue as a pre-issue or post-issue with a block relationship. On the Task Details page, select **Block Relationship** at the top, search for an issue by its ID or title, and then associate it. You can switch between **pre-issues** and **post-issues**. For more information, see [Block Dependency](#).



Reference Resources

In the Description or Comments on the Task Details page, you can use `# + reference ID/title` to select a resource. The resource referenced will be shown in the References list. If the current task has been referenced by another resource, the resource will be shown in the Referenced By list of the task.

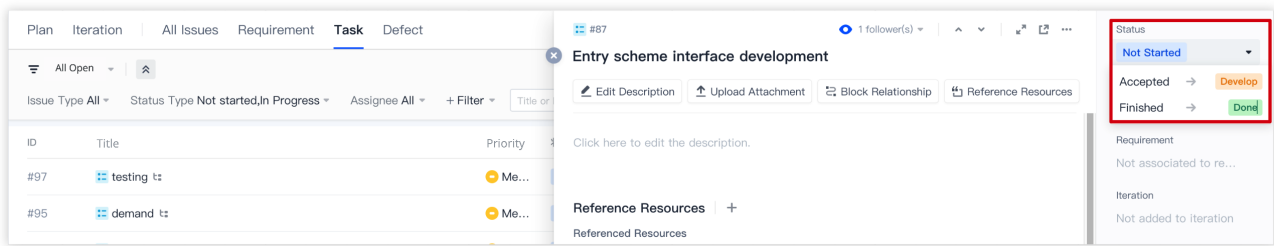


You can also associate a **code commit** with an issue. When committing code, add the `# + ID/title` to `reference` of the issue to the commit information (for example, this is a commit #3). See [Reference Resources and Upload Attachments](#) for details.

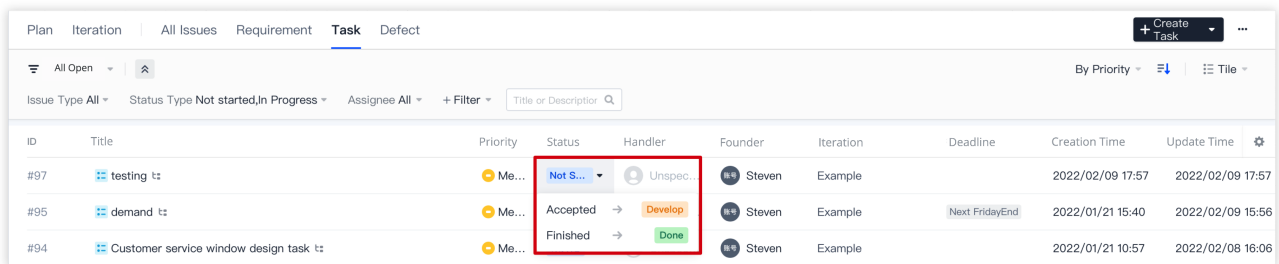
Transition Task Status

The status of a task is the stage in the task's lifecycle and is used to organize and track the task. Task statuses include the following three by default: "Not started", "In progress", and "Completed".

1. After **creating a task** on the task list page, go to the task details page. The task status is **Not started** by default. Select options from the dropdown menu on the right to switch its status.



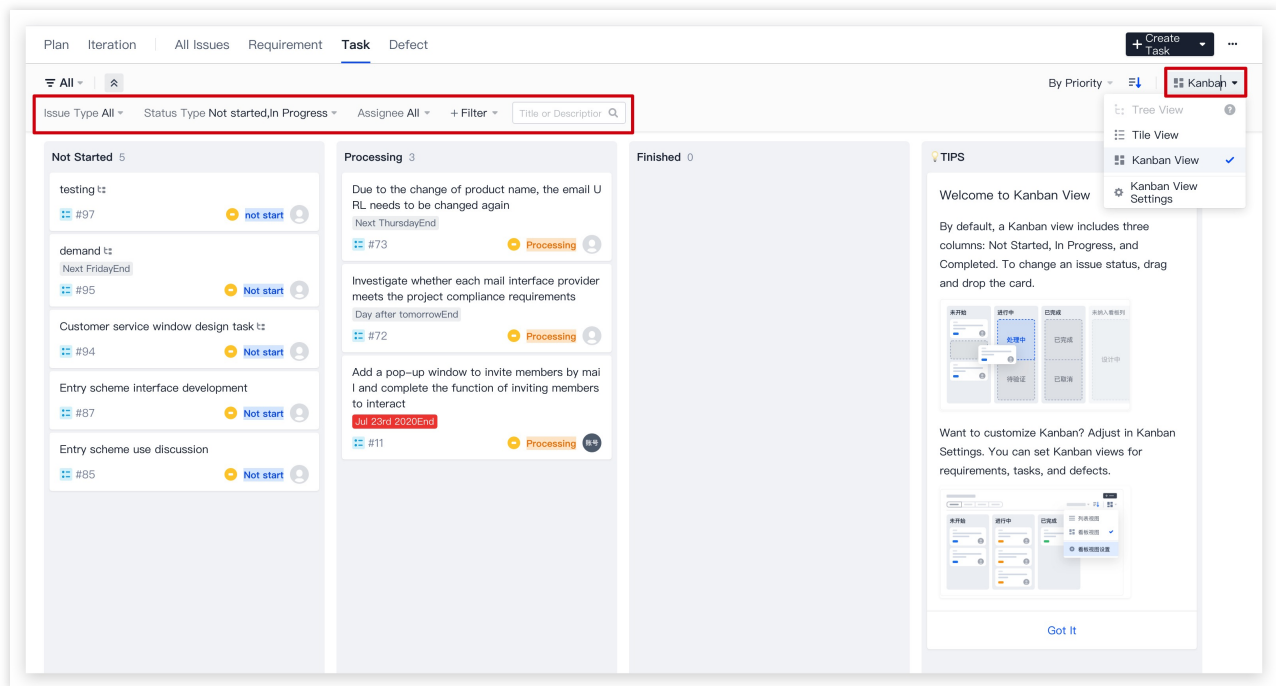
2. On the task list page, you can switch the status to the current stage of the task in the **Status** column.



3. Click **Project Settings > Project Collaboration > Issue Types > Tasks**, and then select **Workflows** to set custom task workflows. For more information, see [Custom Workflows](#).

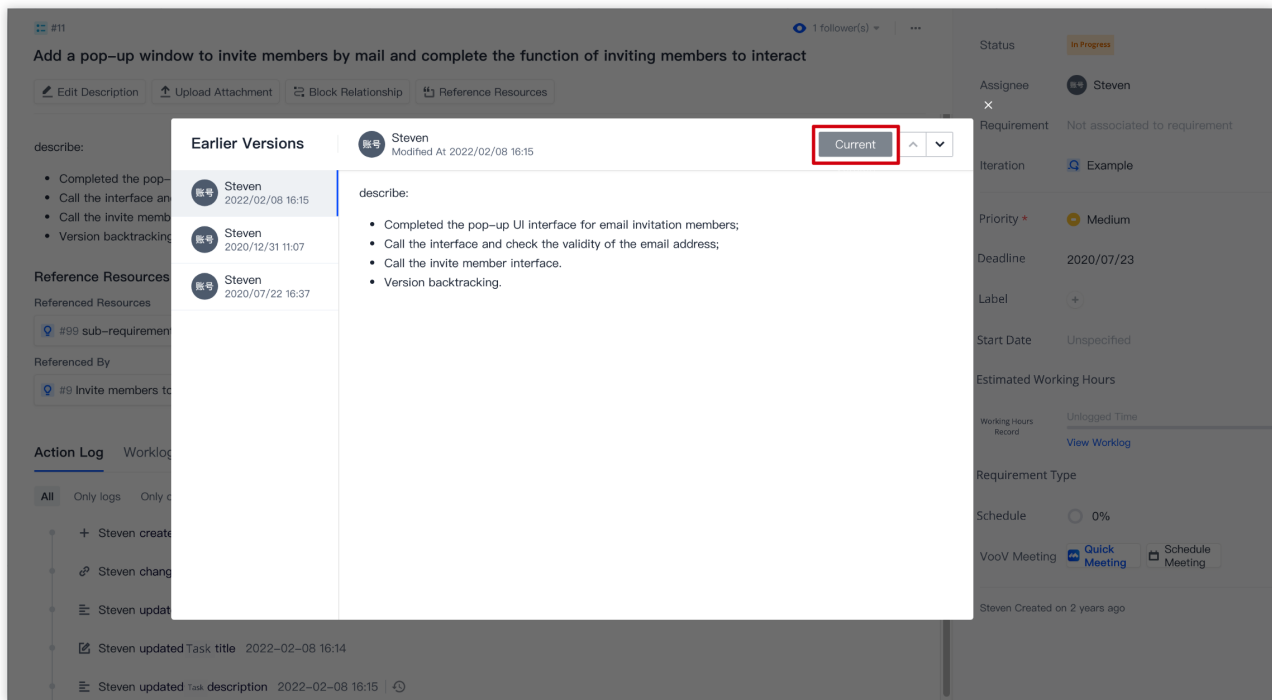
Task View

On the task list page, you can switch between **Tile View** and **Kanban View** in the upper-right corner to suit your needs. When you return to this page, the system will show the last view used by default. You can quickly view the content you need amid the sea of information by using the search bar or filters. See [Manage Issue Views](#) for details on managing issue views.



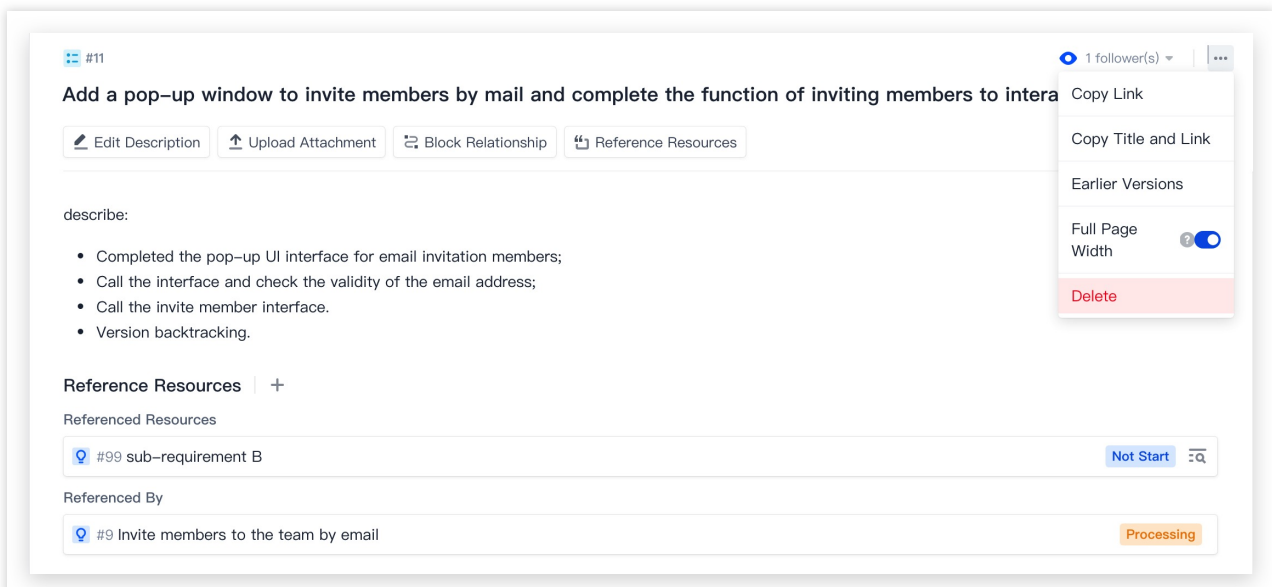
Version Backtracking

Changes and modifications to a task are recorded in the action log. View all earlier versions by time through **View the version**. Version backtracking allows you to restore an earlier version. For more information, see [Version Management](#).



Delete Task

On the task details page, select  in the upper-right corner and click **Delete** to delete the task.



Manage Bugs

Last updated : 2023-12-26 18:02:33

This document describes the "Bugs" feature in classic project management.

Open Project

1. Log in to the CODING Console and click **Use Now** to go to CODING page.
2. Click



in the upper-right corner to open the project list page and click a project icon to open the project.

3. In the menu on the left, click **Project Collaboration**.

Feature Overview

In CODING Project Collaboration, the **Bugs** feature allows a team to keep track of bug information and improve the bug transition and processing efficiency, making large-scale bug management much easier for enterprise users.

Create Bugs

1. Open a project and select **Project Collaboration > Bugs**. Click **Create Bug** in the upper-right corner of the module and enter a bug title, bug description, and other basic information to create the bug.

Create Defect 1 follower(s)

Title *

Add defect title (Command + press Enter for Quick Create)

Defect Description

Write H B Template

Preview I # ?

Enter a description here (markdown supported)

Attachments | Upload Attachment

No attachment added

Create Cancel | ☐ Continue Creation

Assignee

Unspecified

Iteration

Not added to iterat...

Associate to Requirement

Not associated to r...

Type

Defect Type

Priority *

Medium

End-date

Unspecified

Module

Module

Tags

+

2. After creation, the bug is in a **To be processed** status by default. On the Bug Details page, you can switch the status, set the assignee, associate a parent requirement, plan its iteration, edit the priority, set the start date, estimate or log time, and add tags.

Create Defect

1 follower(s)

Title *

Add defect title (Command + press Enter for Quick Create)

Defect Description

Write

H

B



“

</>





☒

@



Templat
e

Preview

I





#



Enter a description here (markdown supported)

Attachments |  Upload Attachment

No attachment added

Create

Cancel



Continue Creation

Associate Block Dependency

In a bug, you can configure an existing issue as a pre-issue or post-issue with a block dependency. On the Bug Details page, select **Block Relationship** on the top, search for an issue by its ID or title, and then associate it. You can switch between **pre-issues** and **post-issues**. For more information, see [Block Dependency](#).

🔴 [Example defect] – The product price font in the product detail page should be displayed in red

✎ Edit Description

📎 Upload Attachment

🔗 Associate to Test Case

🔗 Block Relationship

🔗 Reference Resource

2. Click on any product to enter the details page.

Test result: The price font of the product is displayed in normal size and the color is black.

Expected result: The item price font is bold in red.

Block Relationship +

Pre-issue ▾ Enter an issue ID or title to quickly associate

🔗 #99 sub-requirement B

🔗 #98 sub-requirement A

🔗 #97 testing

🔗 #95 demand

🔗 #94 Customer service window design task

🔴 #90 The product tab page is occasionally lost in the applet

Reference Resources

In the Description or Comments on the Bug Details page, you can use `# + ID/title to reference` to select a resource. The resource referenced will be shown in the References list. If the current bug has been referenced by another resource, the resource will be shown in the Referenced By list of the bug.

#8

[Example defect] – The product price font in the product detail page should be display

Edit Description

Upload Attachment

Associate to Test Case

Block Relationship

Reference Resources

step:

1. In the test environment, open the product list page;

2. Click on any product to enter the details page.

Test result: The price font of the product is displayed in normal size and the color is black.

Expected result: The item price font is bold in red.

Reference Resources

Referenced Resources

#99 sub-requirement B

You can also associate a **code commit** with an issue. When committing code, add the `# + ID/title to reference` of the issue to the commit information (for example, this is a commit #3). See [Reference Resources and Upload Attachments](#) for details.

Bug status transition

Bug status refers to the stage of a bug in its lifecycle and provides a way to organize and track bugs and implement bug processing workflows. Bug statuses include "To be processed", "In progress", "To be verified", "Rejected", "Reopened" and "Closed".

1. After **creating a bug** on the bug list page, go to the bug details page. The bug status is **To be processed** by default. Select options from the dropdown menu on the right to switch its status.

#8 1 follower(s)

[Example defect] – The product price font in the product detail page should be displayed in red and bold

Edit Description
Upload Attachment
Associate to Test Case
Block Relationship
Reference Resources

step:

1. In the test environment, open the product list page;
2. Click on any product to enter the details page.

Test result: The price font of the product is displayed in normal size and the color is black.
Expected result: The item price font is bold in red.

Reference Resources | +

Referenced Resources

#99 sub-requirement B Not Start

2. On the bug list page, you can switch the status based on the current stage of the bug in the **Status** column.

Plan Iteration | All Issues Requirement Task **Defect**

All Open | ⬆

Status Type Not started, In Progress Assignee All + Filter Title or Description

ID	Title	Priority	Status	Handler	Founder	Iteration
#7	[Example defect] – After entering the correct username and pa...	High	Proce...	Steven	Steven	Example
#89	The product tab page is occasionally lost in the applet	Me...	Not to b...	Steven	Steven	Example
#8	[Example defect] – The product price font in the product detail...	Me...	Done	Steven	Steven	Example

Dropdown menu for Status of bug #8:

- Not to b... → Not Start
- Done → Pending
- Rejected → Rejected
- Closed → Closed

3. Click **Project Settings > Project Collaboration > Issue Types > Bugs**, and then select **Workflows** to set custom bug workflows. For more information, see [Custom Workflows](#).

Bug View

On the bug list page, you can switch between **Tile View** and **Kanban View** in the upper-right corner to suit your needs. The next time you go to this page, the system will display the last used view by default. You can use the search bar with filters to quickly find the content you want. For more information, see [Manage Issue Views](#).

Plan

Iteration

All Issues

Requirement

Task

Defect

☰

All Open

⬆

Status Type

Not started,In Progress

Assignee All

+ Filter

Title or Descriptor

🔍

ID	Title	Priority	Status	Handler	Founder	Iteration
#7	<div><div>🔴</div><div>[Example defect] – After entering the correct username and pa...</div></div>	<div><div>🔴</div><div>High</div></div>	<div><div>Processi</div></div>	<div><div>👤</div><div>Steven</div></div>	<div><div>👤</div><div>Steven</div></div>	Example
#89	<div><div>🔴</div><div>The product tab page is occasionally lost in the applet</div></div>	<div><div>🟡</div><div>Me...</div></div>	<div><div>Process...</div></div>	<div><div>👤</div><div>Steven</div></div>	<div><div>👤</div><div>Steven</div></div>	Example
#8	<div><div>🔴</div><div>[Example defect] – The product price font in the product detail...</div></div>	<div><div>🟡</div><div>Me...</div></div>	<div><div>On veri...</div></div>	<div><div>👤</div><div>Steven</div></div>	<div><div>👤</div><div>Steven</div></div>	Example

Version Backtracking

Changes and modifications to a bug are recorded in the action log. **View the version** to view all earlier versions. Version backtracking allows you to restore an earlier version. For more information, see [Version Management](#).

Earlier Versions

账号 Steven 2022/02/08 16:04	<p>step:</p> <ol style="list-style-type: none">1. In the test environment, enter the URL https://mywebsite.com/2. Enter the username Admin and password mypassword;3. Click the "Login" button. <p>Test result: The page prompts "User does not exist".</p> <p>Expected result: "Login successful" is prompted and the page a</p>
账号 Steven 2020/07/22 16:37	

Bug Types and Bug Modules

Manage bug types

When creating and managing a bug, you can set the bug type.

Note:

CODING Bug Management provides five bug types by default:

Functional bug

UI defect

Usability defect

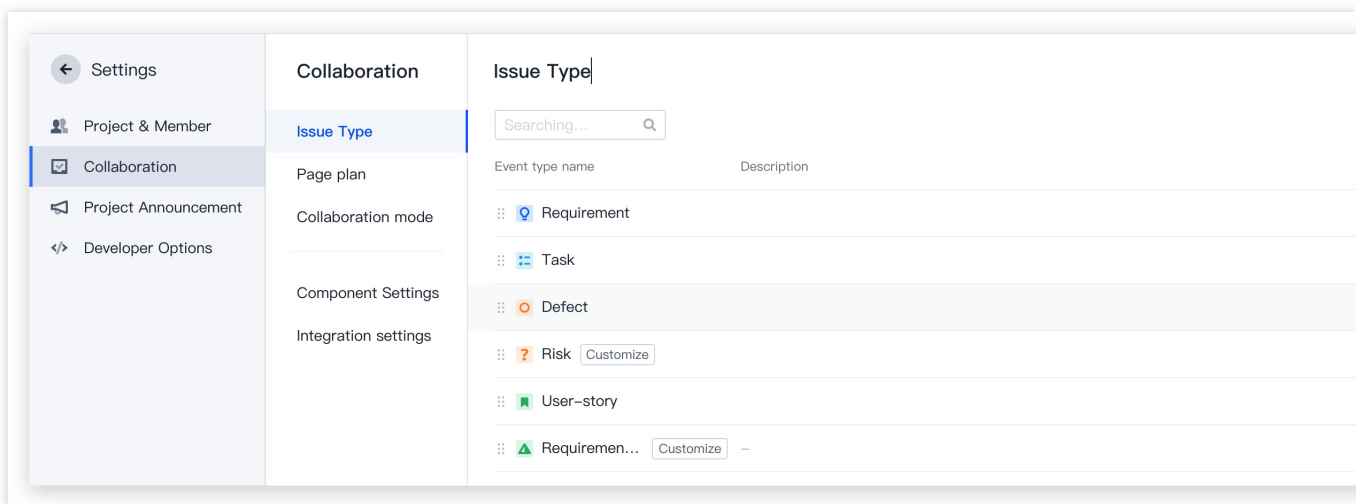
Security defect

Performance defect

Custom bug types are also supported. Only a **team owner** or **admin** can create bug types. After a bug type is added, the bug type can be used for all projects of a team.

Create or use bug types

1. In a project, select **Project Settings > Project Collaboration > Issue Types** in the menu on the left, and click **Fields** to the right of **Bugs**.



2. In **Issue Types > Bugs**, select **Configure Menu Options** to the right of **Bug Type**.

Collaboration

Issue Type

Page plan

Collaboration mode

Component Settings

Integration settings

← Issue Type / Defect

Defect

System

Defect market value The phenomenon in which software does not meet the originally defined business requirements, defect management is used to track these problems and errors

Attribute

Workflow

workflow

beta

Searching for attributes

Attribute Name	Description	Default
Handler	System	—
supervisor	System	—
The above are not sortable		
Defect type	System	—
Priority	System	—
Deadline	System	—
Module	System	—
Tags	System	—
Start-date	System	Start Date
Estimated working hours	System	—
Worklog	System	—
Process	System	—

Apply Configuration

3. Enter a name for the new bug type. You can adjust the priorities of bugs through the drag-and-drop operation. Select **Add** and then click **OK**.

Configuration menu option

After the update,

⋮ Usability issues

⋮ Functional defect

⋮ UI interface issues

⋮ Security

⋮ Performance issues

⋮ A new defect Type

Option name, Max. 40

Confirm

Cancel

Then, in **Issue Types > Bugs**, select **Apply Configuration** to add and apply the bug type.

Collaboration

Issue Type

Page plan

Collaboration mode

Component Settings

Integration settings

← Issue Type / Defect

Defect

System

Defect market value The phenomenon in which software does not meet the originally defined business requirements, defect management is used to track these problems and errors

Attribute

Workflow

workflow


beta

Searching for attributes

Attribute Name	Description	Default
Handler	System	—
supervisor	System	—
The above are not sortable		
Defect type	System	—
Priority	System	—
Deadline	System	—
Module	System	—
Tags	System	—
Start-date	System	Start Date
Estimated working hours	System	—
Worklog	System	—
Process	System	—

Apply Configuration

4. When creating a bug or on the bug details page, you can select a new bug type in the **Bug Types** menu on the right.

 #8 1 follower(s) ▾

[Example defect] – The product price font in the product detail page should be displayed in red and bold

Edit Description

Upload Attachment

Associate to Test Case

Block Relationship

Reference Resources

step:

1. In the test environment, open the product list page;

2. Click on any product to enter the details page.

Test result: The price font of the product is displayed in normal size and the color is black.

Expected result: The item price font is bold in red.

Reference Resources | +

Referenced Resources

#99 sub-requirement B 未开始

Action Log | Worklog

All

Only logs

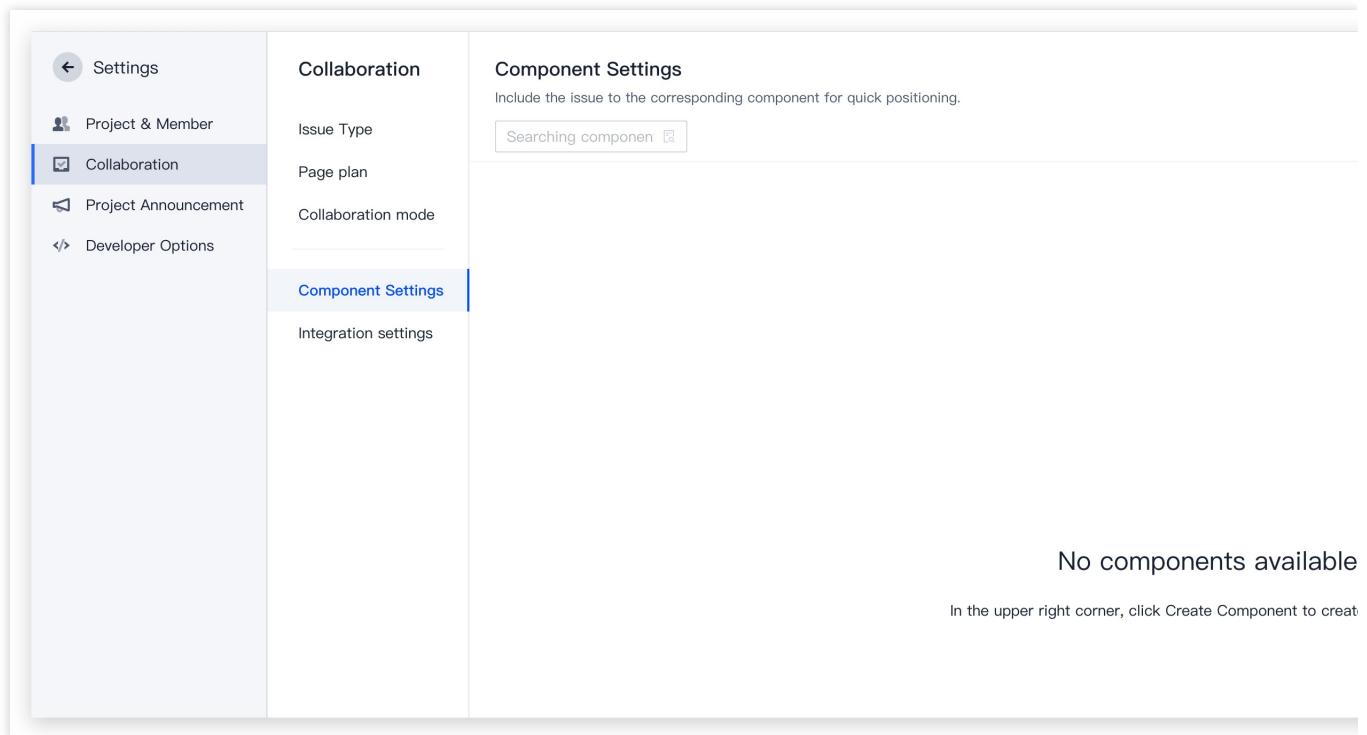
Only comments

Manage bug modules

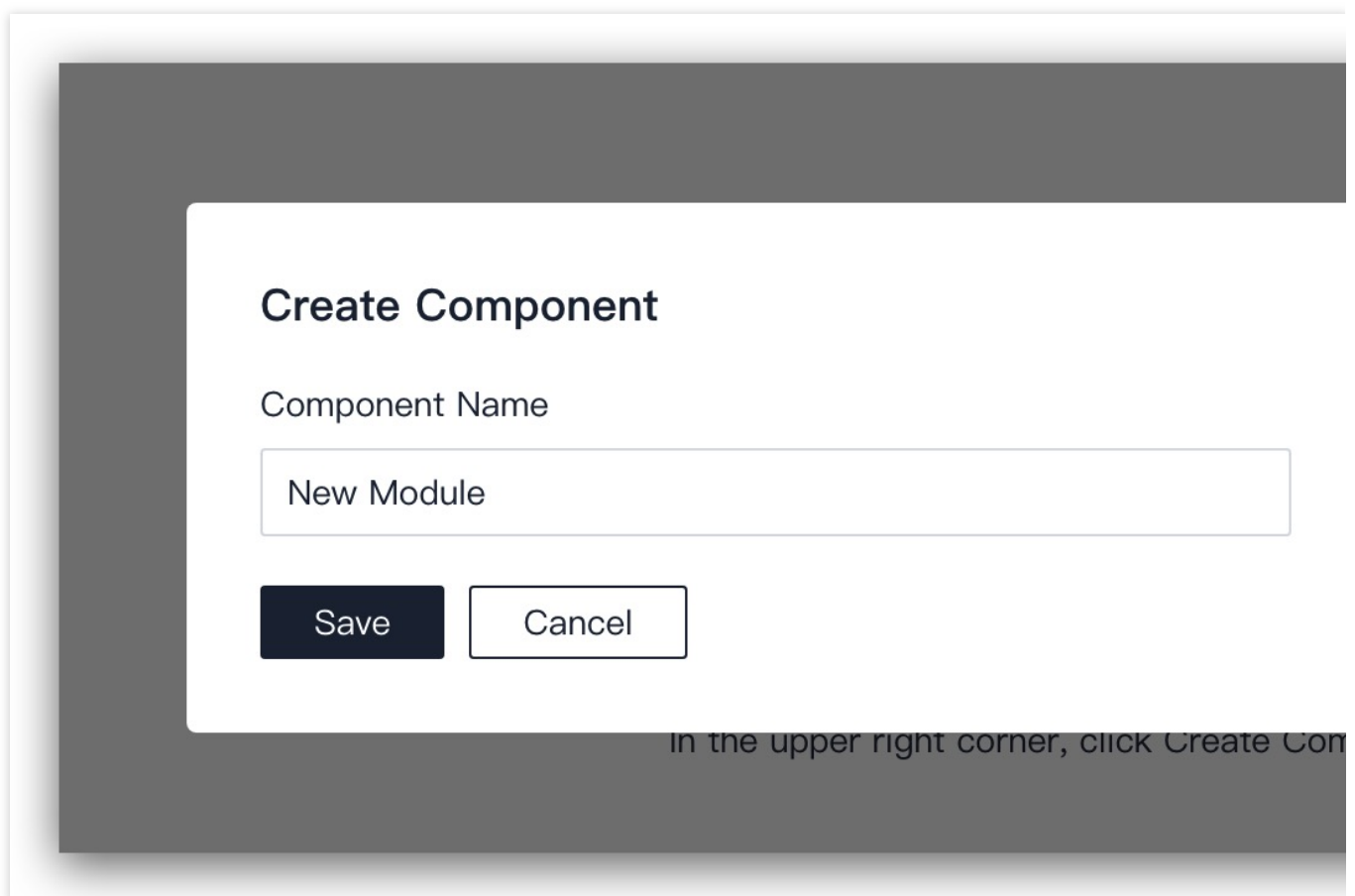
This feature is used to configure modules to which the bugs belong. Creating different modules allows you to manage and locate bugs easily to suit the needs of professional scenarios. Module data can be shared across projects for more efficient collaboration.

Create or use bug modules

1. In a project, select **Project Settings > Project Collaboration > Module Settings** in the menu on the left and click **Create Module**.



2. Enter a module name, and then select **Save** to add the bug module.




In **Module Settings**, click ↑ ↓ to the right of each module to adjust the display priority of modules. You can also

rename or delete the modules.

Component Settings

Include the issue to the corresponding component for quick positioning.

Searching componen 

Component Name






Module A

Module B

3. When creating a bug or on the bug details page, you can select the module to which the bug will be added from the **Modules** menu on the right.

#8 1 follower(s)

[Example defect] – The product price font in the product detail page should be displayed in red and bold

 Edit Description  Upload Attachment  Associate to Test Case  Block Relationship  Reference Resources



step:

1. In the test environment, open the product list page;
2. Click on any product to enter the details page.

Test result: The price font of the product is displayed in normal size and the color is black.
Expected result: The item price font is bold in red.


Reference Resources +

Referenced Resources

 #99 sub-requirement B Not Start 

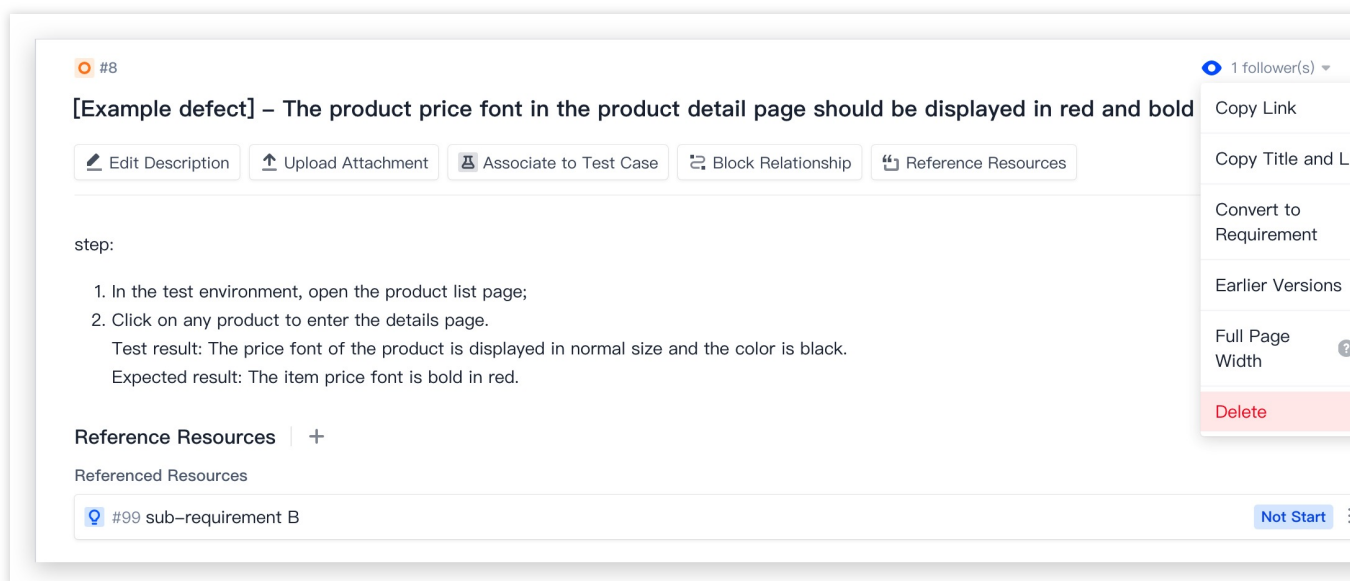
Action Log Worklog

All Only logs Only comments

 Steven created Defect 2020-07-22 16:37

Delete bugs

On the bug details page, select  in the upper-right corner and click **Delete** to delete the bug.



#8

1 follower(s)

[Example defect] – The product price font in the product detail page should be displayed in red and bold

Edit Description Upload Attachment Associate to Test Case Block Relationship Reference Resources

step:

1. In the test environment, open the product list page;
2. Click on any product to enter the details page.

Test result: The price font of the product is displayed in normal size and the color is black.

Expected result: The item price font is bold in red.

Reference Resources +

Referenced Resources

#99 sub-requirement B Not Start

Copy Link

Copy Title and Link

Convert to Requirement

Earlier Versions

Full Page Width

Delete

Block Relationship

Last updated : 2023-12-26 18:02:33

This document describes block relationships in classic project management.

Open Project

1. Log in to the CODING Console and click **Use Now** to go to CODING page.
2. Click



- in the upper-right corner to open the project list page and click a project icon to open the corresponding project.
3. In the menu on the left, click **Project Collaboration**.

Feature Overview


If Issue A is impeded by the progress of Issue B, Issue B can be defined as a **block relationship** of Issue A. **Block relationships** are supported for all CODING Project Collaboration issues (requirements, tasks, and bugs) and are divided into pre-issues and post-issues.

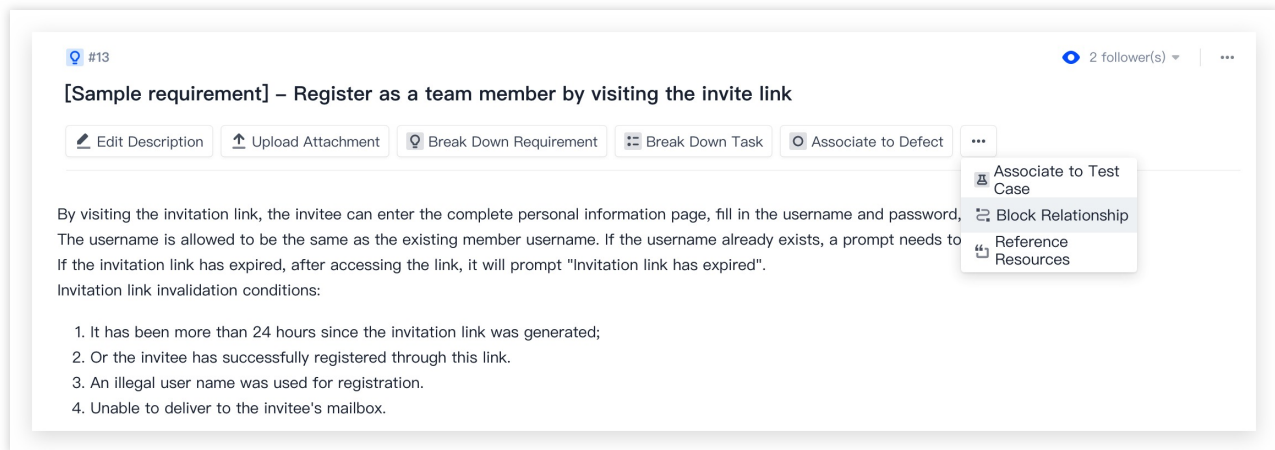
Pre-issue: An issue that needs to be completed before the current issue starts.

Post-issue: The current issue needs to be completed before a post-issue can start.

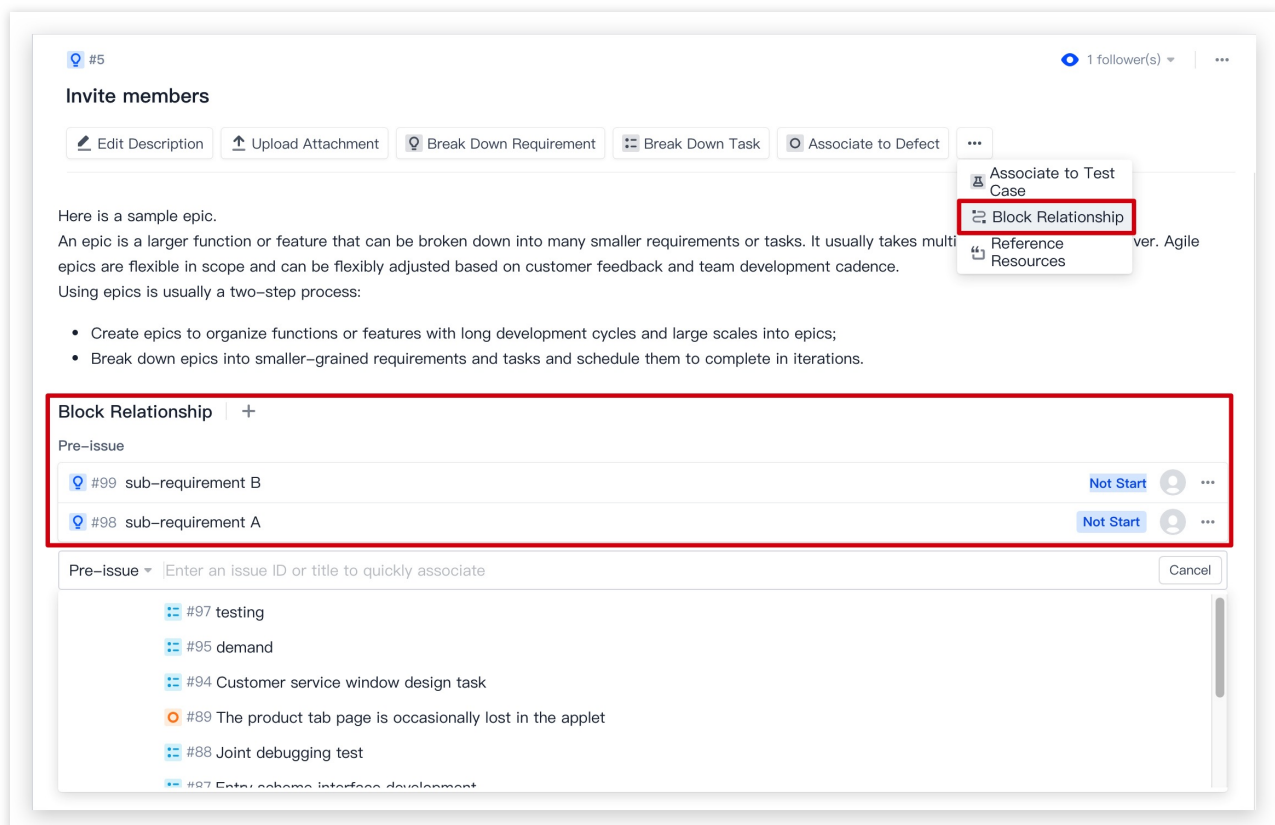
The following example uses a requirement to demonstrate how you can configure and view **block relationships**.

Configure Block Relationship

1. On the issue details page, select  at the top and click **Block Relationship** in the menu.



2. In **Block Relationships**, select between a **pre-issue** and **post-issue**, search for an issue by its ID or title, and then associate it.



3. You can select **...** to the right of an associated issue with a block relationship and click Disassociate.

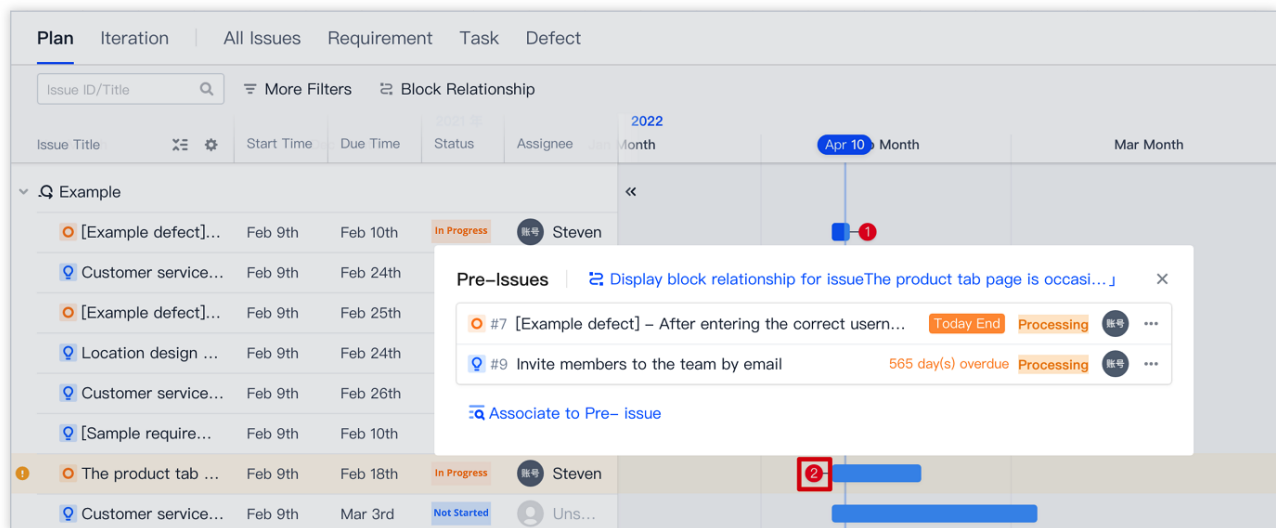
The screenshot shows the 'User Information Management' interface for issue #3 / #18. It features a top navigation bar with icons for Edit Description, Upload Attachment, Decomposition requirements, Break Down Tasks, Associated Defects, and a menu icon. Below the navigation bar is a section for 'Blocking Relationship' with a '+' icon. Under this section, there are two 'Prerequisites' listed: '#8 The front end completes the registration interface slicing and interface integration' (Completed) and '#7 Back-end supports user registration information saving' (Completed). Below the prerequisites is a 'Post Matters' section with one item: '#9 Test Register as a mail user by visiting the invitation link' (Over Due 38 Days, Not Started). At the bottom, there are tabs for 'Activity Log' and 'Working Hours Log'. A red box highlights the 'Unblocking Relationship' button in the bottom right corner.

View Block Relationships

1. On the issue details page, you can view block relationships that are associated with the current issue.

The screenshot shows the issue details page for issue #11. The title is 'Add a pop-up window to invite members by mail and complete the function of inviting members to interact'. Below the title is a navigation bar with icons for Edit Description, Upload Attachment, Block Relationship, and Reference Resources. The main content area is titled 'describe:' and contains a list of tasks: 'Completed the pop-up UI interface for email invitation members;', 'Call the interface and check the validity of the email address;', 'Call the invite member interface.', and 'Version backtracking.'. Below the tasks is a 'Block Relationship' section with a '+' icon. Under this section, there are two 'Pre-issue' items: '#99 sub-requirement B' (Not Start) and '#98 sub-requirement A' (Not Start).

2. In **Plans**, teams can view the block relationships of specific issues in the Gantt chart and make quick modifications. See [Plans](#) for details.



Workload Statistics

Last updated : 2023-12-26 18:02:33

This document describes workload statistics in classic project management.

Open Project

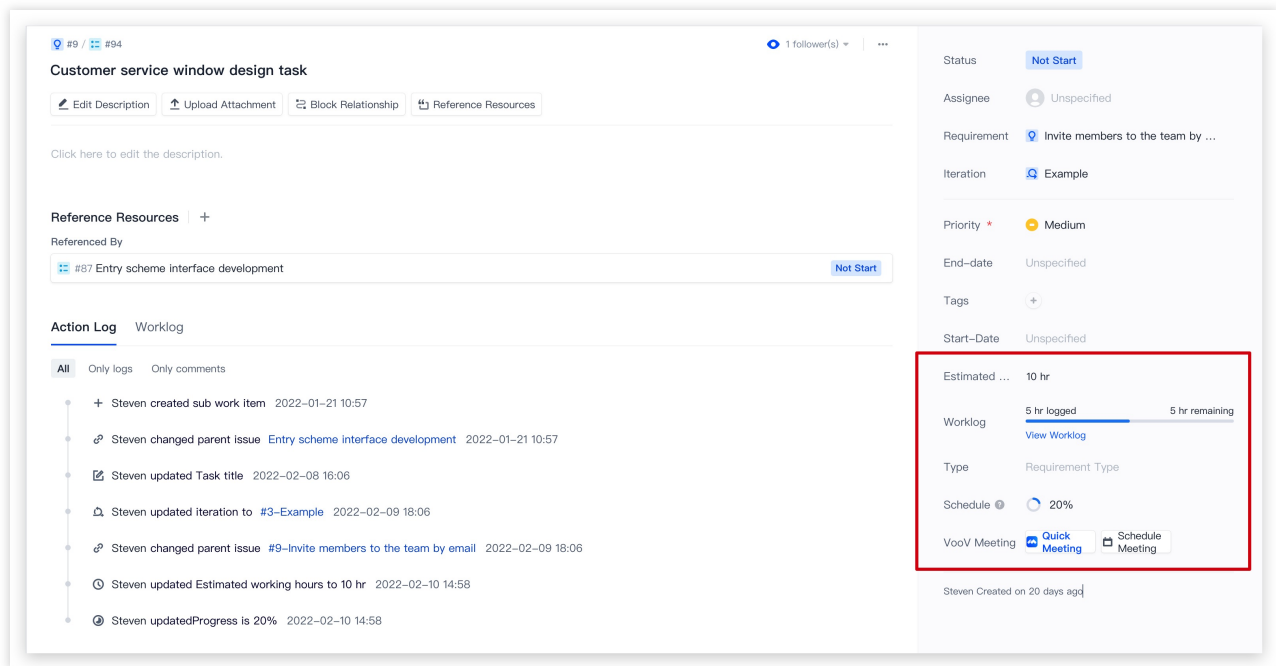
1. Log in to the CODING Console and click **Use Now** to go to CODING page.
2. Click



- in the upper-right corner to open the project list page and click a project icon to open the corresponding project.
3. In the menu on the left, click **Project Collaboration**.

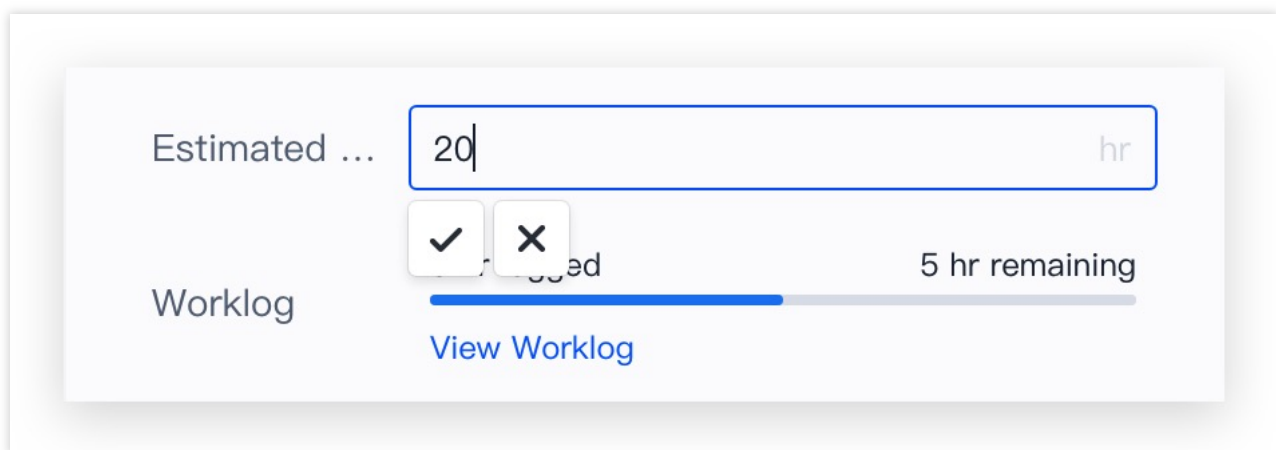
Feature Overview

When a team is collaborating, there are often requirements for the working time of the issue. CODING allows you to set the estimated time when creating an issue (requirement, task, or bug). After you have created the issue, you can log time, add task progress, and perform other operations. After you enter the spent time (amount of time worked) and estimated remaining time, the system will automatically generate a complete worklog, which is helpful for team reviews and efficiency analytics after iterations have been completed. The following example uses a requirement to demonstrate how you can set and edit the **time**.



Estimated Time

When creating an issue, you can enter the **Estimated Time** in hours for the issue (must be no more than 10,000 and 2 decimal places) on the right.



Record Time

1. On the issue details page, you can record time in **Worklog** on the right.

Worklog

5 hr logged

5 hr remaining

[View Worklog](#)


Type


Requirement Type

Schedule ?

20%

VooV Meeting

 Quick Meeting

 Schedule Meeting

2. On the **Record Time** details page, you can enter or modify the spent time, and the remaining time will increase or decrease in real time. Alternatively, you can manually modify the remaining time.

Record Time

7 hr logged

3 hr remaining

Spent Time

2

hr

Remaining Time

3

hr

Start Time *

2022-02-10 13:03

Description

Briefly describe your work.

Record

Cancel

3. By default, the start time is the current time. You can also modify it according to the actual situation. The start time is accurate to the minute.

onship

Record Time

7 hr logged

3 hr remaining

Spent Time

Remaining Time

2

hr

3

hr

Start Time *

2022-02-10 13:05

« < 02/2022 > »

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11

Select time

OK

4. The description is optional. You can briefly sum up and describe the work to facilitate reviews after the iteration is completed.

Record Time

7 hr logged

3 hr remaining

Spent Time

2

hr

Remaining Time

3

hr

Start Time *

2022-02-10 00:00

Description

Briefly describe your work.

Record

Cancel

5. After entering the information, select **Record**. The remaining time of the issue will be updated and a new record will be automatically added to **Worklog**.

#9 / #94

1 follower(s)

Customer service window design task

Edit Description Upload Attachment Block Relationship Reference Resources

Click here to edit the description.

Reference Resources +

Referenced By

#87 Entry scheme interface development Not Start

Action Log **Worklog**

Steven in 2022-02-10 09:58 used 5 hr
Posted on 7min ago Delete

Steven in 2022-02-10 00:00 used 2 hr
Posted on 2sec ago Delete

+ Record Time

Status Not Start

Assignee Unspecified

Requirement Invite members to the team by ...

Iteration Example

Priority * Medium

End-date Unspecified

Tags +

Start-Date Unspecified

Estimated ... 10 hr

Worklog 7 hr logged 3 hr remaining
View Worklog

Type Requirement Type

Schedule 20%

VooV Meeting Quick Meeting Schedule Meeting

Steven Created on 20 days ago

Progress Statistics

On the Create Issue or issue details page, you can enter data in **Progress** on the right and adjust the issue progress. Take note that the current progress cannot be modified if the requirement includes sub-issues. The progress is automatically calculated using the following formula: Parent issue progress = SUM (Direct sub-issue progress) ÷ SUM (Number of direct sub-issues).

#9 / #94

1 follower(s)

Customer service window design task

Edit Description Upload Attachment Block Relationship Reference Resources

Click here to edit the description.

Reference Resources +

Referenced By

#87 Entry scheme interface development Not Start

Action Log **Worklog**

Steven in 2022-02-10 09:58 used 5 hr
Posted on 7min ago Delete

Steven in 2022-02-10 00:00 used 2 hr
Posted on 2sec ago Delete

+ Record Time

Status Not Start

Assignee Unspecified

Requirement Invite members to the team by ...

Iteration Example

Priority * Medium

End-date Unspecified

Tags +

Start-Date Unspecified

Estimated ... 10 hr

Worklog 7 hr logged 3 hr remaining
View Worklog

Type Requirement Type

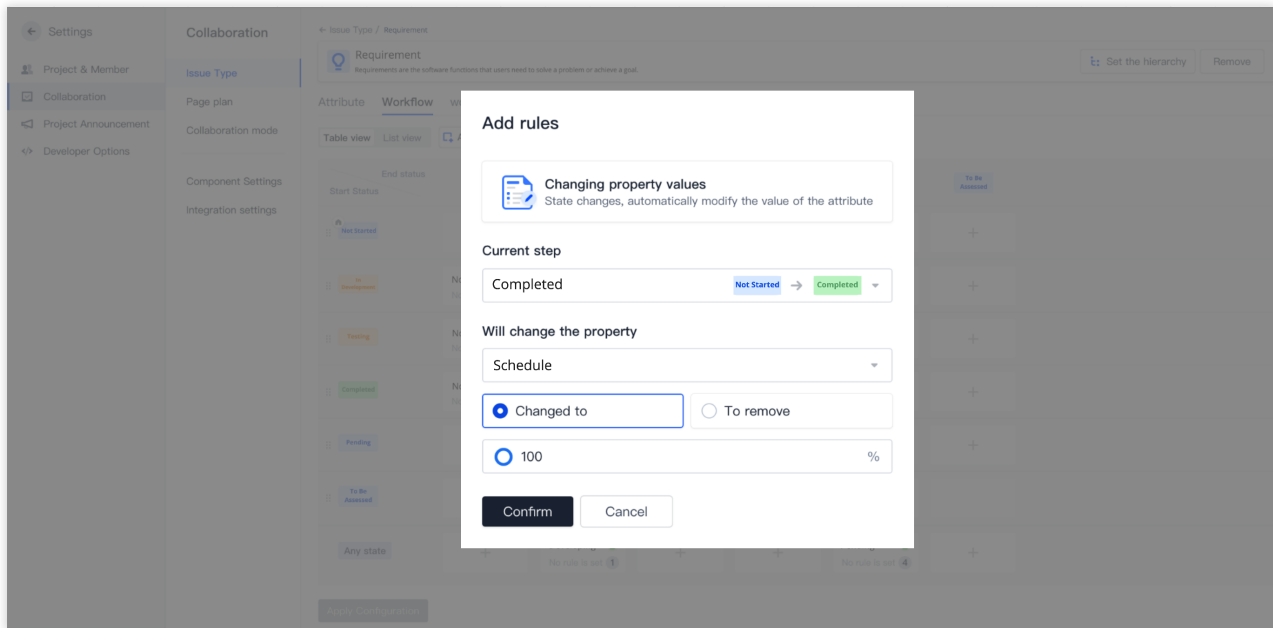
Schedule 20%

VooV Meeting Quick Meeting Schedule Meeting

Steven Created on 20 days ago

Automatically update progress

Progress statistics allow the progress to be automatically updated to 100% when the issue transitions to **Completed**. You will need to configure the **workflow** of the requirement/task separately in **Project Settings > Project Collaboration**. Select **Change Field Value** in **Configuration Rules**, set the current step as **Any Status > Completed**, and set the field being changed to **Progress**. Enter a progress of **100** and the progress will be automatically updated after the configuration is applied.



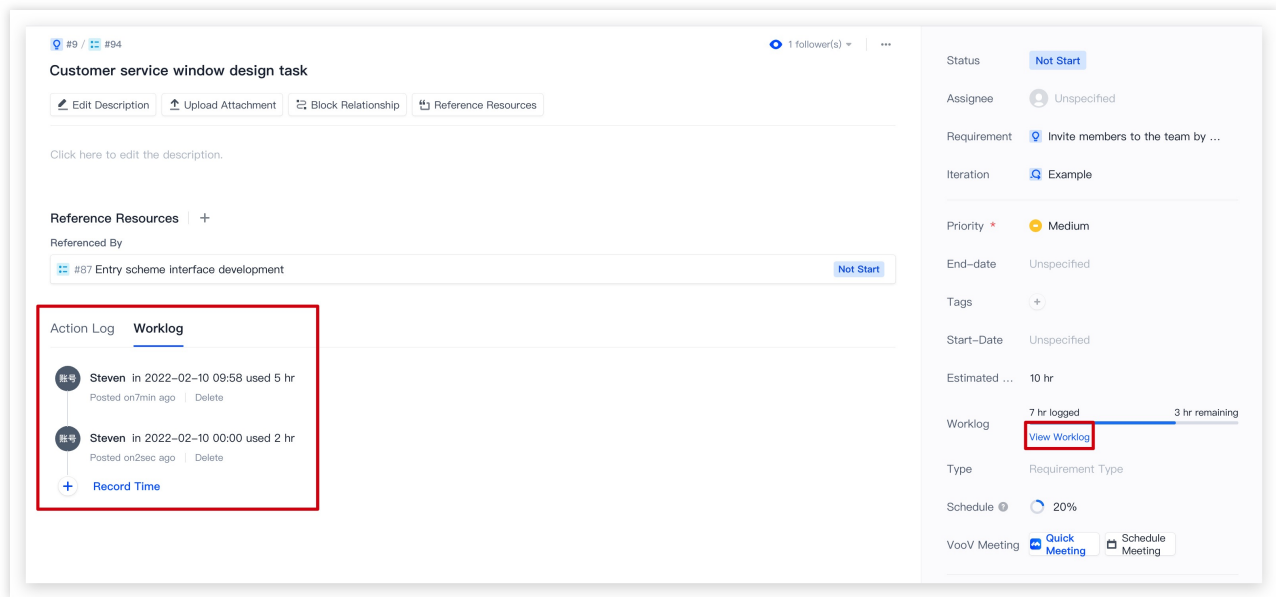
Note:

Only members of user groups with **Management Permissions** enabled can modify or add custom statuses. See [Custom Workflows](#) for details.

Manage Worklogs

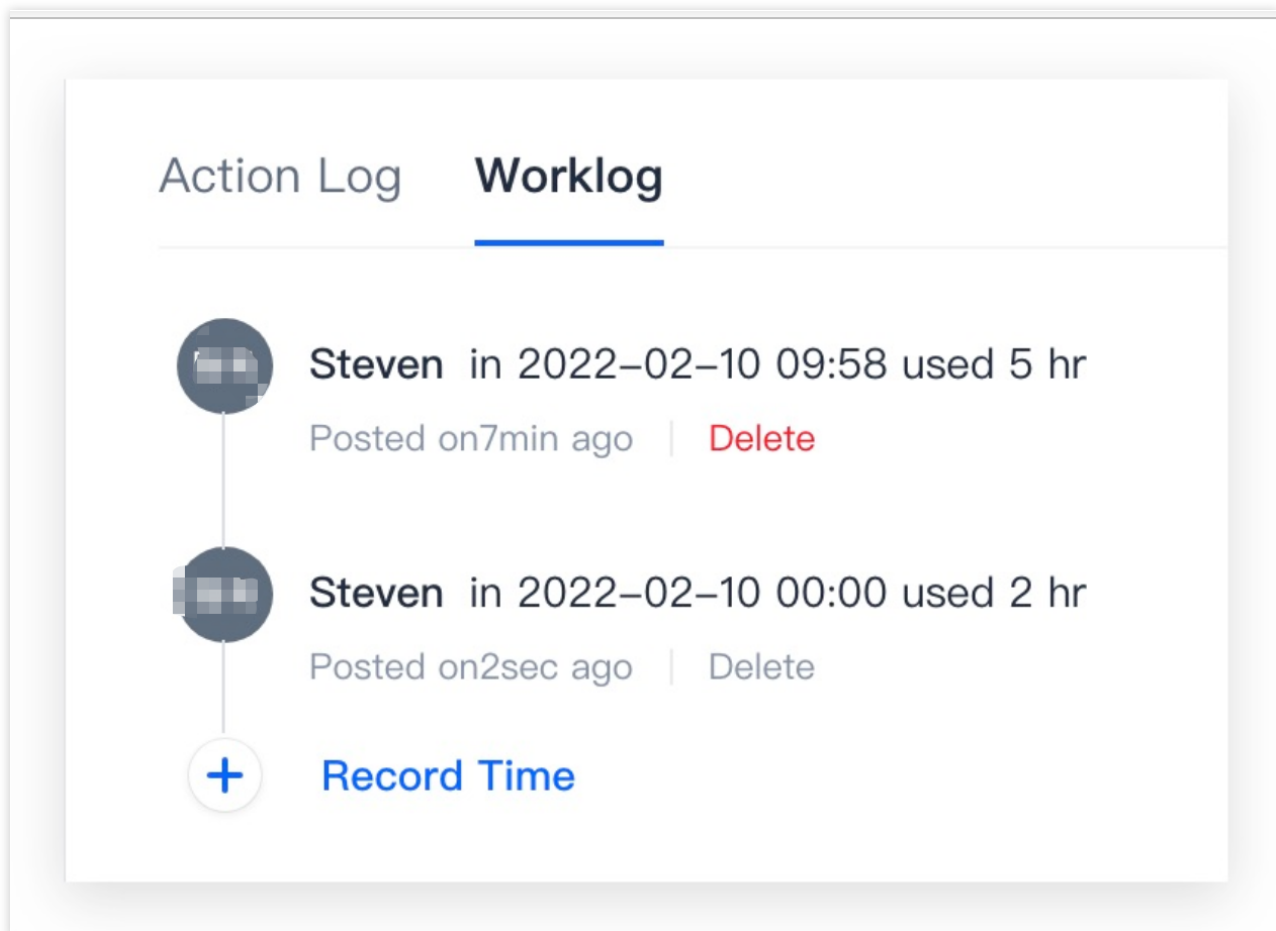
View worklog

In **Worklog**, you can select **View Worklog** and switch between the **action log and worklog** on the Issue Details page. The worklog shows previous operations on the current issue worklog and is sorted by the **start time** entered in Record Time. You can view the member that recorded the time, start time, and description.



Delete worklog

1. A worklog can be deleted by the member that recorded it. In **Worklog**, select **Delete** below the specific worklog.



2. When deleting a worklog, the deleted time will be added to the remaining time if you select Adjust Remaining Time.

Are you sure you want to delete this worklog?

Deleted worklog cannot be restored.

☒ Adjust Remaining Time

Current	→	After Adjustment
3 hr		8 hr

Confirm DeletionCancel

For example, 69 hours have been recorded for a worklog being deleted and the remaining time is 26.92 hours. If **Adjust Remaining Time** is selected, the remaining time will be updated as follows: $26.92 + 69 = 95.92$ hours. If you do not select the checkbox, the remaining time will be unchanged at 26.92 hours.

Note:

Deleted worklog cannot be restored. Proceed with caution.

Track Progress

Last updated : 2023-12-26 18:02:33

This document describes progress tracking in classic project management.

Open Project

1. Log in to the CODING Console and click **Use Now** to go to CODING page.
2. Click

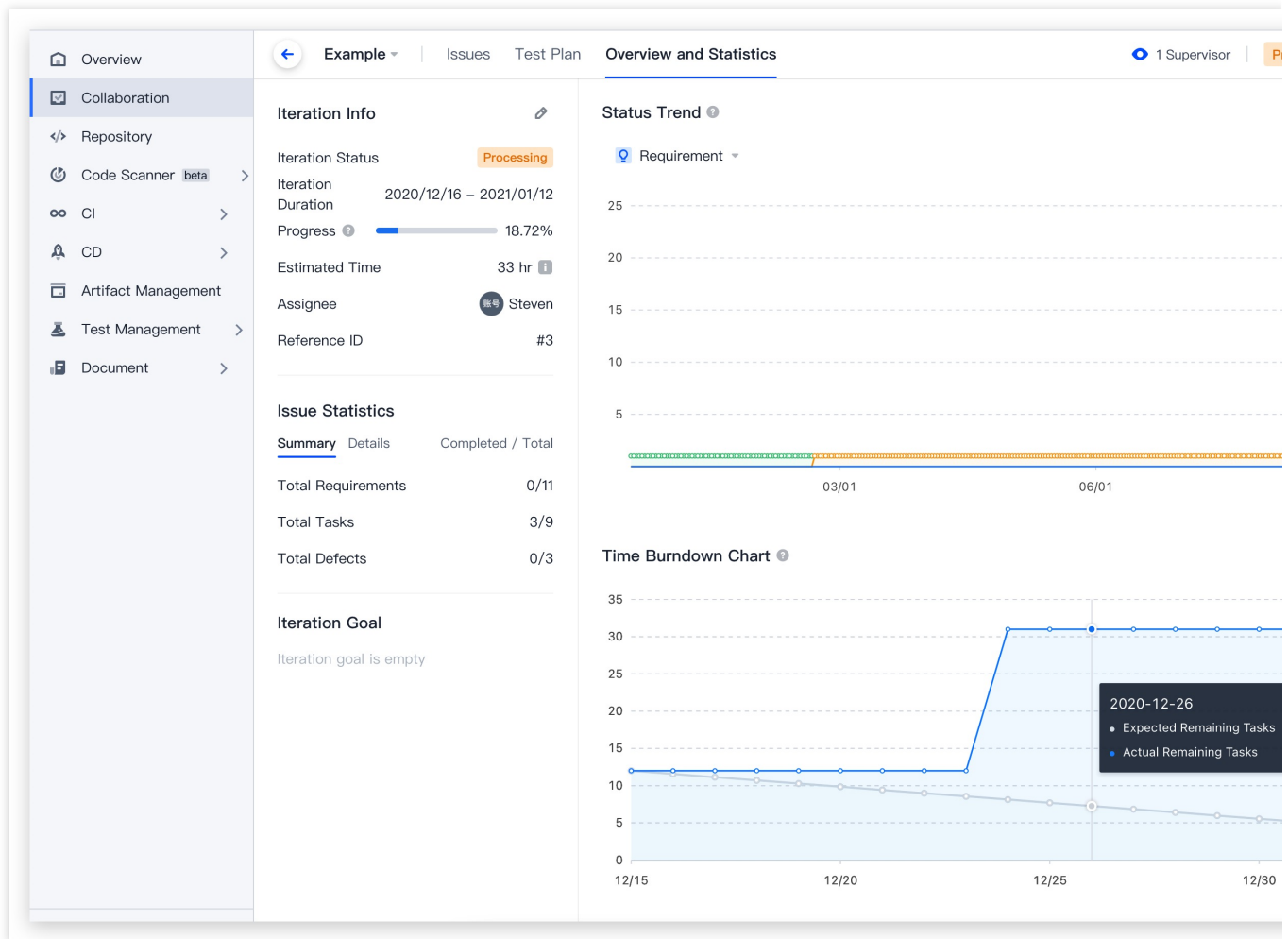


in the upper-right corner to open the project list page and click a project icon to open the corresponding project.

3. In the menu on the left, click **Project Collaboration**.

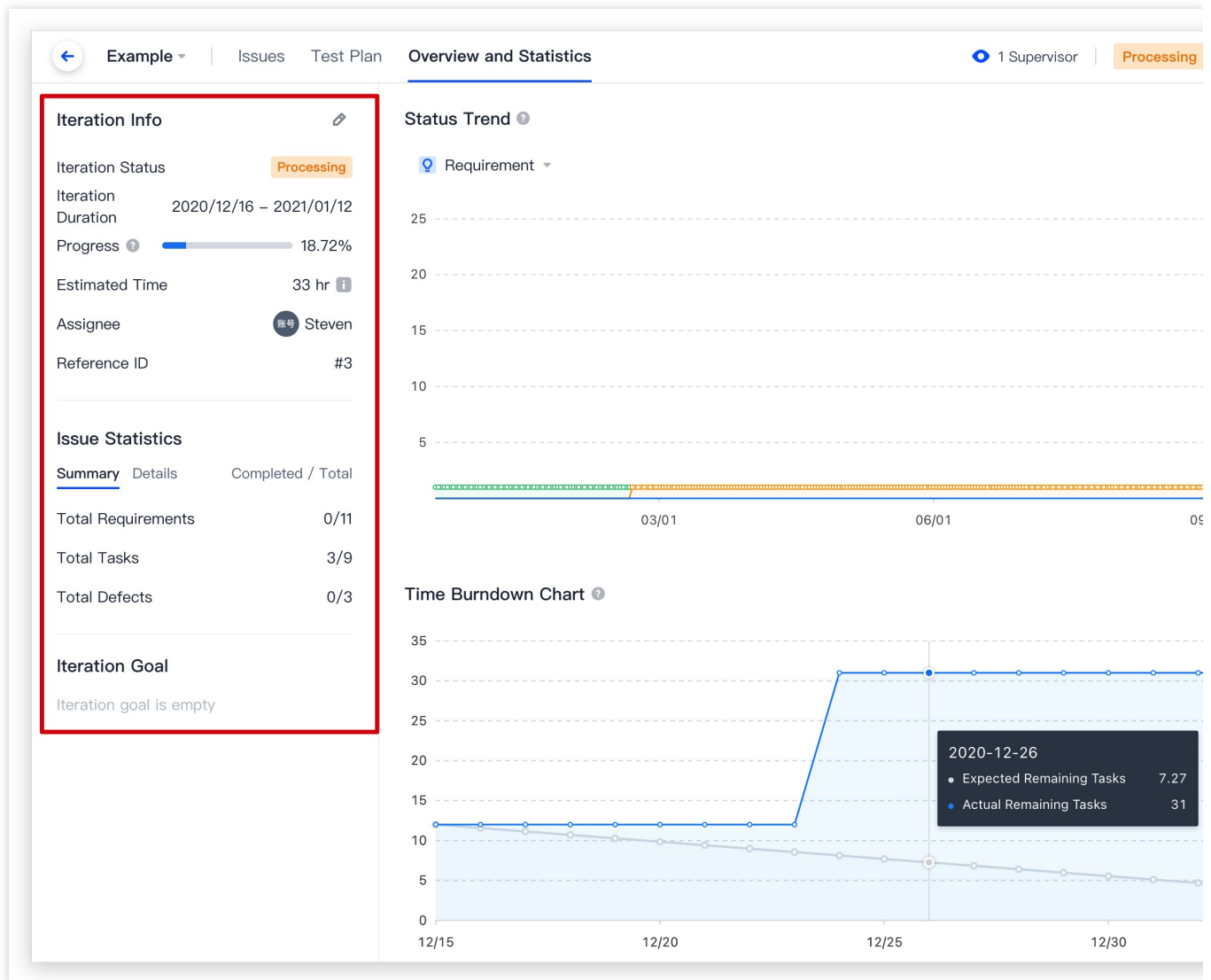
Feature Overview

When the various iteration plans are in progress or have been completed, you can go to a specific iteration in the **Iterations** module to view the iteration information, issue statistics, status trend, time burndown chart, and action log in **Overview and Statistics**, to stay on top of your team's progress for the iteration.



Iteration details

The iteration details on the left of **Overview and Statistics** shows all information of the iteration. The **Iteration Info** includes the current iteration phase, iteration duration, progress, estimated time, and other information. In **Issue Statistics**, the total number of issues and number of completed issues in the iteration are shown.

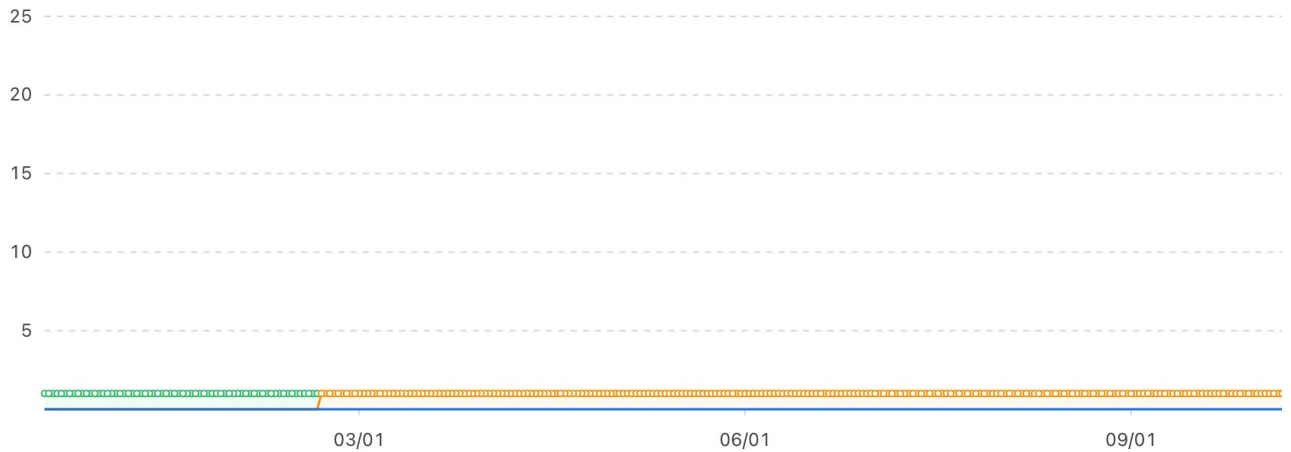


Issue status trend

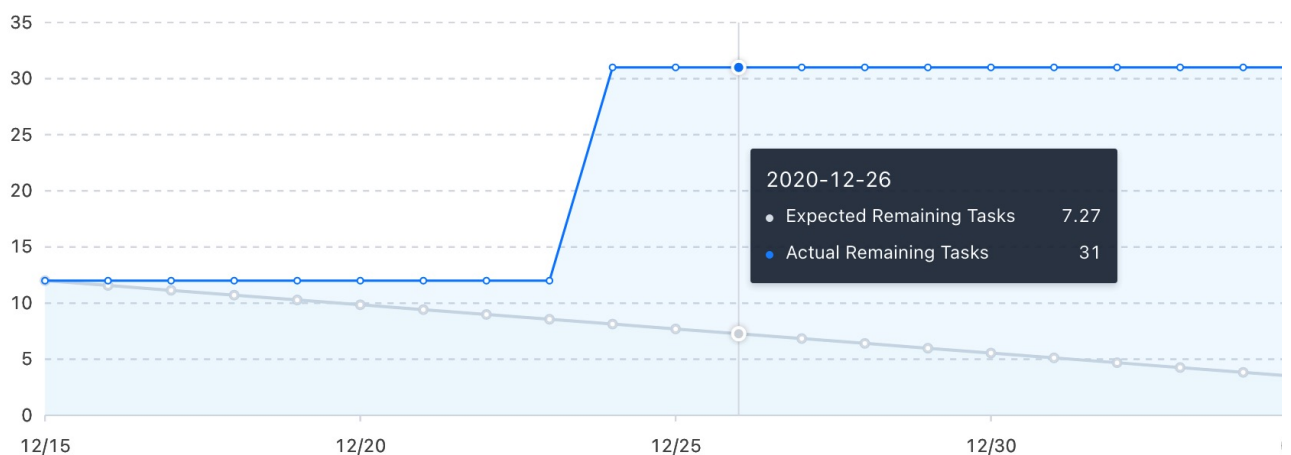
The issue status trend chart in the upper-right corner of **Overview and Statistics** is a stacked area chart showing the change in issue status versus time, highlighting aggregate trends in issues for the development team. You can switch between issues in the dropdown menu. The different area colors indicate different issue statuses, helping teams manage issue progress and make the necessary adjustments to lagging issues.

Status Trend ?

Requirement ▾



Time Burndown Chart ?



Color description

Green: Completed

Orange: In progress

Blue: Not started

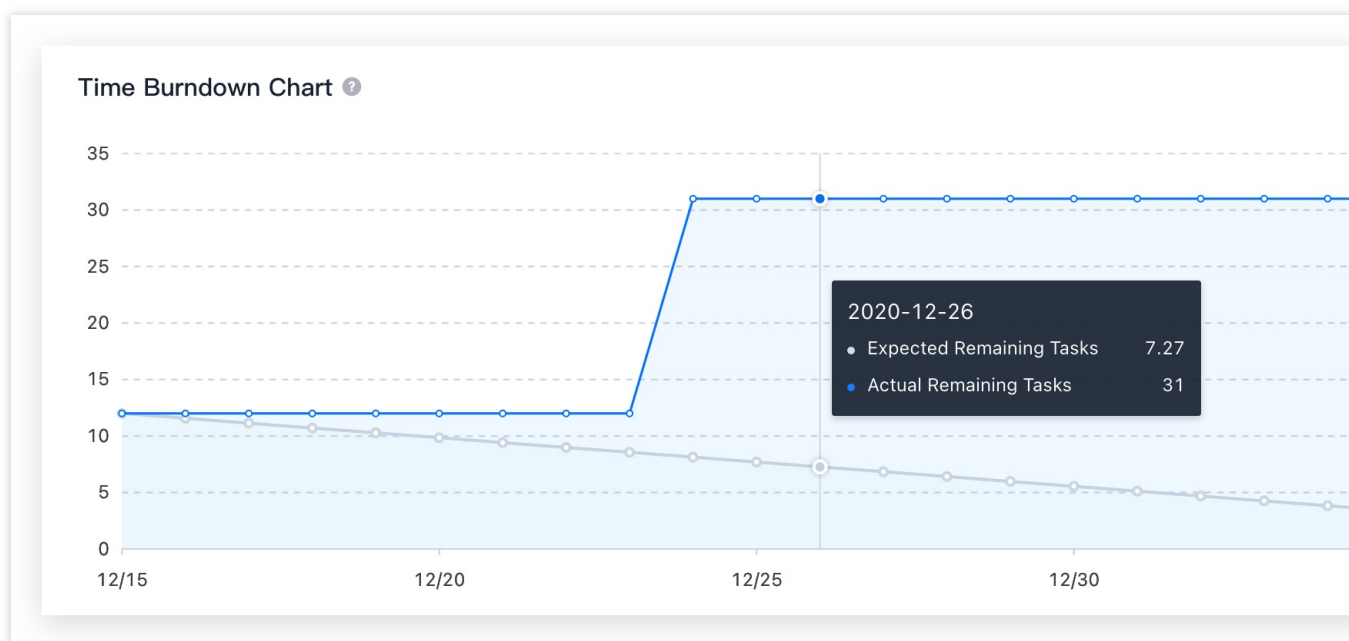
Time burndown chart

If the estimated time and time spent are logged for issues, the **Time Burndown Chart** in **Overview and Statistics** will show the remaining workload versus time. See [Workload Statistics](#) for details on how to use workload statistics. The time burndown chart starts a day before the iteration start time and shows the total estimated time of all issues. The horizontal axis indicates time and the vertical axis indicates the remaining time. The gray (ideal) line is the

expected progress, the blue (actual) line is the actual progress, and the remaining time is computed every day. If you modify the iteration start time on the **Iteration** details page, the start time of the time burndown chart will be updated at the same time.

If the actual progress fluctuates, but remains below the expected progress in the mid to late stage, the issues are progressing smoothly and will likely be delivered on time.

If the actual progress remains above the expected progress constantly, the issues are behind schedule and are at risk of delay. You need to adjust the time and iteration plan in time.



Action log

The **Action Log** below the **Time Burndown Chart** records all operations for the iteration.

Action Log

- + Steven created iteration 2020-07-22 16:37
- ☰ Steven Defect #7-[Example defect] – After entering the correct username and password on the login page, it prom
- ☰ Steven Defect #8-[Example defect] – The product price font in the product detail page should be displayed in red
- ☰ Steven Requirement #9-[Sample requirement] – Invite members to the team by email address Additeration 2020-
- ☰ Steven Task #14-[Sample task]-Add batch sending invitation email interface Additeration 2020-07-22 16:37
- ☰ Steven Task #15-[Sample task] – Add a pop-up window to invite members by mail and complete the interaction fu
- ▶ Steven started iterationand adjusted iteration end time 2020-12-16 16:00
- ✎ Steven updated basic information of iterations 2021-02-20 16:27
- ✎ Steven updated basic information of iterations 2021-02-20 16:27

Scrum Agile Mode

Introduction

Last updated : 2023-12-26 18:02:33

This document describes the Scrum agile project management mode in CODING Project Collaboration.

Open Project

1. Log in to the CODING Console and click **Use Now** to go to CODING.
2. Click



in the upper-right corner to open the project list page and click a project icon to open the project.

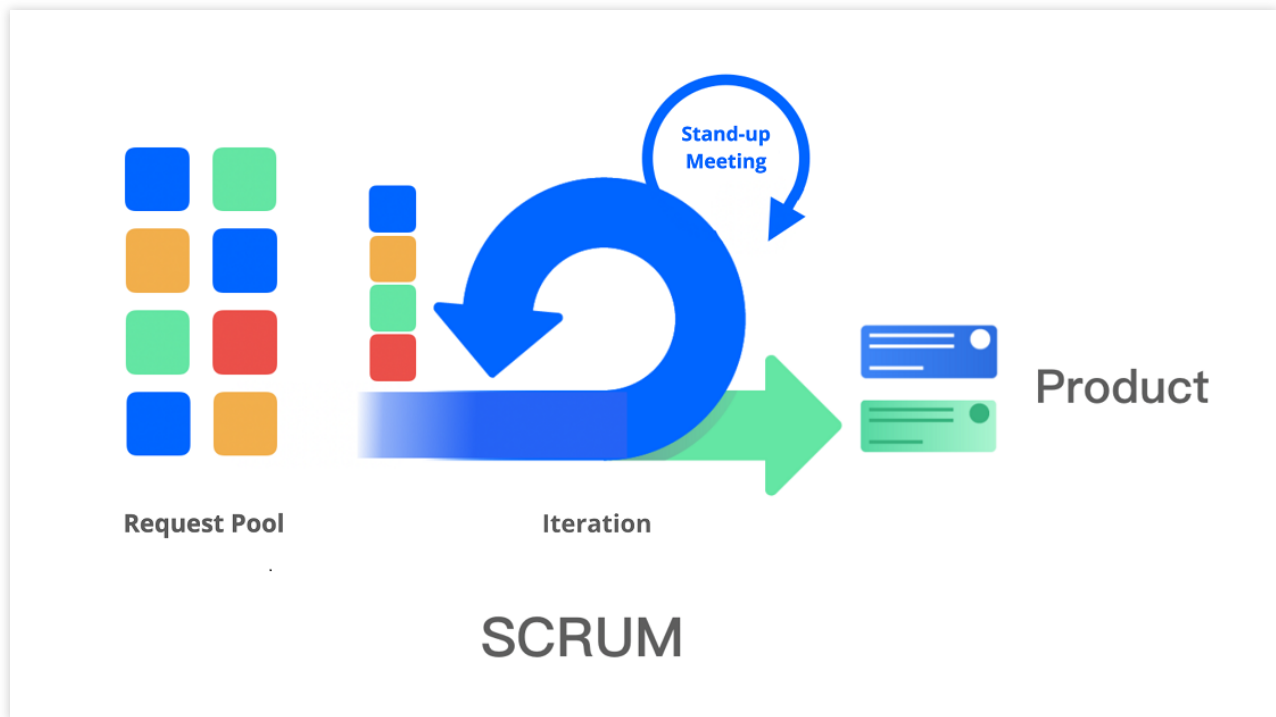
3. In the menu on the left, click **Project Collaboration**.

Function Overview

Agile development covers the entire software process. **Iterations and incremental software development** are at its core. It enables developers to quickly release a runnable but imperfect version of a product into the market, improve the product in subsequent iterations based on user feedback, add one or more complete features that users can perceive, and thus approach the final form of the product.

Notably, agile development **unites organizational culture, processes, and tools**. All the three factors are equally important and none is dispensable. Without tools, agile development cannot "achieve a high speed"; without organizational culture, agile development team members cannot unite as one to achieve common goals.

Based on agile development theories, CODING is a tool that enables development teams to quickly get started with agile development and apply agile development practices with standardized processes and complete information and statistics.



Scrum Agile Project Management Mode

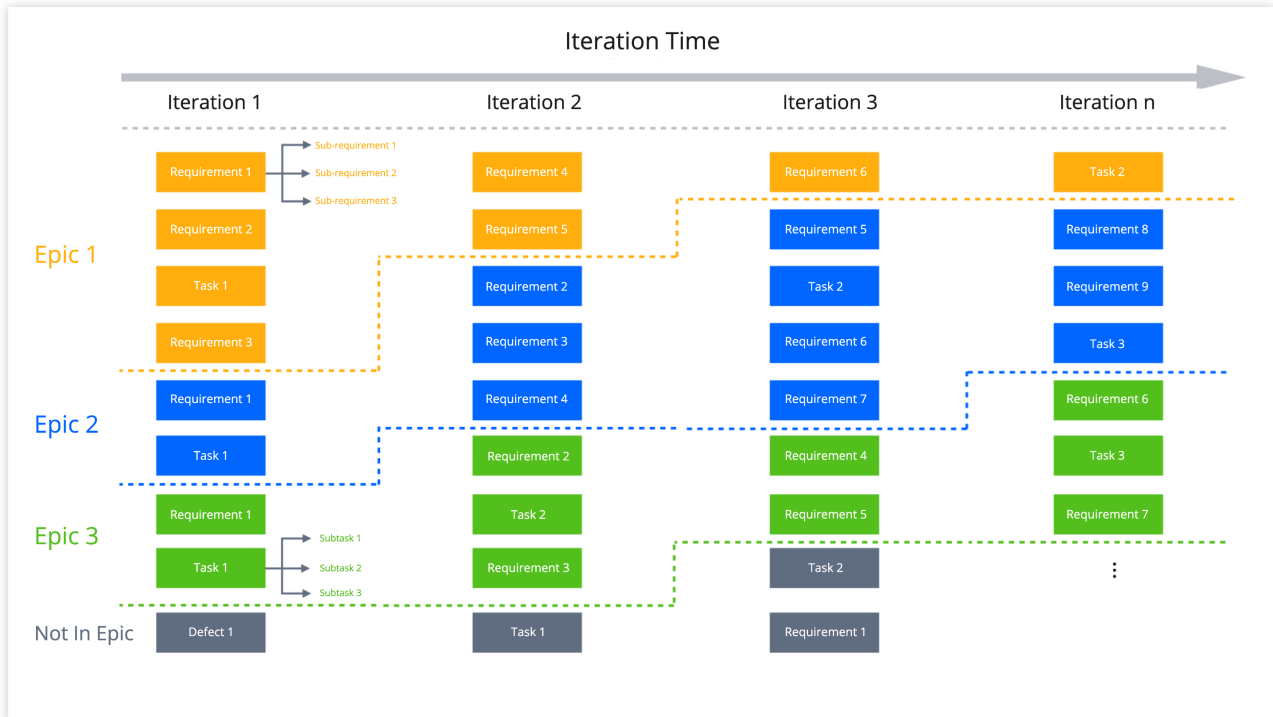
The Scrum agile project management mode in CODING is suited to iteration-driven teams. Such teams expose potential issues faced through quick tests over short durations, and then continuously inspect and adapt their products, teams, and working environments, so as to efficiently and creatively deliver products with maximum value. As demands for efficiency surge, the target audience for agile development has extended beyond IT personnel and become diversified. For example, operations teams can plan activities in CODING Project Collaboration, and product managers can develop projects by using agile development theories. CODING's Scrum agile project management mode enables all kinds of teams to apply Scrum practices. For more information, see [An In-Depth Interpretation of the Latest Version of The Scrum Guide](#).

Features

The Scrum agile project management mode provides iterations and issues (iterations/epics/user stories/requirements/bugs/tasks/sub-issues) as the major collaboration tools. A large task can be created as an **epic**, and then broken down into detailed requirements, tasks, and bugs. The key to agile collaboration is quickly releasing the most simplest version, which is effective yet imperfect. Each iteration includes five steps: planning, design, coding, testing, and review. In such a positive workflow where products are continuously improved with new functions, a more complete form of the product is approached through frequent releases and tracking feedback on the previous iteration.

Hierarchical Relationships Between Workflow Issues

The following figure illustrates the hierarchical relationships among complete workflows (iterations, epics, user stories, requirements, bugs, tasks, and sub-issues).



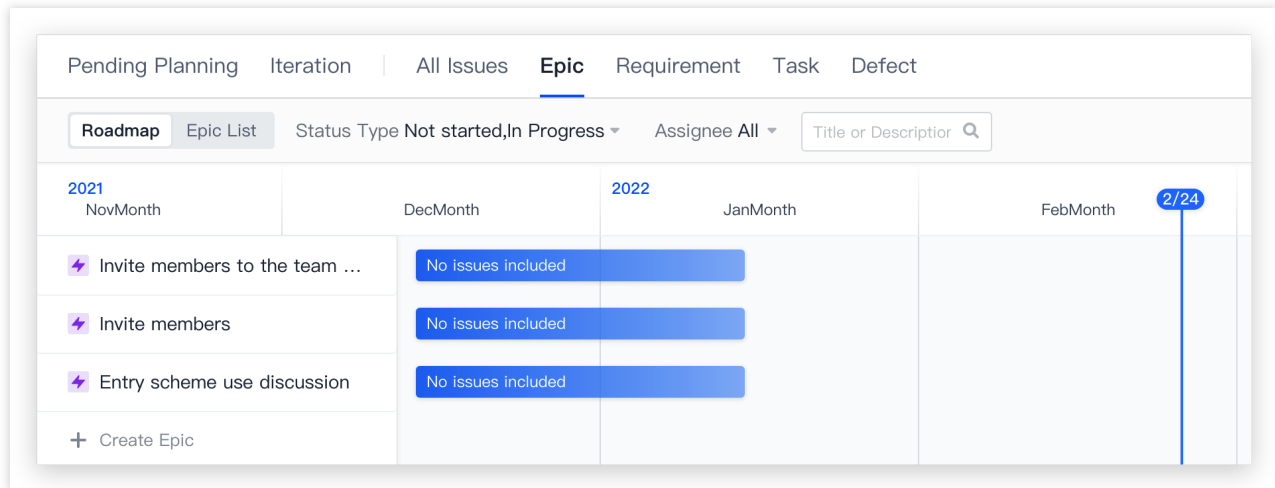
Iterations

Iterations are the horizontal axis of agile development. Generally, they reflect the production process of a certain version, from requirement analysis to test completion. You can add requirements, tasks, and bugs to an iteration. An iteration goes through three phases in its lifecycle: "Not started", "In progress", and "Completed". In iteration-driven development, the entire development process is divided into a series of short iterations with a fixed duration (for example, two weeks).

Pending Planning Iteration All Issues Requirement Task Defect								+ Create Iteration	
Status Not startedIn Progress Assignee All		Iteration Time Start Date To End Date		Search Iterations		By ID			
Reference ID	Iteration Name	Start Time	End Time	Status	Progress	Assignee			
#96	Third Group	2022/02/09	2022/02/28	Not started	0%	Steven			
#93	gogogo	Unspecified	Unspecified	Not started	0%	Unspecified			
#3	Example	2020/12/16	2021/01/12	In Progress	13.05%	Steven			

Epics

Epics are the vertical axis of agile development. An epic divides large-scale work into detailed issues and generally takes several iterations to complete. The requirements and tasks under an agile epic can be flexibly adjusted based on the customer feedback and the team's development progress. An epic is broken down into requirements and tasks of smaller granularity, which are then added in iterations for completion.



User stories

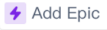
The user story is the smallest unit of work in the agile framework. It describes the value brought by software to users and is an important measure for agile requirements. A good user story includes the following three elements:

Role: Who will use this feature?

Activity: What feature needs to be fulfilled?

Business value: Why is this feature needed? What kind of value will it bring?









Create User Story

 Add Epic | 1 follower(s) ▼






Title *

User Story Description



Write

H B        

Preview


Enter a description here (markdown supported)

Attachments |  Upload Attachment  Others ▼
No attachment added


Create


Cancel

 | ☐ Continue Creation

Assignee
 Unspecified


Iteration
Not added to iterat...


Story Points


Status *
 Medium

Start Date
Unspecified






































Deadline
Unspecified

Label


Schedule
 0%

Requirements

A requirement refers to a software function that users need in order to solve a certain problem or achieve a certain goal. Requirements help team members track more detailed problems. Generally, a requirement can be completed in one iteration. In an iteration, any number of requirements may be completed.

Plan Iteration All Issues Requirement Task Defect							
☰ All Open ▾ ⌵							
Issue Type All ▾ Status Type Not started, In Progress ▾ Assignee All ▾ + Filter ▾ <input type="text" value="Title or Description"/> 🔍							
ID	Title	Priority	Status	Handler	Founder	Iteration	
#13	 [Sample requirement] – Register as a team member by ...	 0/4  Cri...	 In Development	 admilk	 Steven	Example	
#9	 Invite members to the team by email	 0/1  High	 Not Started	 Steven	 Steven	Example	
#5	 Invite members	 High	 Not Started	 Steven	 Steven	Example	
#99	 sub-requirement B t	 Me...	 In Development	 Unspec...	 Steven	Example	
#98	 sub-requirement A t	 Me...	 In Development	 Unspec...	 Steven	Example	
#84	 Customer Service Response Portal Development	 Me...	 Not Started	 Unspec...	 Steven	gogogo	
#83	 Customer service response entrance design	 Me...	 Not Started	 Unspec...	 Steven	Example	

Tasks

Tasks refer to specific activities carried out to achieve a certain goal. Generally, a task can be completed in one iteration. In an iteration, any number of tasks may be completed. One task can be associated with other issues, or broken down into several sub-issues for flexible task assignment.

Pending Planning Iteration All Issues Epic Requirement Task Defect										
Issue Type All Status Type Not started,In Progress Assignee All + Filter Title or Description										
ID	Title	Priority	Status	Handler	Founder	Iteration	Deadline	Creation Time	Update Time	
#97	testing	Me...	In Development	Unspec...	Steven	Example		2022/02/09 17:57	2022/02/09 17:57	
#95	demand	Me...	Not Started	Unspec...	Steven	Example	Last FridayEnd	2022/01/21 15:40	2022/02/09 15:56	
#94	Customer service window design task	Me...	Not Started	Unspec...	Steven	Example		2022/01/21 10:57	2022/02/10 15:06	
#87	Entry scheme interface development	Me...	In Development	Unspec...	Steven			2020/12/21 14:44	2022/02/10 14:12	
#85	Entry scheme use discussion	Me...	In Development	Unspec...	Steven			2020/12/21 14:42	2022/02/08 16:06	
#73	Due to the change of product name, the email URL needs to b...	Me...	Not Started	Unspec...	Steven	Example	Last ThursdayEnd	2020/10/13 11:49	2022/02/09 15:56	
#72	Investigate whether each mail interface provider meets the proj...	Me...	Not Started	Unspec...	Steven	Example	Feb 12thEnd	2020/10/13 11:47	2022/02/09 15:56	
#11	Add a pop-up window to invite members by mail and complete...	Me...	Not Started	Steven	Steven	Example	Jul 23rd 2020End	2020/07/22 16:37	2022/02/08 16:15	

Bugs

A bug is a failure to meet an initially defined business requirement. Bugs include any such defect except coding errors.

Pending Planning Iteration All Issues Epic Requirement Task Defect										
All Open Status Type Not started,In Progress Assignee All + Filter Title or Description										
ID	Title	Priority	Status	Handler	Founder	Iteration	Deadline	Creation Time	Update Time	
#7	[Example defect] - After entering the correct username and pa...	High	In Development	Steven	Steven	Example	Feb 10thEnd	2020/07/22 16:37	2022/02/09 15:55	
#89	The product tab page is occasionally lost in the applet	Me...	Not Started	Steven	Steven	Example	Last FridayEnd	2020/12/21 16:54	2022/02/09 15:54	
#8	[Example defect] - The product price font in the product detail...	Me...	Not Started	Steven	Steven	Example	TomorrowEnd	2020/07/22 16:37	2022/02/10 17:44	

Start Scrum Agile Project Management Mode

In the following section, we will use a common agile development workflow to demonstrate how to use the Scrum agile project management mode in CODING.

Create projects

The first step of agile development is to **confirm the personnel composition of an agile team**. Generally, an agile team consists of three roles:

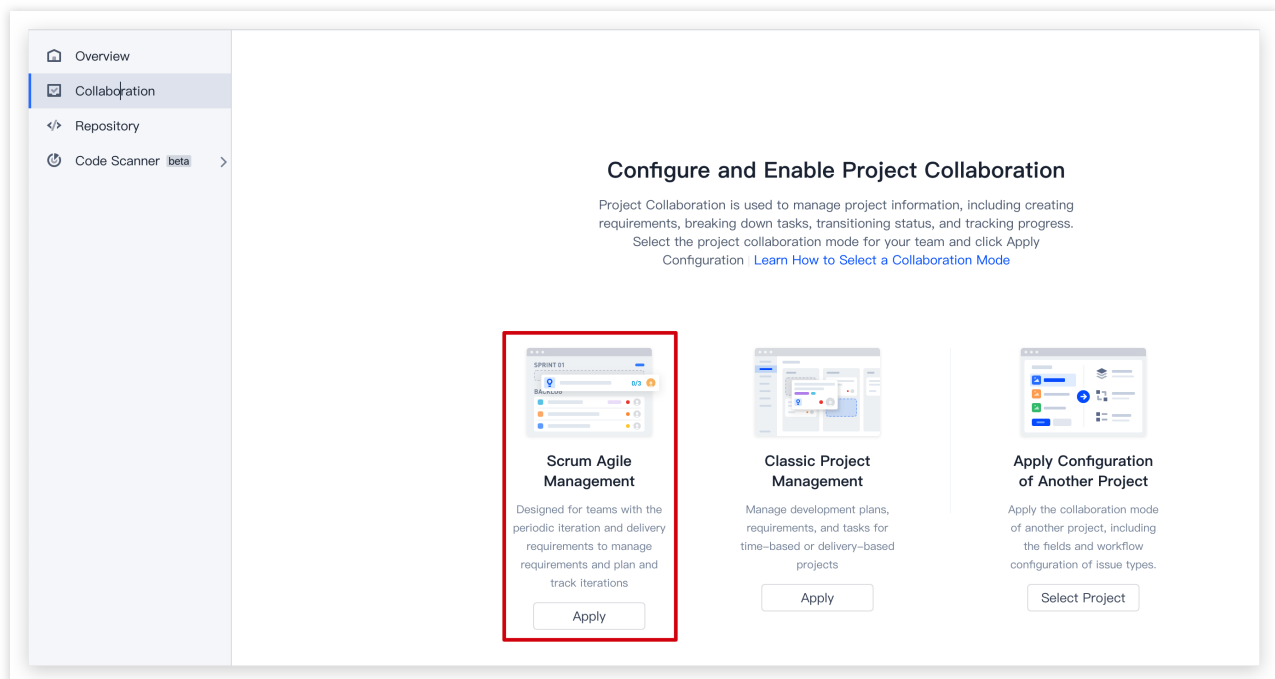
1. A product owner who makes decisions

2. A Scrum Master who provides agile process services to the team

3. Developers

After confirming the members, create an agile development project in CODING. When you enter **Project**

Collaboration for the first time, select **Scrum Agile Management**, and then add all team members to this project.



Start first iteration

Conduct an iteration planning meeting, where all team members clarify and reach a consensus on the scope of the current iteration. The Scrum Master should add planned user stories, requirements, bugs, and all other issues to the iteration and set the start and end time, and then start the first iteration. As the iteration goes on, team members can adjust their work based on the iteration statistics collected. The biggest concern for the Scrum Master is ensuring that the iteration goes on as planned.



After the iteration starts, team members should conduct daily stand-up meetings to discuss and solve problems found in their work. Daily stand-up meetings must be as simple as possible and not last for more than half an hour. During the meetings, team members describe what they did yesterday, what to do today, and what problems they have found. If any problem occurs, relevant personnel need to work together to solve it.

Requirement management

In the requirement management module, the product owner can maintain and update the product backlog. User stories and requirements can be assigned by the product owner or claimed by developers. When drafting user stories and requirements, the product owner can specify key information such as priority, assignee, and due date. In addition, you can upload files and associate external resources.

Plan Iteration All Issues Requirement Task Defect									
<div> <div>All</div> <div>Issue Type All</div> <div>Status Type Not started, In Progress</div> <div>Assignee All</div> <div>+ Filter</div> <div>Title or Descriptor</div> </div> <div> <div>Create Requirement</div> <div>Requirement</div> <div>User Story</div> <div>ImportRequirement</div> <div>ExportRequirement</div> <div>Switch to tile view to export</div> </div>									
ID	Title	Priority	Status	Handler	Founder	Iteration	Deadline	Creation Time	
#13	[Sample requirement] - Register as a team member ...	0/4	Cri...	admik	Steven	Example	Next ThursdayEnd	2020/07/22 16:37	2022/02/09 15:56
#98	sub-requirement A	Me...	Not Started	Unspec...	Steven	Example		2022/02/09 17:58	2022/02/09 17:58
#99	sub-requirement B	Me...	Not Started	Unspec...	Steven	Example		2022/02/09 17:59	2022/02/09 17:59
#9	Invite members to the team by email	0/1	High	Steven	Steven	Example	Jul 25th 2020End	2020/07/22 16:37	2022/02/08 16:03

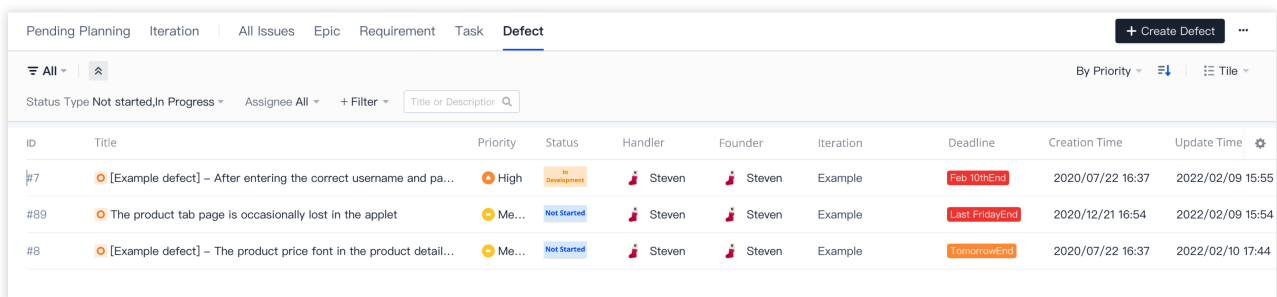
Test management

Generally, each iteration will generate a version that can be released. Before officially deploying the version, testing must take place. Based on the functions, test engineers can write test cases, and then plan and execute test plans in CODING. During the execution of a test plan, some issues may be found, which we usually call bugs or defects. Except for coding errors, any other failure to meet an initially defined business requirement is a bug, which must be considered in the next iteration.

For more information, see [Test Management](#).

Bug management

Defects found in the test phase or after a version is officially released can be managed in the bug management module of CODING. They can be prioritized and then added to the next iteration. Depending on the specific defect, urgent bugs must be reported to product personnel and fixed as early as possible. On the contrary, bugs with a low priority can be fixed in subsequent iterations. In the bug management module, key indicators are comprehensively measured, such as the bug type, priority, module, and time at which a bug was identified. This enables test engineers to learn about the bug fixing progress in real time.



The screenshot displays the 'Defect' tab in the CODING interface. At the top, there are navigation tabs: Pending, Planning, Iteration, All Issues, Epic, Requirement, Task, and Defect (which is selected). A '+ Create Defect' button is in the top right. Below the tabs, there are filters for 'All' (with a dropdown arrow), 'Status Type' (with a dropdown arrow), 'Not started, In Progress' (with a dropdown arrow), 'Assignee' (with a dropdown arrow), and '+ Filter' (with a dropdown arrow). A search bar labeled 'Title or Description' with a magnifying glass icon is also present. To the right of the filters, there are sorting options: 'By Priority' (with a dropdown arrow), a list icon, and 'By Title' (with a dropdown arrow). The main table has the following columns: ID, Title, Priority, Status, Handler, Founder, Iteration, Deadline, Creation Time, and Update Time. There are three rows of defect data:

ID	Title	Priority	Status	Handler	Founder	Iteration	Deadline	Creation Time	Update Time
#7	[Example defect] - After entering the correct username and pa...	High	In Development	Steven	Steven	Example	Feb 10th End	2020/07/22 16:37	2022/02/09 15:55
#89	The product tab page is occasionally lost in the applet	Medium	Not Started	Steven	Steven	Example	Last Friday End	2020/12/21 16:54	2022/02/09 15:54
#8	[Example defect] - The product price font in the product detail...	Medium	Not Started	Steven	Steven	Example	Tomorrow End	2020/07/22 16:37	2022/02/10 17:44

Complete first iteration

Regardless of whether all issues in an iteration have been completed, the iteration comes to an end at the preset end time. Before an iteration is actually completed, the product owner should assess all deliverables, review the issue completion status, and calculate the objective achievement rate. After all issues are reviewed, the Scrum Master can formally finish the iteration by clicking the Complete Iteration button.

At the end, team members should conduct a retrospective meeting to summarize what went well and shortcomings in the current iteration, and list the executable tasks for the next iteration, so as to improve the development efficiency of the entire team.



Start new iteration

A series of short, quick iterations that are closely connected are at the core of agile development. During these iterations, product functions are verified and market feedback is continuously collected to deliver a product of value. In addition to choosing the appropriate processes and tools, organizational support is essential for effective agile practices. As teams may not face the exact same problems, agile practices are actually iterations as well. The problems summarized in every retrospective meeting will become invaluable experience for your team.

Manage Backlog

Last updated : 2023-12-26 18:02:33

This document describes the backlog in Scrum agile management.

Open Project

1. Log in to the CODING Console and click **Use Now** to go to CODING.
2. Click



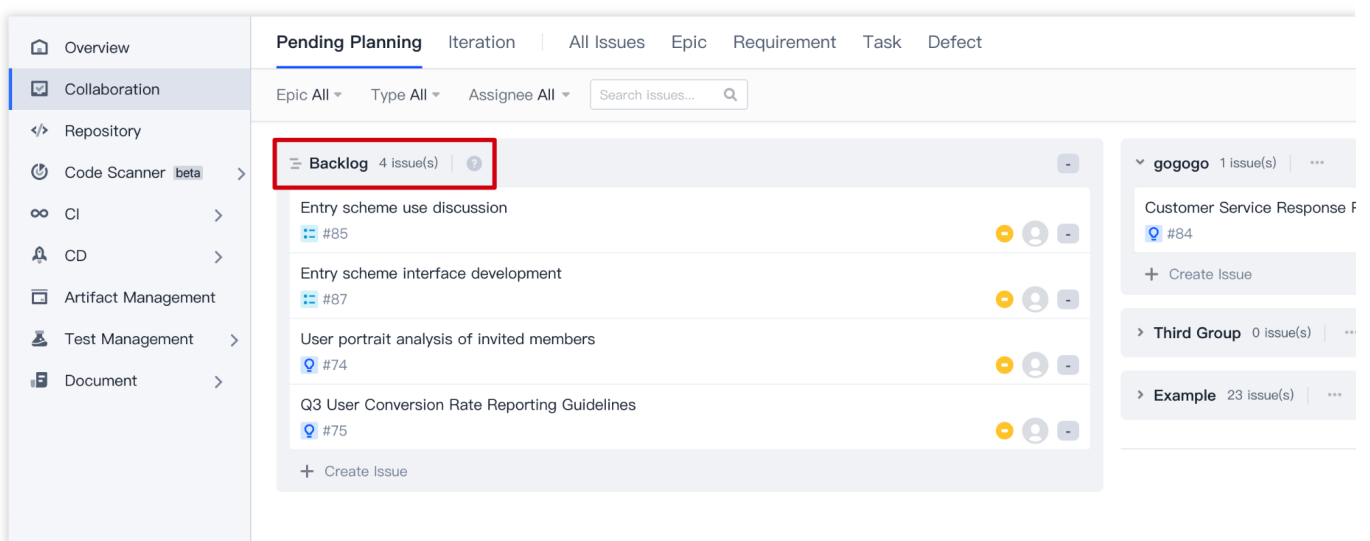
in the upper-right corner to open the project list page and click a project icon to open the project.

3. In the menu on the left, click **Project Collaboration**.

Function Overview

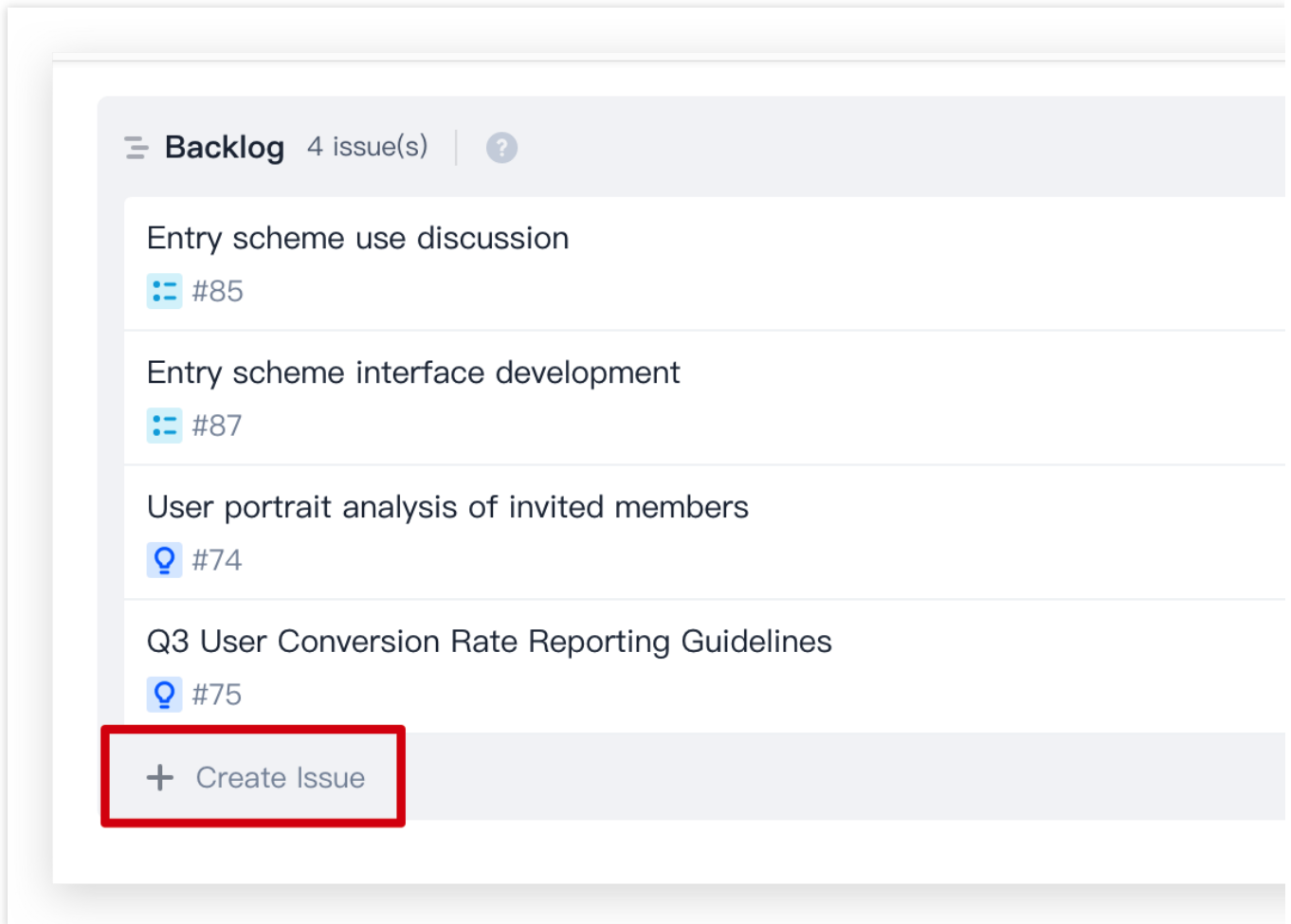
Once you have entered **Project Collaboration**, in **Pending Planning**, you will see all incomplete issues that have not been added to an iteration in the **backlog**. You can create issues here, or directly drag issues to change their sequential order.

In agile development, we recommend that you follow the standard process: The product owner adds issues and adjusts their priority in the backlog, and then the team reviews the issues with higher priorities in the backlog before an iteration starts. After an iteration is created, add issues to the iteration and then you can start it.



Quick create issues

1. By selecting **Create Issue** at the bottom of the **backlog**, you can quick create an issue (user story/requirement/task/bug).



Note:

By default, **Requirement** is disabled. To enable it, refer to [Custom Issue Types](#).

2. Select an issue type from the dropdown menu. Then, specify the **title** and press **Enter** to quick create an issue. Alternatively, press **Shift + Enter** to full create an issue.

The screenshot displays the 'Backlog' section of the CODING Project Management interface. At the top, it shows '4 issue(s)' and a help icon. Below this, a list of issues is shown:

- Entry scheme use discussion (#85)
- Entry scheme interface development (#87)
- User portrait analysis of invited members (#74)
- Q3 User Conversion Rate Reporting Guidelines (#75)

Below the list, a red box highlights a dropdown menu icon. The dropdown menu is open, showing the following options:

- Requirement
- Task
- Defect
- Risk
- User Story
- Requirements to be decomposed

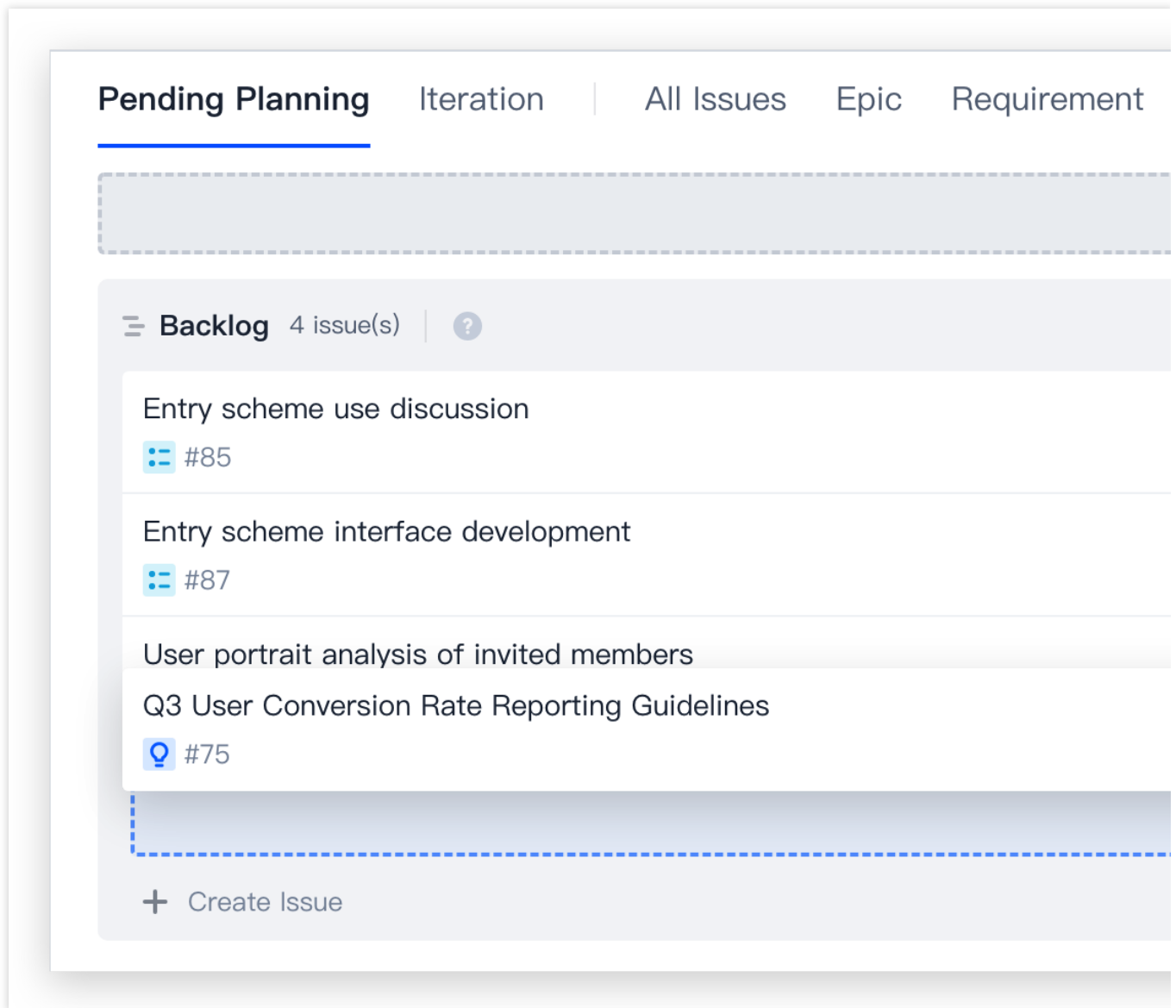
The background of the interface is light gray, and the text is in a dark gray font. The dropdown menu has a white background and a light gray border.

3. In the **backlog**, click any issue to view its details page on the right. You can quick edit the issue.

The screenshot displays the Tencent Cloud CODING Project Management interface. On the left, a 'Backlog' section lists four issues: 'Entry scheme use discussion' (#85), 'Entry scheme interface development' (#87), 'User portrait analysis of invited members' (#74), and 'Q3 User Conversion Rate Reporting Guidelines' (#75). The right panel shows the details for issue #75, titled 'Q3 User Conversion Rate Reporting Guidelines'. It includes buttons for 'Edit Description', 'Upload Attachment', and 'Add Subtask'. Below these, there is a link to 'Click here to edit the description.' and a 'Reference Resources' section with a '+'. The 'Referenced By' section shows issue #79, 'Mobile app development'. The 'Action Log' section, which is active, shows a timeline of actions: '+ Steven created Epic' on 2020-10-13 16:33, 'Steven updated epic' (with a redacted name and '2'), and 'Steven updated' (with a redacted name and 'title') on 2022-02-08 16:08. At the bottom, there is a 'Write' section with a text area for comments (marked 'Markdown supported') and a 'Post' button.

Adjust issue priority

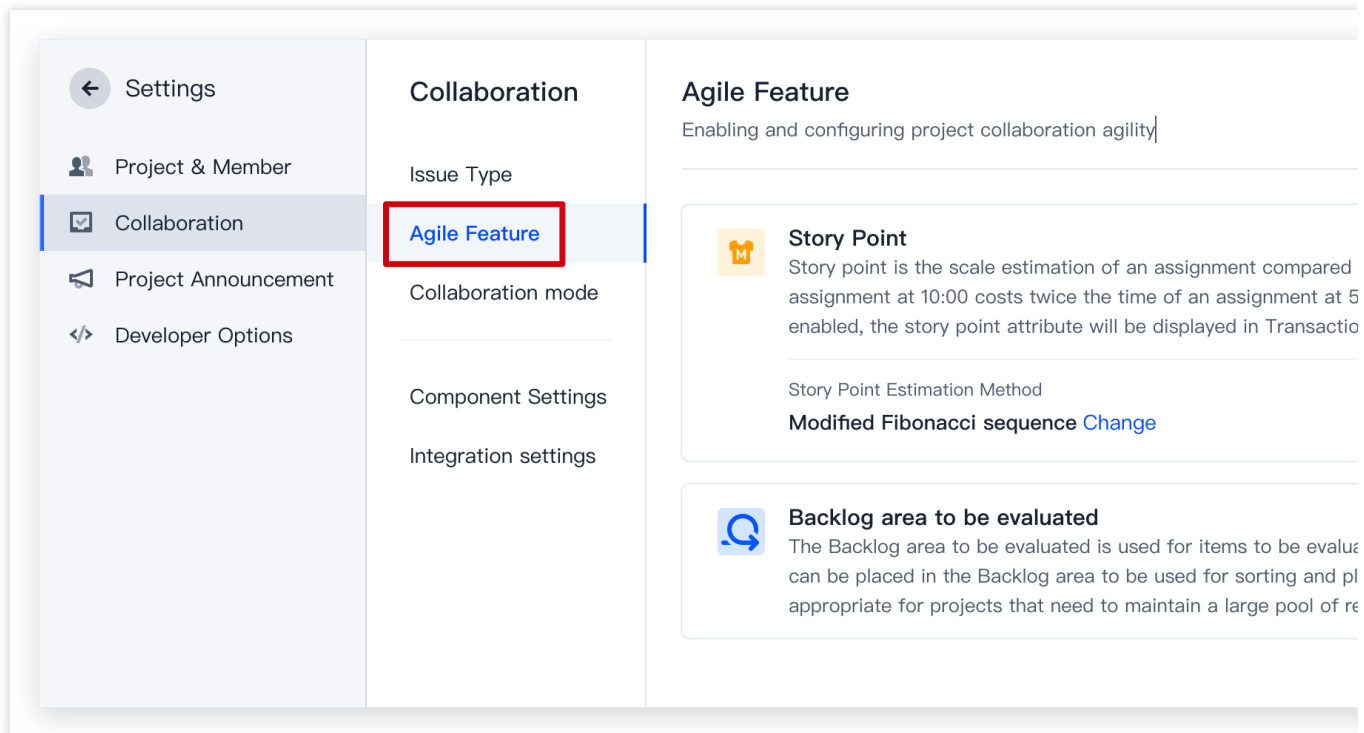
By dragging issues in the **backlog**, you can adjust their sequential order. By default, a newly created issue is listed at the end of the backlog.



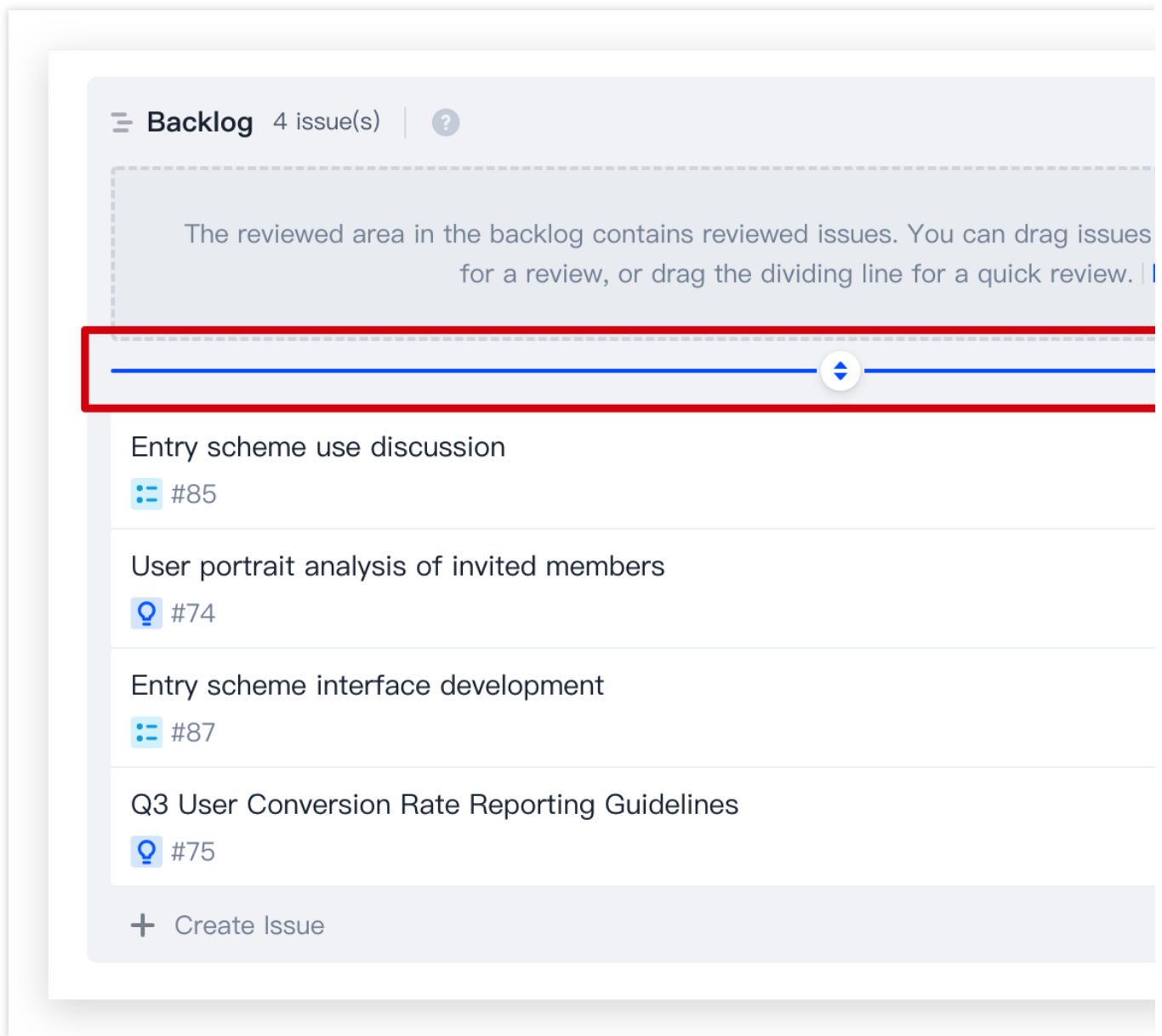
Issues to be reviewed

The pending review area in the **backlog** is generally suited to projects that require large-scale requirement pools to be maintained. Issues to be reviewed are listed in the pending review area. Once reviewed, issues can be moved to the reviewed area for sorting and iteration planning.

1. Go to **Project Settings > Project Collaboration > Agile Features**, and then enable **Backlog Pending Review Area**.



2. Once enabled, the **backlog** will be divided into **reviewed** and **pending review** areas. Issues can be dragged between the two areas to indicate whether they have been reviewed or not. You can also drag the dividing line to move issues in bulk into the reviewed area.

**Note:**

If the Backlog Pending Review Area is disabled in Functions, the status of all "pending review" issues will be changed to "reviewed".

Manage Iterations

Last updated : 2023-12-26 18:02:33

This document describes iterations in Scrum agile management.

Open Project

1. Log in to the CODING Console and click **Use Now** to go to CODING.
2. Click



in the upper-right corner to open the project list page and click a project icon to open the project.

3. In the menu on the left, click **Project Collaboration**.

Function Overview

Based on your team's development performance, you can divide development into iterations, each lasting two to three weeks, and use **Pending Planning** to add issues to the iterations. After an iteration starts, you can view all issues in the current iteration in All Issues, or view the iteration details and progress in **Overview and Statistics**, so as to ensure on-time delivery.

Create Iterations

1. On the **Project Collaboration** page, select **Create Iteration** in the lower-right corner of **Pending Planning** to quick create an iteration.

The screenshot displays the 'Pending Planning' view in the Tencent Cloud CODING Project Management system. The top navigation bar includes tabs for 'Pending Planning' (selected), 'Iteration', 'All Issues', 'Epic', 'Requirement', 'Task', and 'Defect'. Below this, there are filters for 'Epic All', 'Type All', and 'Assignee All', along with a search bar labeled 'Search issues...'. The main content area is divided into two columns. The left column, titled 'Backlog 4 issue(s)', contains a list of four issues: 'Entry scheme use discussion' (#85), 'User portrait analysis of invited members' (#74), 'Entry scheme interface development' (#87), and 'Q3 User Conversion Rate Reporting Guidelines' (#75). Each issue entry includes a title, an ID, and icons for status, assignee, and a minus sign. A 'Create Issue' button is at the bottom of this list. The right column shows a sidebar with a search bar and a list of groups: 'gogogo 1 issue(s)', 'Third Group 0 issue(s)', and 'Example 23 issue(s)'. The 'gogogo' group is expanded, showing a single issue 'Customer Service Response Portal Deve' (#84) and a 'Create Issue' button.

2. Alternatively, in **Iterations**, click **Create Iteration** in the upper-right corner to full create an iteration.

The screenshot shows the 'Create Iteration' dialog box overlaid on the 'Iteration' tab of the CODING Project Management interface. The background interface includes a top navigation bar with tabs like 'Pending Planning', 'Iteration', 'All Issues', 'Epic', 'Requirement', 'Task', and 'Defect'. Below this is a filter bar with 'Status', 'Assignee All', 'Iteration Time', 'Start Date', 'To', 'End Date', and a 'Search Iterations' button. A table lists iterations with columns for 'Reference ID', 'Iteration Name', 'Start Time', and 'End Time'. The table contains three rows: '#96 Third Group', '#93 gogogo', and '#3 Example'.

Create Iteration

Iteration Name *

Enter an iteration name.

Assignee

Unspecified

Start Time

Unspecified

End Time

Unspecified

Iteration Goal

Enter an iteration goal.

Create Create and Plan Cancel

3. Enter the iteration title, owner, start/end time, and iteration goal, and then click **Create** to create an iteration.

Create Iteration

Iteration Name *

Q3-Sprint1

Assignee



Steven

Start Time

Unspecified

End Time

Unspecified

Iteration Goal

Enter an iteration goal.

Create

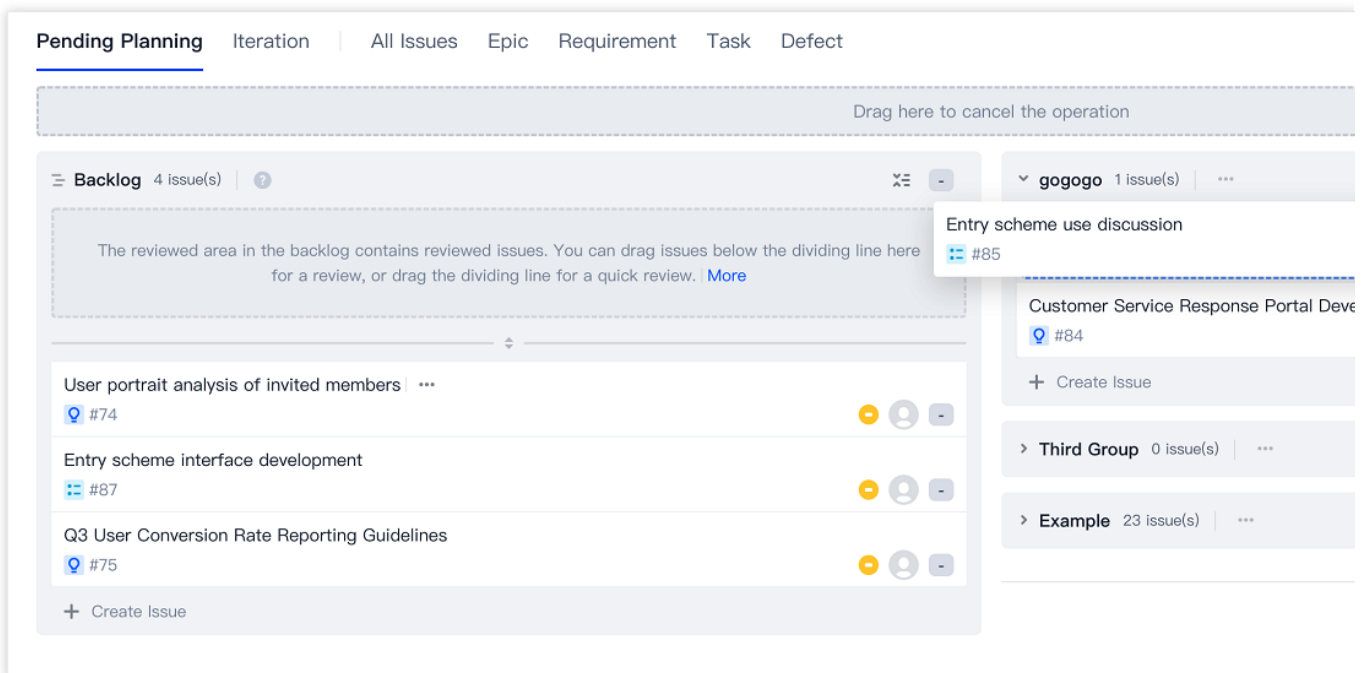
Create and Plan

Cancel

Plan Iteration Issues

Plan Iteration allows you to add issues to or remove issues from the current iteration.

1. If you select **Create and Plan** when creating an iteration, you will enter the **Pending Planning** page. You can drag reviewed issues from the **backlog** to the current iteration, or drag issues out from the iteration to the **backlog**. You can also click **Create Issue** at the bottom of the iteration to add an issue to it.

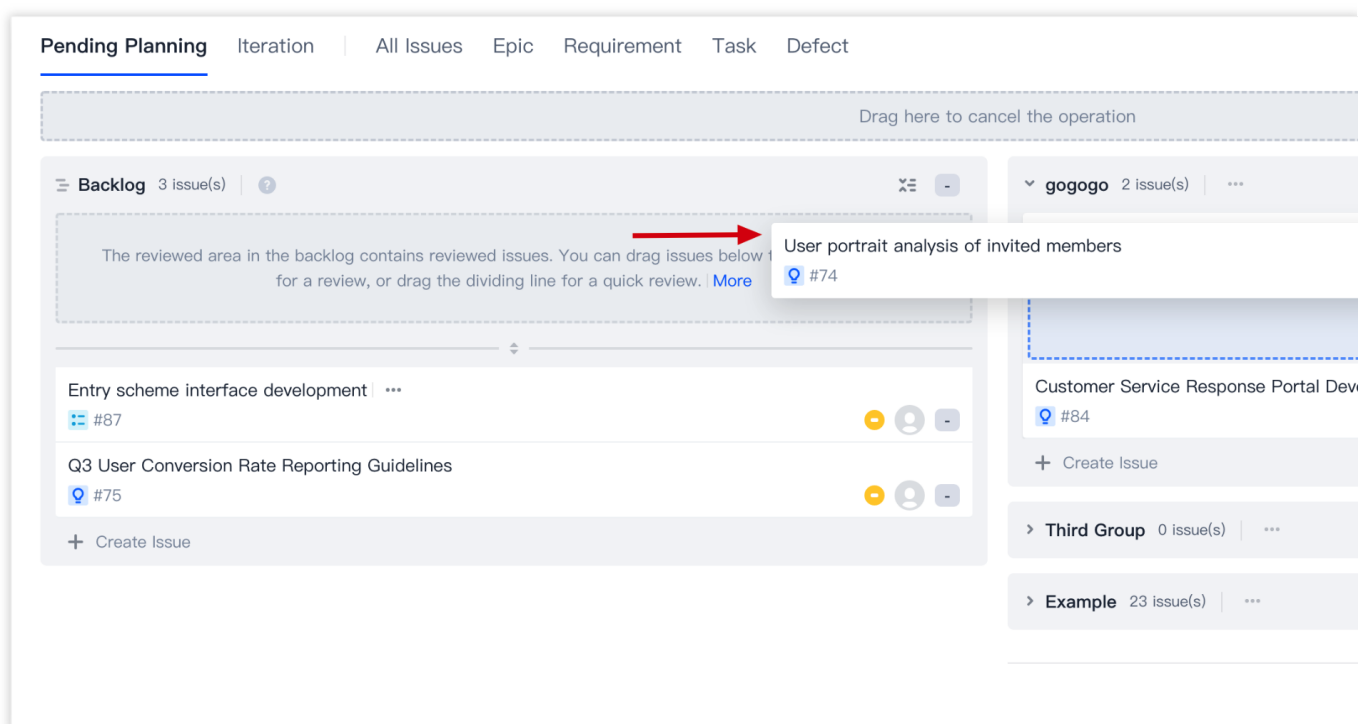


2. Alternatively, select an iteration on the Iterations page to enter its details page, and click **Plan Iteration** in the upper-right corner to go to **Pending Planning**, and then perform the same operations described in the previous step.

gogogo ▾ Issues Test Plan Overview and Statistics								
<div> <div>All Requirement Task Defect</div> <div>Status Type All ▾ Assignee All ▾ Follower All ▾</div> <div>Search <input type="text"/></div> </div>								
ID	Title	Priority	Status	Handler	Founder	Deadline		
#85	Entry scheme use discussion	Me...	Not Started	Unspec...	Steven			
#84	Customer Service Response Portal Development	Me...	Not Started	Unspec...	Steven			

3. You can also **drag issues in batches to add them to an iteration**. Press and hold **⌘** and **left-click** (depending on the operating system you use) to select multiple issues. Selected issues are highlighted in blue. Drag the selection

to add them to the specified iteration at the same time.



Iteration Settings

The **Iterations** page displays all iterations that have not started or are in progress. All project members can view the development process and progress.

Pending Planning Iteration All Issues Epic Requirement Task Defect					
Status Type Not started,In Progress ▾ Assignee All ▾ Iteration Time Start Date ▾ To End Date ▾ <input type="text" value="Search Iterations"/> 🔍					
ID	Iteration Name	Start Time	End Time	Stage	F
#710	Q3 – Sprint1	2021/05/18	2021/06/01	In Development	
#671	Q4 – Sprint2	2020/10/20	2020/11/15	Not Started	
#670	Q4 – Sprint1	2020/10/01	2020/10/20	Not Started	
#187	Q3 – Sprint3	2020/08/26	2020/09/15	In Development	
#73	Q3 – Sprint1	2020/08/14	2020/09/12	In Development	
#72	Q3 – Sprint2	2020/09/08	2020/09/08	Not Started	
#71	Q2 – Sprint5	2020/08/14	2020/08/14	Not Started	
#70	Q2 – Sprint4	2020/07/23	2020/07/23	Not Started	
#3	Q2 – Sprint3	2020/09/08	2020/09/08	Not Started	

Click an iteration to enter its details page. The **issues** listed include all planned issues in the current iteration. You can search for specific issues with one or more filters, or sort them by different fields. For more information, see [Filter Issues](#). In addition, you can switch between Tree View, Tile View, and Kanban View. For more information, see [Manage Issue Views](#).

Pending Planning Iteration All Issues Epic Requirement Task Defect					
Status Type Not started,In Progress ▾ Assignee All ▾ Iteration Time Start Date ▾ To End Date ▾ <input type="text" value="Search Iterations"/> 🔍					
Reference ID	Iteration Name	Start Time	End Time	St	
#96	Third Group	2022/02/09	2022/02/28		⬆
#93	gogogo	Unspecified	Unspecified		⬆
#3	Example	2020/12/16	2021/01/12		⬆

Complete Iteration

Iterations are sorted by successive phases: "Not started", "In progress", and "Completed". Iterations cannot be reverted to the previous phase.

1. By default, the status of a newly created iteration is **Not started**. If issues in the iteration have been planned, click **Start Iteration** in the upper-right corner of the iteration details page. The default start time for the iteration is the start date configured when the iteration was created. If no start date was configured, the current time will be used as the start time, which you can modify as needed. After verifying the details, click **Confirm and Start**. The status of the iteration will change to **In progress**.

Start Iteration

Iteration Start Time

Iteration End Time

Confirm and
Start

Cancel

2. When the iteration is **In progress**, you can decide whether to complete it depending on the issue completion status or iteration end time. Click **Complete Iteration** in the upper-right corner of the iteration details page, and the status of

the iteration will change to **Completed**.

Complete Iteration

! Yes 3 issues not completed. Remove the i
issues from the iteration.

Move Incomplete Issues to



Start

Confirm Iteration Completion Time

2022/03/02

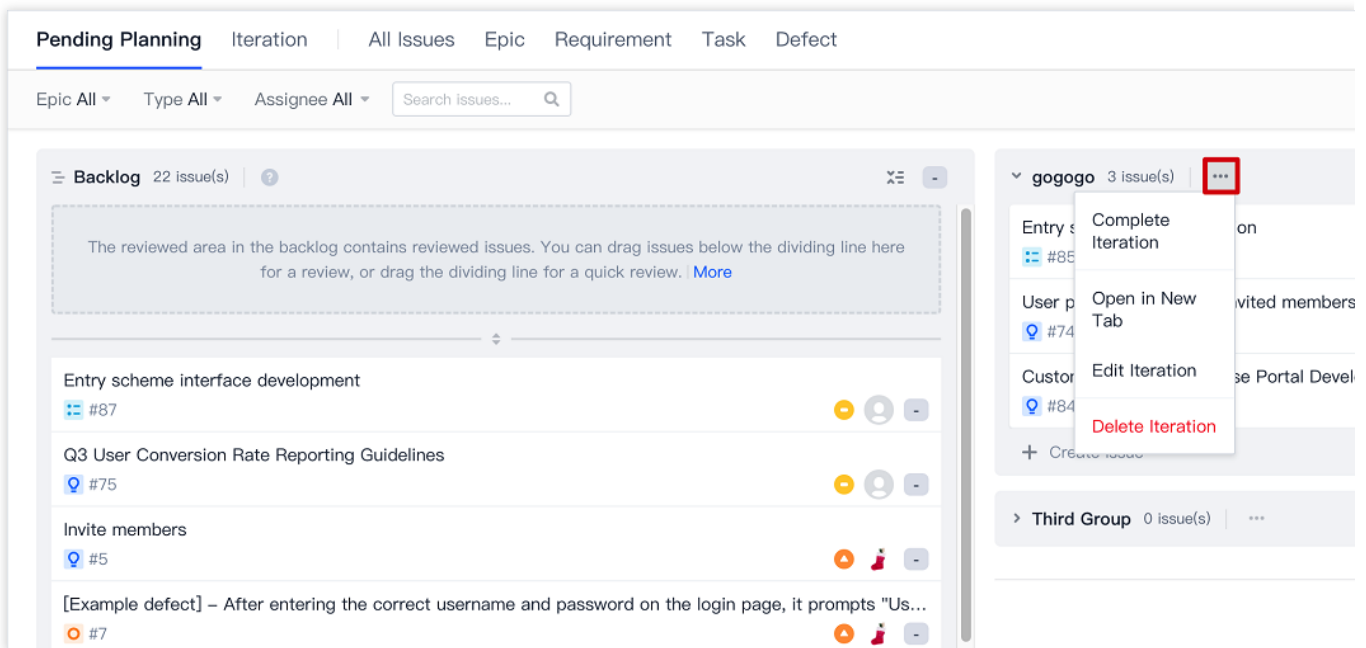
Confirm
Completion


Cancel

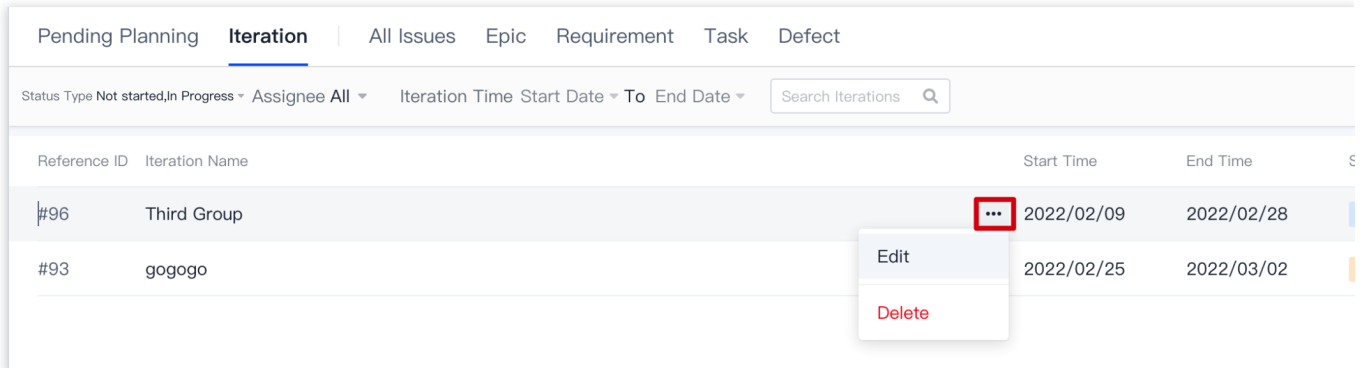
Edit or Delete Iterations

You can edit iteration information or delete an iteration by using any of the following methods:

Use the  menu of the iteration on the **Pending Planning** page.



Use the  menu on the right of the iteration on the Iterations page.



Use the  menu in the upper-right corner of the iteration details page.

gogogo

Issues

Test Plan

Overview and Statistics

0

Follower

In Progress

All

Requirement

Task

Defect

Status Type All

Assignee All

Follower All

Search

Manage Epics

Last updated : 2023-12-26 18:02:33

This document describes epics in Scrum agile management.

Open Project

1. Log in to the CODING Console and click **Use Now** to go to CODING.
2. Click



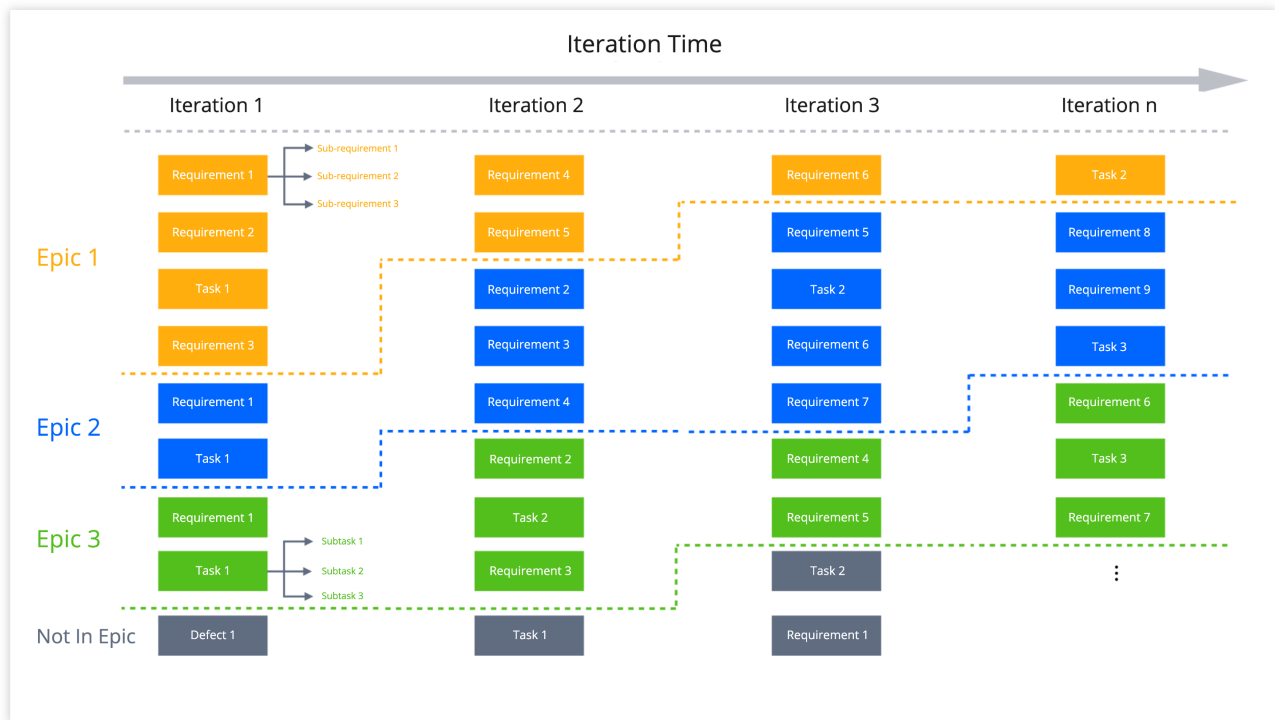
in the upper-right corner to open the project list page and click a project icon to open the project.

3. In the menu on the left, click **Project Collaboration**.

Function Overview

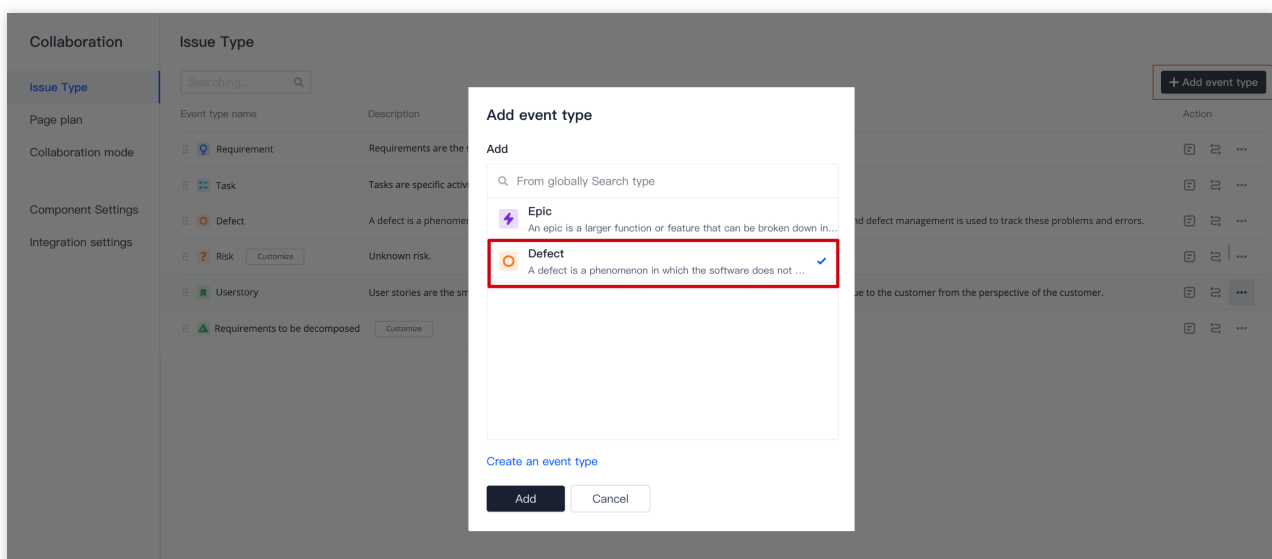
Epics are large functions or features. Generally, it takes multiple iterations to fully deliver an epic. The requirements and tasks under an agile epic can be flexibly adjusted based on the customer feedback and the team's development progress.

In **Project Collaboration**, an epic can be broken down into requirements and tasks of smaller granularity, which are then added in iterations for completion. For example, if Requirement B is too large to be completed in one iteration, you can break it down into requirements B1, B2, and B3. Since Requirement A and Requirement B are closely associated, they can be included together in Epic 1. In this way, large requirements are divided into smaller requirements, and requirements of the same business are organized into the same epic, so as to achieve quick iterations and frequent releases, until a more complete form of the product is reached.



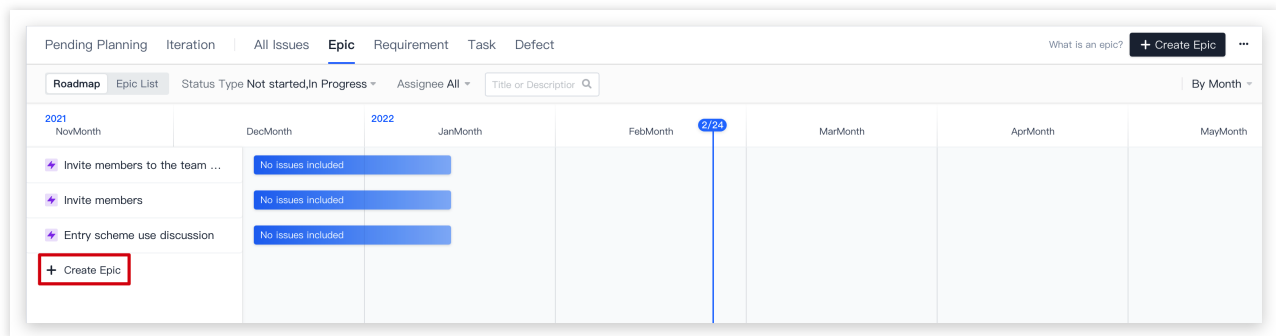
Start Epic

You need to enable the epic function before using it for the first time. In a project, select **Project Settings > Project Collaboration > Issue Types** and click **Add Issue Type** in the upper-right corner. Then, select **Epic** and click **Add** to enable epics.



Create Epics

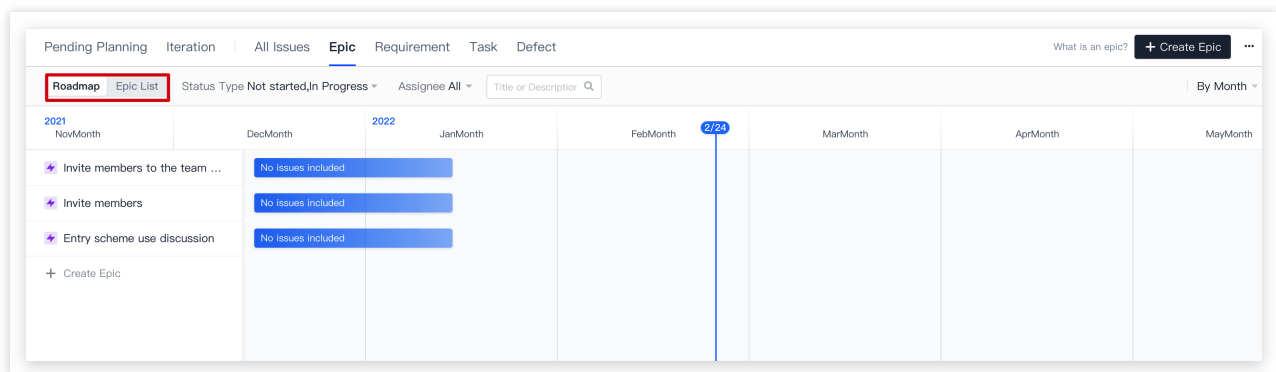
Go to **Project Collaboration > Epics**. You can click **Create Epic** at the end of the epic list on the left to quick create an epic. Alternatively, click **Create Epic** in the upper-right corner, and specify the epic title, description, assignee, priority, and other information. After creating an epic, the epic status is **Not started** by default.



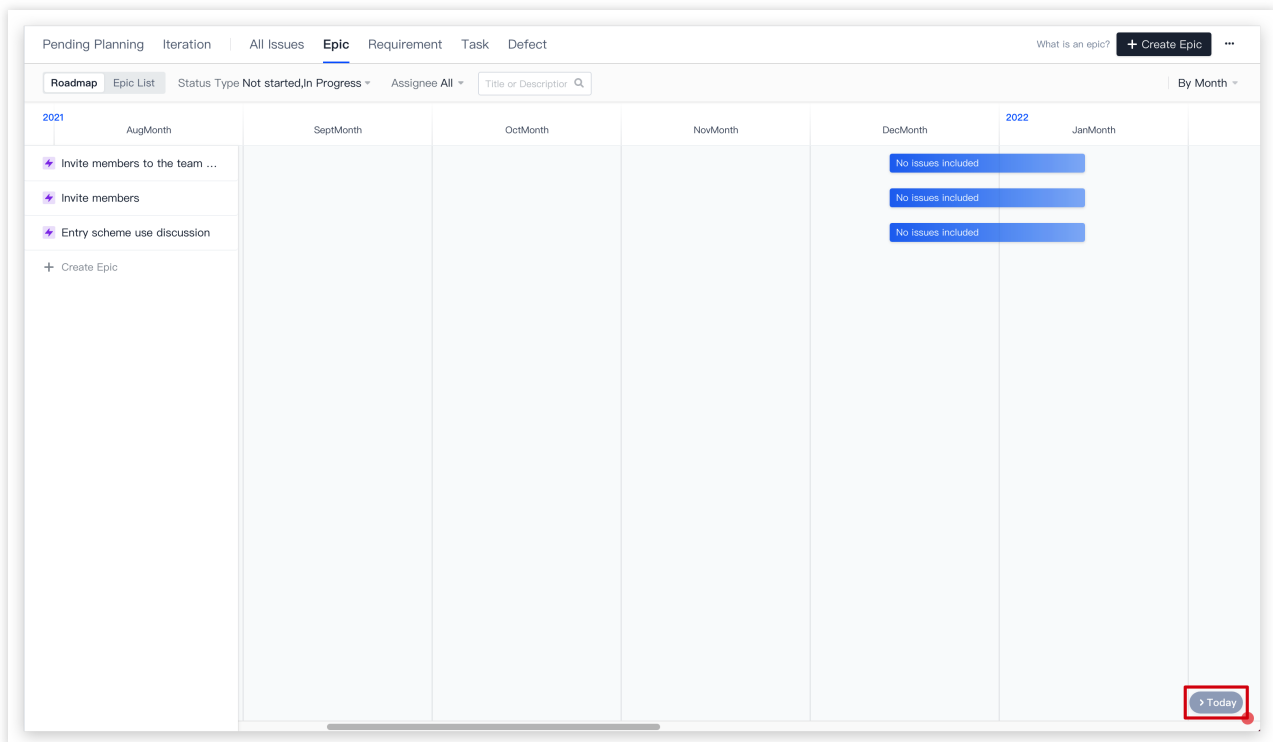
View Epics

View roadmaps

By default, the **roadmap** view is used. To switch to a list view, select **Epic List**. Every time you go to the Epics page, the system will display the last used view automatically. To search for or filter specific epics, use the search box and filters at the top.

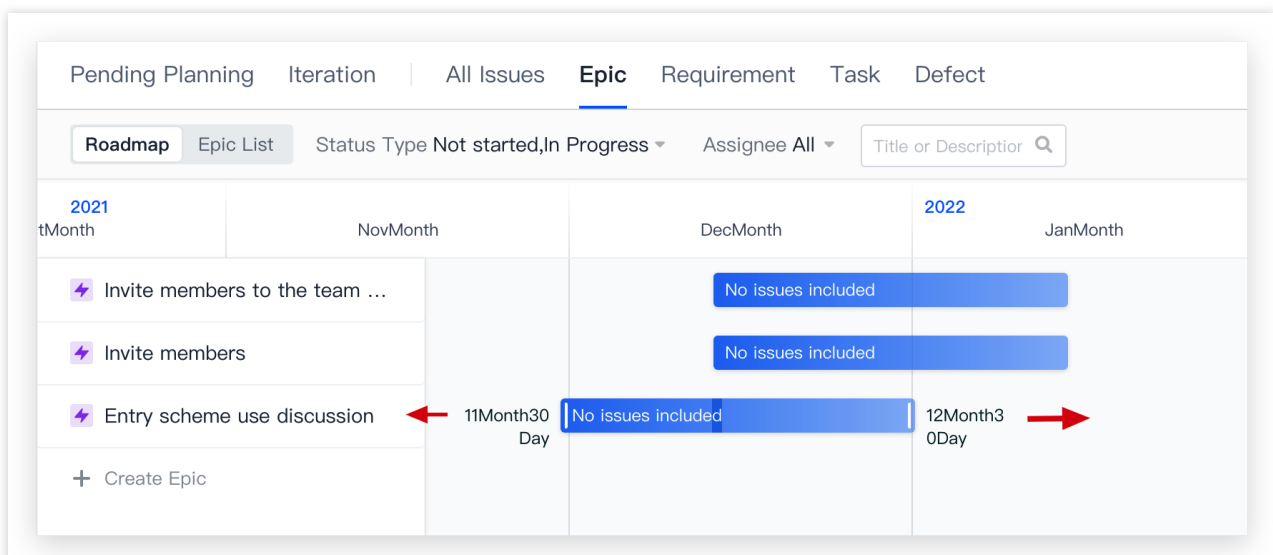


Every time you go to the Epics page, the current day is located by default. You can drag the scroll bar below or use your middle mouse button to view the past and future. You can also click **Today** in the lower-right corner to quickly return to the current day.

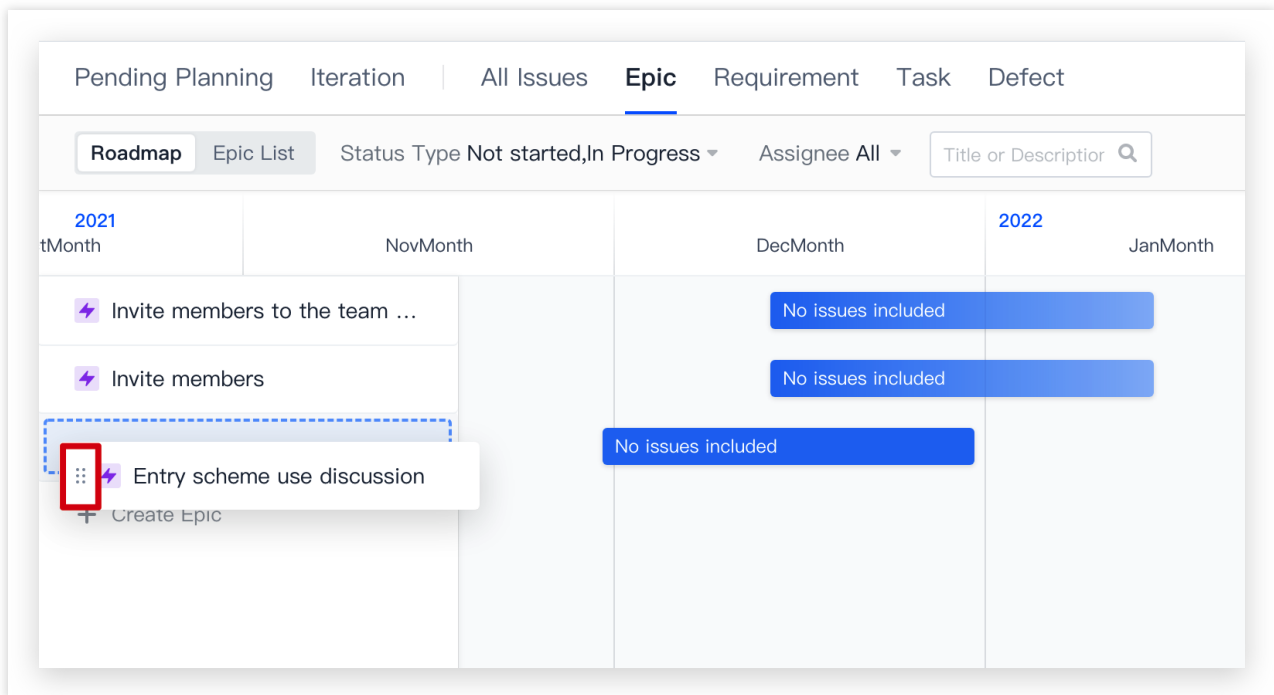


Use roadmap view

You can drag the left or right side of an epic progress bar in the roadmap view to quickly modify the start/due date of an epic. You can also drag the entire progress bar to change the entire period of time.



Long press an epic, and then you can change its sequential order.



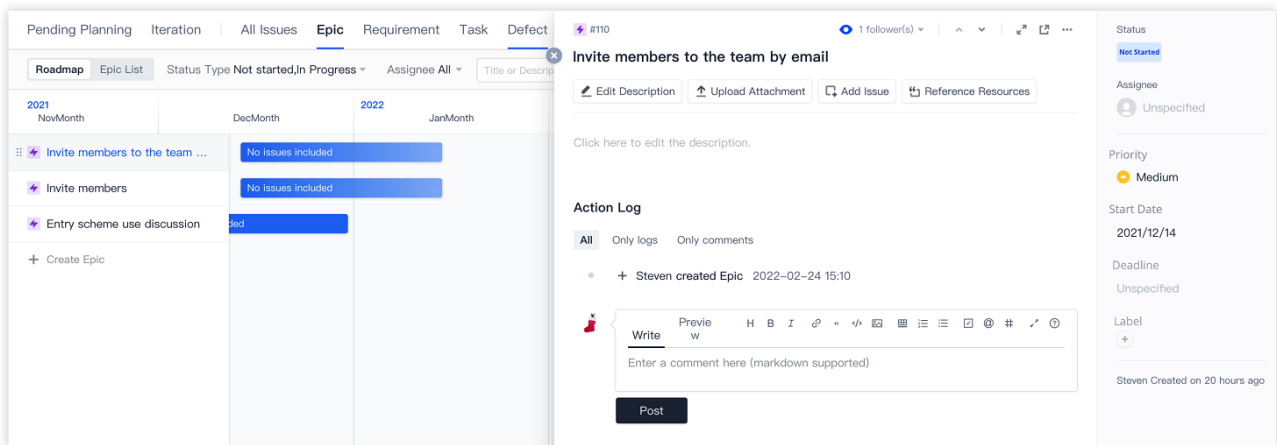
View or Use Epic List

The **epic list** is the major workspace for relevant product personnel. You can search for specific epics or use the filters at the top, and change the sequential order of epics.

ID	Title	Priority	Status	Handler	Founder	Deadline	Creation Time	Update Time	
#112	Entry scheme use discussion	Me...	Not Started	Unspec...	Steven	Dec 30th 2021End	2022/02/24 15:10	2022/02/25 11:04	
#111	Invite members	Me...	Not Started	Unspec...	Steven		2022/02/24 15:10	2022/02/24 15:10	
#110	Invite members to the team by email	Me...	Not Started	Unspec...	Steven		2022/02/24 15:10	2022/02/24 15:10	

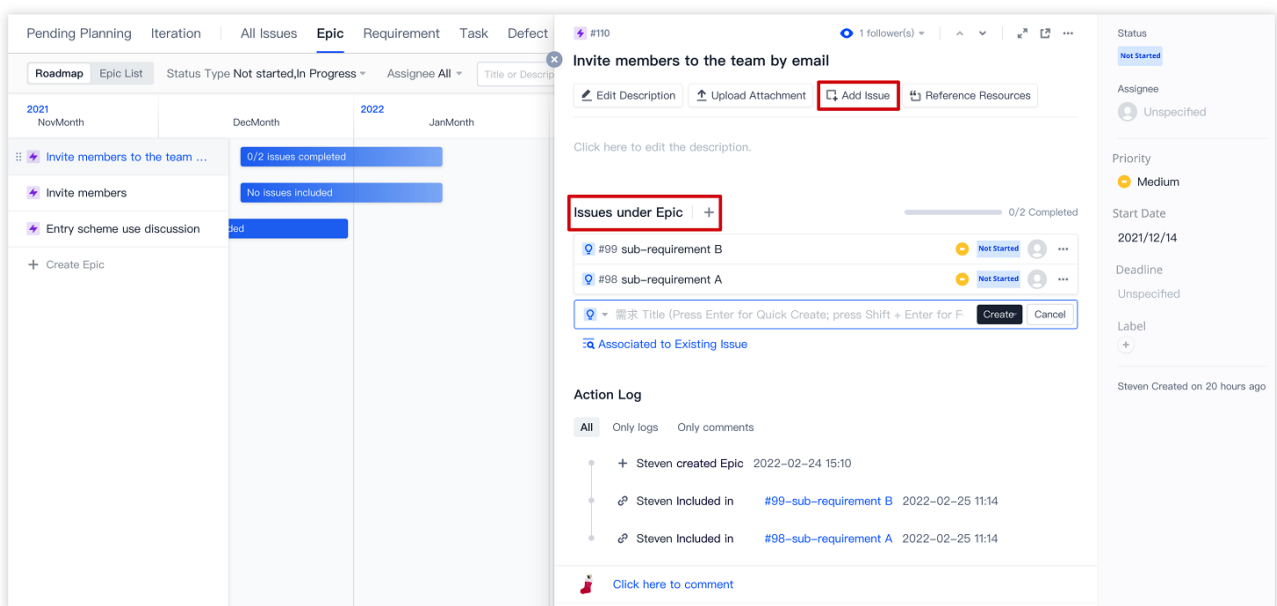
Edit Epics

In the **roadmap** or **epic list**, select an epic, and then you can edit its information on the details page displayed on the right.



Add issues

The purpose of creating issues in an epic is to break down an epic into smaller user stories, requirements, tasks, or bugs. Under an epic, you can create multiple issues, and the issues can also be broken down. On the epic details page, you can view, create, associate, disassociate, and delete an issue.



Epic Status Transition

After creating an epic, configuring it, and breaking it down, the team can start the epic. An epic goes through three statuses: **Not started**, **In progress**, and **Completed**. You can change the epic status in the **epic list** or epic details page.

Pending

Planning

Iteration

All Issues

Epic

Requirement

Task

Defect

What is an epic? + Create Epic ...

Roadmap

Epic List

Status Type Not started, In Progress

Assignee All

Title or Description

By Priority

ID	Title	Priority	Status	Handler	Founder	Deadline	Creation Time	Update Time	
#112	Entry scheme use discussion	Me...	Not Started	Unspec...	Steven	Dec 30th 2021End	2022/02/24 15:10	2022/02/25 11:04	
#111	Invite members	Me...	In Progress		Steven		2022/02/24 15:10	2022/02/24 15:10	
#110	Invite members to the team by email	Me...	Completed		Steven		2022/02/24 15:10	2022/02/24 15:10	

Update Epics in Batches

In the **epic list**, you can use the **Bulk Action** in the lower-right corner to change the epic priority, assignee, and due date or follow epics in batches.

Pending

Planning

Iteration

All Issues

Epic

Requirement

Task

Defect

What is an epic?

+ Create Epic

...

Roadmap

Epic List

Status Type

Not started, In Progress

Assignee

All

Title or Description

Q

By Priority

⌵

<div><div></div></div> ID	Title	Priority	Status	Handler	Founder	Deadline	Creation Time	Update Time	<div><div></div></div>
<div><div></div></div> #112	<div><div></div></div> Entry scheme use discussion	<div><div></div></div> Me...	<div>Not Started</div>	<div><div></div></div> Unspec...	<div><div></div></div> Steven	<div>Dec 30th 2021End</div>	2022/02/24 15:10	2022/02/25 11:04	
<div><div></div></div> #111	<div><div></div></div> Invite members	<div><div></div></div> Me...	<div>Not Started</div>	<div><div></div></div> Unspec...	<div><div></div></div> Steven		2022/02/24 15:10	2022/02/24 15:10	
<div><div></div></div> #110	<div><div></div></div> Invite members to the team by email	<div><div></div></div> Me...	<div>Not Started</div>	<div><div></div></div> Unspec...	<div><div></div></div> Steven		2022/02/24 15:10	2022/02/24 15:10	

Bulk Action

Priority

Assignee

Due Date

Follow

Bulk resolve 2 issues on this page

Bulk Action

Perform Operation

Cancel

Delete Epics

In the **roadmap** or **epic list**, select an epic and go to the details page. Then, click **...** in the upper-right corner and select **Delete** in the menu.

The screenshot displays the Tencent Cloud CODING Project Management interface. The top navigation bar includes tabs for Pending, Planning, Iteration, All Issues, Epic (selected), Requirement, Task, and Defect. Below this, a sub-navigation bar shows Roadmap, Epic List (selected), and filters for Status Type (Not started, In Progress), Assignee (All), and Title or Description.

The main content area is divided into three sections:

- Epic List:** A table with columns ID, Title, and Priority. It lists three items:
 - #112: Entry scheme use discussion (Priority: Medium)
 - #111: Invite members (Priority: Medium)
 - #110: Invite members to the team by email (Priority: Medium)
- Epic Detail View:** A detailed view of the selected Epic (#112). It includes:
 - Title:** Entry scheme use discussion
 - Status:** Not Started
 - Assignee:** Unspecified
 - Priority:** Medium
 - Start Date:** 2021/11/30
 - Deadline:** 2021/12/30
 - Action Log:** A list of actions including "Steven created Epic" and "Steven updated Due Date of Epic".
 - Comments:** A section for adding comments with a "Write" button and a "Post" button.
- Right Sidebar:** A sidebar containing metadata for the Epic, including Status, Assignee, Priority, Start Date, Deadline, and Label.

Manage Requirements

Last updated : 2023-12-26 18:02:33

This document describes requirements in Scrum agile management.

Open Project

1. Log in to the CODING Console and click **Use Now** to go to CODING.
2. Click



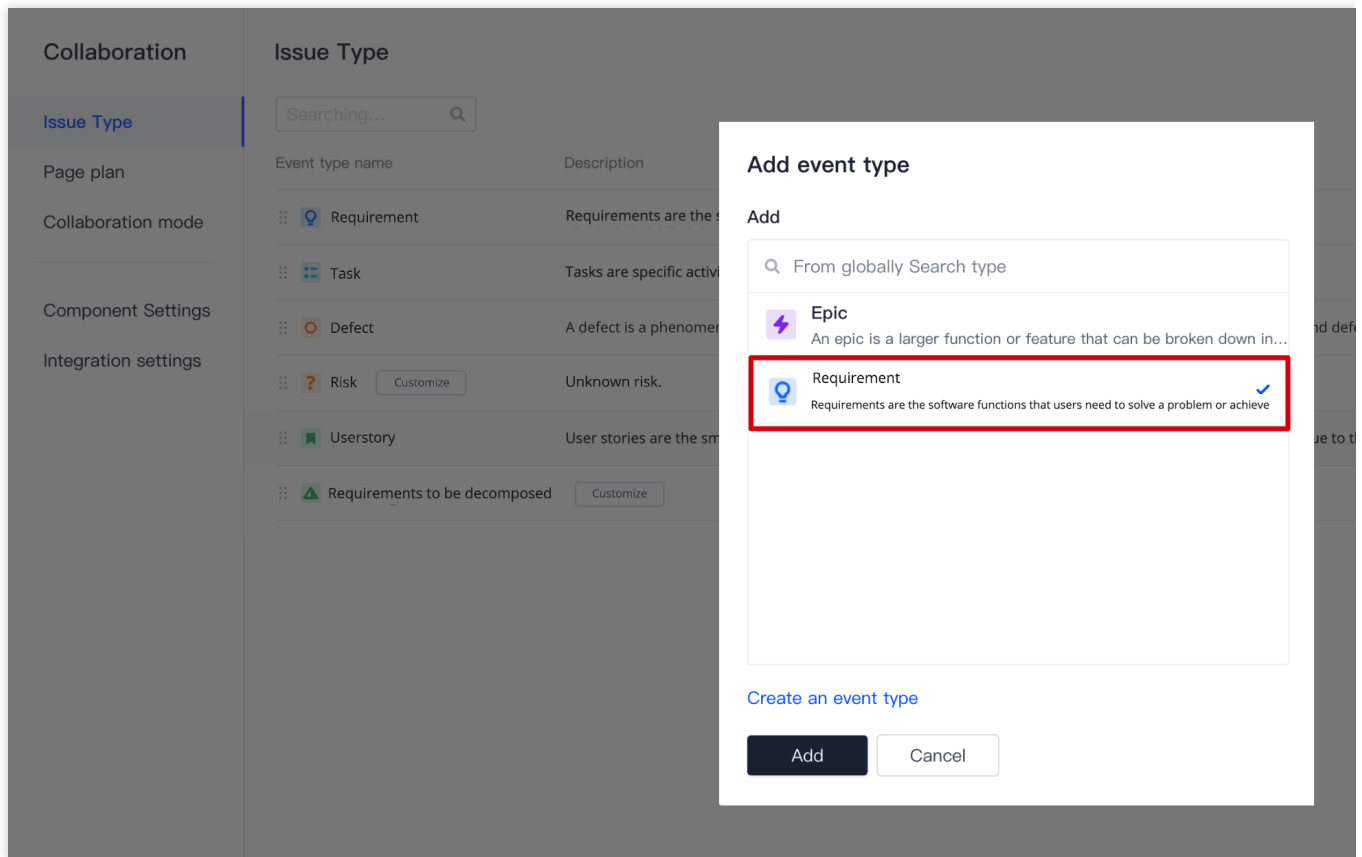
in the upper-right corner to open the project list page and click a project icon to open the project.

3. In the menu on the left, click **Project Collaboration**.

Function Overview

CODING Project Collaboration provides two issue types: **user stories** and **requirements**. You can quickly break down and assign development tasks. You can create requirements and break down larger ones into smaller sub-requirements. Also, tasks and bugs can be created for or associated with requirements.

The user story is the smallest unit of work in the agile framework. It describes the value brought by software to users and is an important measure for agile requirements. Therefore, **User story** is enabled by default. To enable **requirements**, go to **Project Settings > Project Collaboration > Issue Types** and click **Add Issue Type** in the upper-right corner. Then, select **Requirement** and click **Add**.



In the following section, we will use a **user story** as an example to demonstrate how to manage requirements.

Create Requirement

1. Open a project and select **Project Collaboration > Requirements**. Click **Create User Story** in the upper-right corner of the module and enter a user story title, user story description, and other basic information to create the user story. A good user story includes the following three elements:

Role: Who will use this feature?

Activity: What feature needs to be fulfilled?

Business value: Why is this feature needed? What kind of value will it bring?

Create User Story ⚡ Add Epic 👁 1 follower(s)

Title *

Add User Story title (Command + press Enter for Quick Create)

User Story Description

Write **H** **B** [Link](#) [Quote](#) [Code](#) [Table](#) [List](#) [Checklist](#) [Mention](#) [Link](#) **Template**

Preview *I* [Image](#) [List](#) [Hash](#) [Help](#)

Enter a description here (markdown supported)

Attachments | [Upload Attachment](#) [Others](#)

No attachment added

Create **Cancel** | ☐ Continue Creation

Assignee
Unspecified

Iteration
Not added to iterat...

Story Points
-

Priority
Medium

Start Date
Unspecified

Deadline
Unspecified

Label
+

Process
0%

2. After creating a user story, you can set the assignee and iteration, [set the story points](#), adjust the priority, and set the due date.

Create User Story

 Add Epic 1 follower(s)

Title *

User Story Description

Write

H

B



“

</>



≡

☐

@

Templat
e

Preview

I

≡

#



Enter a description here (markdown supported)

Attachments



Upload Attachment



Others ▼

No attachment added

Create

Cancel









Continue Creation

Break Down Requirement


Sub-issues are specific activities carried out to fulfill **requirements** (user story or requirement). You can break down and assign requirements by creating sub-issues under them.


1. On the user story details page, click **Add Sub-Issue**.


 #114


1 follower(s)  |   |  

A new userstory

 Edit Description


 Upload Attachment

 Add Sub-Issue

 Associate to Defect

[Click here to edit the description.](#)

Sub-issue | +

 Sub-issue title (Press Enter for Quick Create; press Shift + Enter fo


Create

Cancel

Action Log Worklog










All Only logs Only comments

- + Steven created User Story 2022-02-25 11:28



Write

Preview

H B I  "       @ #  

Enter a comment here (markdown supported)

Post

2. Simply enter a title and press Enter to quick create a sub-issue.

You can also select **Create** and click **Full Create** in the dropdown menu (keyboard shortcut: Shift + Enter) and enter details before creating a sub-issue.

Create Sub-task

 Add Epic 1 follower(s)

Title *

Sub-task Description

Write

H

B



"

</>



≡

☒

@

Templat
e

Preview

I

≡

#



Enter a description here (markdown supported)

Attachments



Upload Attachment



Others ▼

No attachment added

Create

Cancel



Continue Creation

3. After you have created the sub-issue, you can view it on the user story details page. You can also view the sub-issue in the **requirement** list.

The screenshot displays the Tencent Cloud CODING Project Management interface. On the left, a list of issues is shown under the 'Requirement' tab. Issue #114, titled 'A new userstory', is highlighted with a red box. To the right, the details for issue #114 are shown. The title is 'A new userstory'. Below the title, there are buttons for 'Edit Description', 'Upload Attachment', and 'Add Sub-issue'. A sub-issue titled '#115 testing' is listed. The 'Action Log' section shows a timeline of actions: 'Steven created User Story' on 2022-02-25 11:28, 'Steven updated User Story description' on 2022-02-25 11:28, and 'Steven created and associated to Sub-task' on 2022-02-25 11:28. At the bottom, there is a 'Write' section with a text area and a 'Post' button.

ID	Title	Priority
#13	[Sample requirement] - Register as a team member by visi...	Cri...
#9	Invite members to the team by email	High
#5	Invite members	High
#114	A new userstory	Me...
#115	testing	Me...
#99	sub-requirement B	Me...
#98	sub-requirement A	Me...
#84	Customer Service Response Portal Development	Me...
#83	Customer service response entrance design	Me...
#82	Location design of customer service response entrance	Me...
#81	Customer service response entrance development style sca...	Me...
#80	Customer service entrance planning and page design	Me...
#79	Mobile app development	Me...

4. On the user story details page, you can select **...** to the right of a sub-issue and click **Change Parent Issue** or **Delete** in the menu.

#784

Store PV/UV statistics

[Edit Description](#)[Upload Attachment](#)[Add Issue](#)[Reference Resources](#)

As a merchant, it is necessary to count how many unique visitors visit the store every day and the number of page views on the shelves and marketing strategies in a timely manner

Rule description

Rule description 1

Rule description 2

Acceptance Criteria

- 1.
- 2.

▼ Sub-task || +

#785 Sub-task 1

Associate Resource

Associate bug

A **requirement** can be associated with multiple bugs in a project, but a bug can only be associated with one **requirement**. For more information, see [Manage Bugs](#).

1. On the user story list page, select **Associate Bug** and click Associate to Existing Bug or quick create a new bug and associate it.

#114

1 follower(s)

A new userstory

Edit Description

Upload Attachment

Add Sub-Issue

Associate to Defect

Sub-issue

+

0/1 Comple

#115 testing

Not Started

Defect

+

Enter a title to create a defect quickly.

Create

Cancel

Associate to Existing Defects

Action Log

Worklog

All

Only logs

Only comments

+ Steven created User Story 2022-02-25 11:28

Steven updated User Story description 2022-02-25 11:32

Steven created and associated to Sub-task #115-testing 2022-02-25 11:33

2. You can select  to the right of an associated bug and click **Disassociate** in the menu.

#114 1 follower(s) ^ v ↗ ↖

A new userstory

Edit Description Upload Attachment Add Sub-Issue Associate to Defect

Click here to edit the description.

Sub-issue + 0/1 Compl

#115 testing Not Started

Defect +

#7 [Example defect] – After entering the correct u... Feb 10thEnd In Progress

Copy Link

Disassociate


Delete

Action Log Worklog


All Only logs Only comments


- + Steven created User Story 2022-02-25 11:28
- ≡ Steven updated User Story description 2022-02-25 11:32 | ⌚
- 🔗 Steven created and associated to Sub-task #115-testing 2022-02-25 11:33
- 🔗 Steven associated to defect #7-[Example defect] – After e... 2022-02-25 11:33


Go to the bug details page, and you can view requirements that are currently associated and disassociate or switch between them in the menu on the right.


 #7


1 follower(s) | ^ v | ↗ ↖

 [Example defect] – After entering the correct username and password on the login page, it prompts "User does not exist"

 Edit Description

 Upload Attachment

 Add Sub-Issue

 Associate to Test Case

step:

1. In the test environment, enter the URL <https://mywebsite.com/login> to enter the login page;
2. Enter the username Admin and password mypassword;
3. Click the "Login" button.

Test result: The page prompts "User does not exist".

Expected result: "Login successful" is prompted and the page automatically jumps to the home page.


Action Log


Worklog

All


Only logs

Only comments

 + Steven created Defect 2020-07-22 16:37

 ⇌ Steven updated status to 2020-12-16 16:01

Associate with test case

A **requirement** can be associated with existing test cases. On the user story details page, select  at the top and click **Associate to Test Case** in the menu. Search for a test case by its ID or title and then associate it. For more information, see [Test Cases](#).

#7

1 follower(s)

[Example defect] – After entering the correct username and password on the login page, it prompts "User does not exist"

Edit Description

Upload Attachment

Add Sub-Issue

Associate to Test Case

step:

1. In the test environment, enter the URL <https://mywebsite.com/login> to enter the login page;
2. Enter the username Admin and password mypassword;
3. Click the "Login" button.

Test result: The page prompts "User does not exist".

Expected result: "Login successful" is prompted and the page automatically jumps to the home page.

Associate to Test Case

#109 The title of test case 6

P3

Enter a test case ID or title

Cancel

#108 The title of test case 5

#107 The title of test case 4

#106 The title of test case 3

#105 The title of test case 2

#104 The title of test case 1

Reference resources

In the Description or Comments on the user story details page, you can use `# + reference ID/title` to select a resource. The resource referenced will be shown in the References list. If the current requirement has been referenced by another resource, the resource will be shown in the Referenced By list of the requirement.

You can also associate a **code commit** with an issue. When committing code, add the `# + reference ID/title` of the issue to the commit information (for example, this is a commit #3). For more information, see [Reference Resources and Upload Attachments](#).

Requirement Status Transition

The status of a requirement is the stage in the requirement's lifecycle and is used to organize and track the requirement.

1. After creating a user story, go to the user story details page. The user story status is **Not started** by default. Select options from the dropdown menu on the right to switch its status.

#79

1 follower(s)

Mobile app development

Edit Description

Upload Attachment

Add Sub-Issue

Associate to Defect

Click here to edit the description.

Reference Resources

+

Referenced Resources

#74 User portrait analysis of invited members	Not Started	
#75 Q3 User Conversion Rate Reporting Guidelines	Not Started	
#88 Joint debugging test	Not Started	

2. On the requirement list page, you can switch the status based on the current stage of the user story in the **Status** column.

Pending Planning Iteration All Issues Epic Requirement Task Defect							
<div> <div>All Open</div> <div></div> </div> <div> <div>Issue Type All</div> <div>Status Type Not started,In Progress</div> <div>Assignee All</div> <div>+ Filter</div> <div>Title or Description</div> </div>							
ID	Title	Priority	Status	Handler	Founder	Iteration	
#5	Invite members	High	In Development	Steven	Steven		
#114	A new userstory	0/1 Me...	Not Started	Steven	Steven		
#115	testing	Me...	Submit a Test	Steven	Steven		
#99	sub-requirement B	Invite membe...	Completed	Steven	Steven		
#98	sub-requirement A	Invite membe...	Pending	Steven	Steven		
			Not Started	Unspec...	Steven		

3. Click **Project Settings > Project Collaboration > Issue Types** to set custom user story and requirement workflows. For more information, see [Custom Workflows](#).

<div>Collaboration</div> <div>Issue Type</div> <div>Page plan</div> <div>Collaboration mode</div> <div>Component Settings</div> <div>Integration settings</div>	Issue Type	
	Searching...	
	Event type name	Description
	Requirement	Requirements are the software functions that users need to solve a problem or achieve a goal.
	Task	Tasks are specific activities to achieve a goal or requirement.
	Defect	A defect is a phenomenon in which the software does not meet the originally defined business requirements, and def
	Risk <button>Customize</button>	Unknown risk.
	Userstory	User stories are the smallest unit of work in an agile framework, describing how the software brings specific value to t
	Requirements to be decomposed <button>Customize</button>	

Requirement View

The requirement list is the major workspace for relevant product personnel. You can switch between **Tree View**, **Tile View**, and **Kanban View** to suit your needs. This helps you create a global view of all requirements and their progress in the current project. The next time you go to this page, the system will display the last used view by default.

When there are many requirements, flexibly use the search box and filters to quickly locate the information you need.

For more information, see [Manage Issue Views](#).

Plan

Iteration

All Issues

Requirement

Task

Defect

☰

All Open

⌵

Issue Type

All

Status Type

Not started,In Progress

Assignee

All

+ Filter

Title or Description

Q

ID	Title	Priority	Status	Handler	Founder	Iteration
#13	<div><div>🔗</div><div>[Sample requirement] – Register as a team member by ...</div><div><div>🕒</div><div>0/4</div></div></div>	<div><div>🔴</div><div>Cri...</div></div>	<div><div>In Development</div></div>	<div><div>ad</div><div>admilk</div></div>	<div><div>🇸🇰</div><div>Steven</div></div>	Example
#9	<div><div>🔗</div><div>Invite members to the team by email</div><div><div>🕒</div><div>0/1</div></div></div>	<div><div>🟡</div><div>High</div></div>	<div><div>Not Started</div></div>	<div><div>🇸🇰</div><div>Steven</div></div>	<div><div>🇸🇰</div><div>Steven</div></div>	Example
#5	<div><div>🔗</div><div>Invite members</div></div>	<div><div>🟡</div><div>High</div></div>	<div><div>Not Started</div></div>	<div><div>🇸🇰</div><div>Steven</div></div>	<div><div>🇸🇰</div><div>Steven</div></div>	Example
#99	<div><div>🔗</div><div>sub-requirement B</div><div>🔗</div></div>	<div><div>🟡</div><div>Me...</div></div>	<div><div>In Development</div></div>	<div><div>👤</div><div>Unspec...</div></div>	<div><div>🇸🇰</div><div>Steven</div></div>	Example
#98	<div><div>🔗</div><div>sub-requirement A</div><div>🔗</div></div>	<div><div>🟡</div><div>Me...</div></div>	<div><div>In Development</div></div>	<div><div>👤</div><div>Unspec...</div></div>	<div><div>🇸🇰</div><div>Steven</div></div>	Example
#84	<div><div>🔗</div><div>Customer Service Response Portal Development</div></div>	<div><div>🟡</div><div>Me...</div></div>	<div><div>Not Started</div></div>	<div><div>👤</div><div>Unspec...</div></div>	<div><div>🇸🇰</div><div>Steven</div></div>	gogogo

Version Backtracking

All changes to a requirement are recorded in the action log. On the details page, select ... in the upper-right corner and click **Earlier Versions** in the menu to view all versions by time. Version backtracking allows you to restore an earlier version. For more information, see [Version Management](#).

#114 1 follower(s)

A new userstory

Edit Description Upload Attachment Add Sub-Issue More

Click here to edit the description.

Sub-issue +

#115 testing Not Started

Defect +


#7 [Example defect] - After entering the correct... Feb 10thEnd In Progress

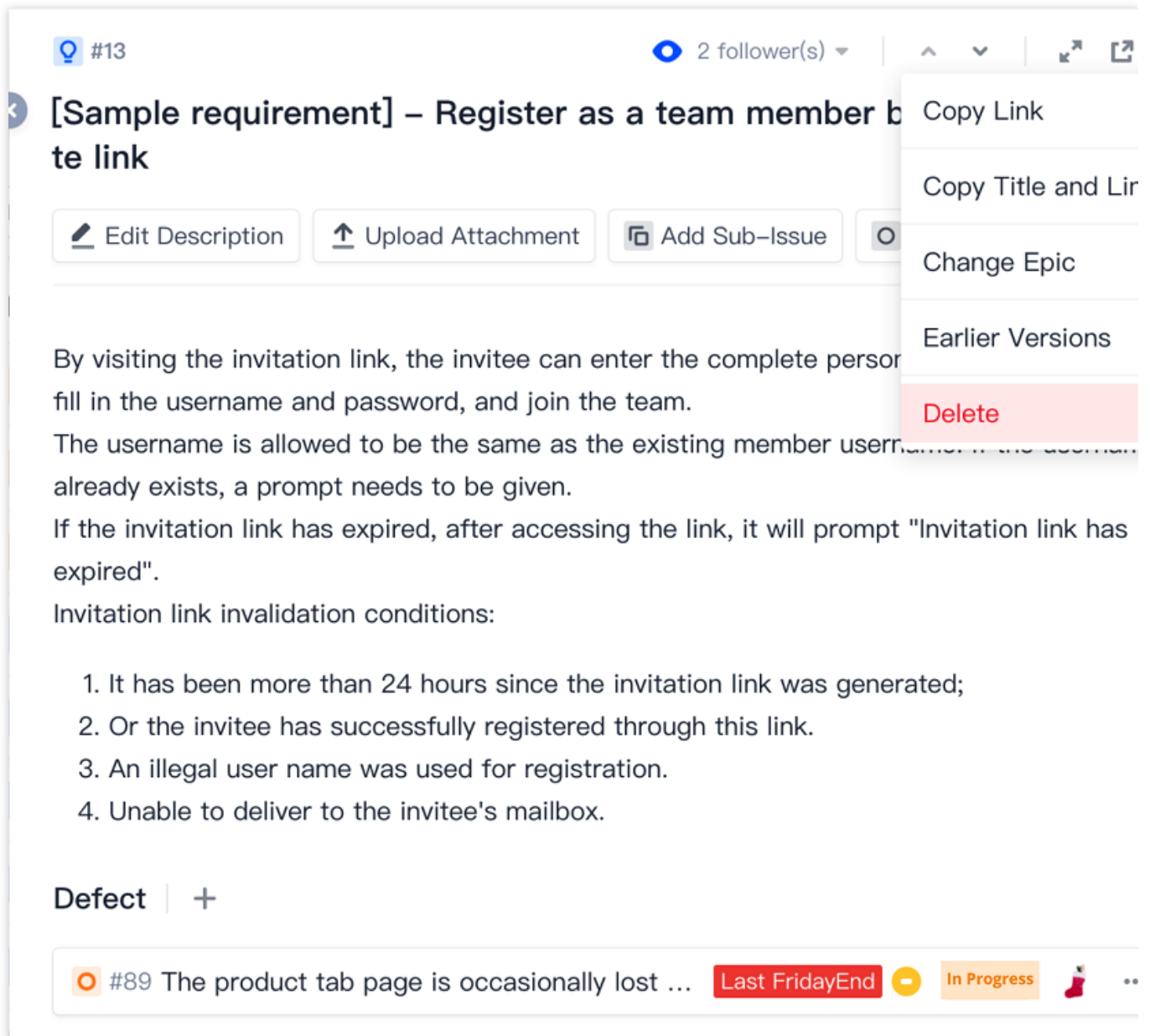
Import or Export Requirements

You can batch import and export requirements. On the requirement list page, select ... in the upper-right corner and import or export user stories and requirements. For more information, see [Import and Export Issues](#).

Pending Planning Iteration All Issues Epic Requirement Task Defect							
All Open							
Issue Type All Status Type Not started,In Progress Assignee All + Filter Title or Descriptor							
ID	Title	Priority	Status	Handler	Founder	Iteration	
#13	[Sample requirement] - Register as a team member by visiting ...	Cri...	Not Started	admilk	Steven		
#9	Invite members to the team by email	High	Not Started	Steven	Steven		
#5	Invite members	High	Not Started	Steven	Steven		
#115	testing	Me...	未开始	Unspec...	Steven		

Delete Requirement

On the user story details page, you can select  in the upper-right corner and click **Delete** in the menu. This will not change the status of associated bugs, but all sub-issues of the user story, if any, will be deleted. Proceed with caution.



#13 2 follower(s)

[Sample requirement] – Register as a team member by invitation link

Edit Description Upload Attachment Add Sub-Issue More options


Copy Link
Copy Title and Link
Change Epic
Earlier Versions
Delete

By visiting the invitation link, the invitee can enter the complete personal information, fill in the username and password, and join the team.
The username is allowed to be the same as the existing member username. If the username already exists, a prompt needs to be given.
If the invitation link has expired, after accessing the link, it will prompt "Invitation link has expired".
Invitation link invalidation conditions:

1. It has been more than 24 hours since the invitation link was generated;
2. Or the invitee has successfully registered through this link.
3. An illegal user name was used for registration.
4. Unable to deliver to the invitee's mailbox.

Defect +

#89 The product tab page is occasionally lost ... Last FridayEnd In Progress

If you simply need to delete a sub-issue, on the user story details page or details page of the sub-issue, select  and click **Delete** in the menu.

Manage Tasks

Last updated : 2023-12-26 18:02:33

This document describes tasks in Scrum agile management.

Open Project

1. Log in to the CODING Console and click **Use Now** to go to CODING.
2. Click



in the upper-right corner to open the project list page and click a project icon to open the project.

3. In the menu on the left, click **Project Collaboration**.

Function Overview

Facilitating team collaboration, tasks refer to specific activities carried out to achieve a certain goal. Generally, a task can be completed in one iteration. In an iteration, any number of tasks may be completed.

Go to **Project Collaboration > Tasks** and create a task. Then, you can set its assignee, iteration, story points, and priority. One task can be associated with other issues, or broken down into several sub-issues for flexible task assignment. In addition, you can start a discussion at any time and place with the assignee of the task in Comments, and track all task history with the task details.

Create Tasks

1. Open a project and select **Project Collaboration > Tasks**. Click **Create Task** in the upper-right corner of the module and enter a task title, task description, and other basic information to create the task.

Create Task ⚡ Add Epic 1 follower(s)

Title *

Add Task title (Command + press Enter for Quick Create)

Task Description

Write H B Template

Preview I Template

Enter a description here (markdown supported)

Attachments | Upload Attachment Others

No attachment added

Create **Cancel** | ☐ Continue Creation

Assignee
Unspecified

Iteration
Not added to iterat...

Story Points
-

Priority
Medium

Start Date
Unspecified

Deadline
Unspecified

Label
+

Process
0%

2. After creating a task, you can set the assignee and iteration, [set the story points](#), adjust the priority, and set the due date on the task details page.

#97

1 follower(s)

^

v

↗

↖

testing

Edit Description

Upload Attachment

Add Sub-Issue

Reference Resources

Click here to edit the description.

Sub-issue | +

0/1 Completed

#113 gogo

Not Started

Reference Resources | +

Referenced By

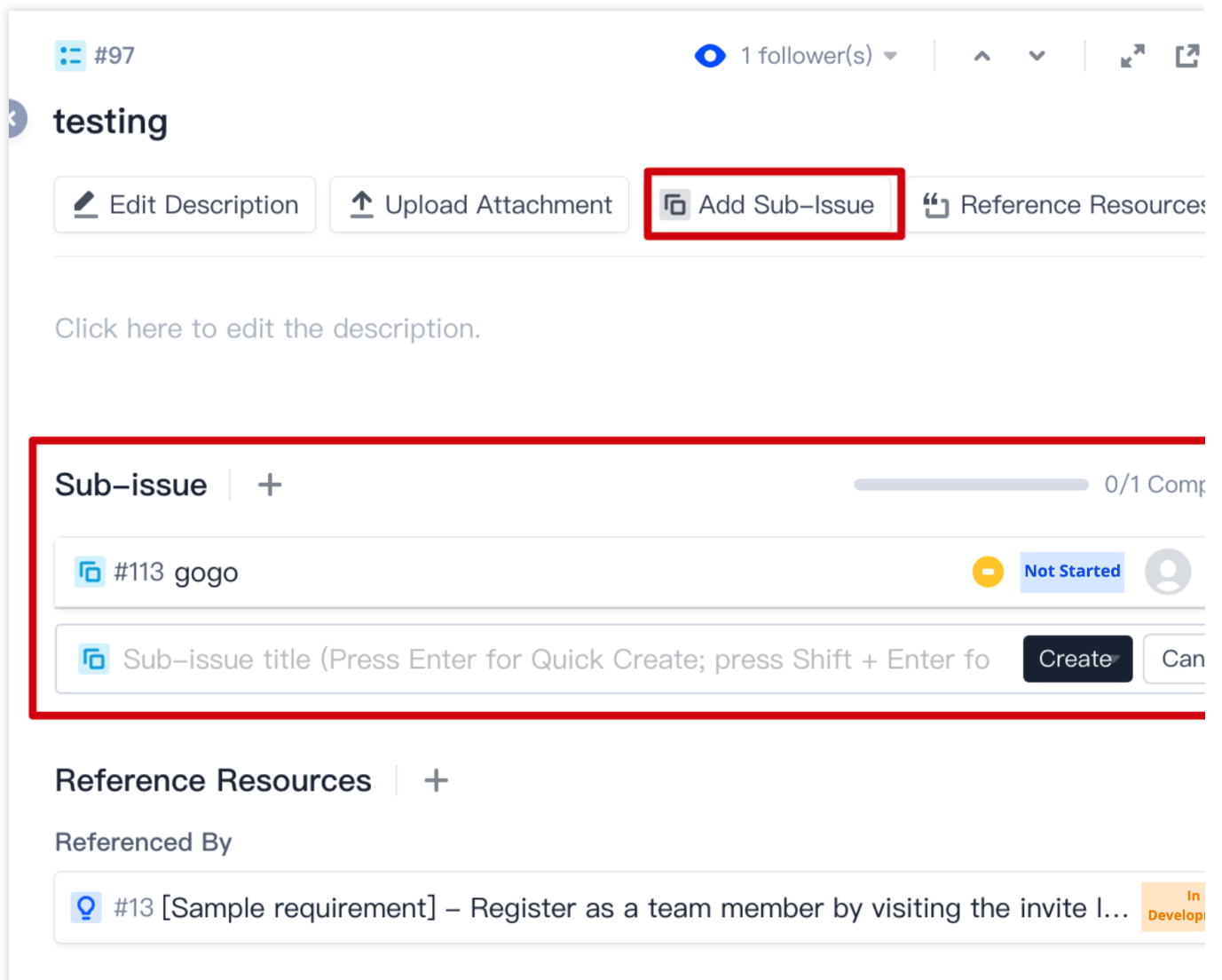
#13 [Sample requirement] – Register as a team member by visiting the invite l...

In Development

Break Down Tasks

Agile development is a mode of development that focuses on quick iterations and delivery. As the workload during the duration of an iteration should be small, you can break down tasks into smaller sub-issues to improve development efficiency, thereby ensuring on-time delivery as expected.

1. On the task details page, click **Add Sub-Issue**.



#97 1 follower(s) ^ v ↗ ↖

testing

Edit Description Upload Attachment **Add Sub-Issue** Reference Resources

[Click here to edit the description.](#)

Sub-issue | + 0/1 Completed

#113 gogo Not Started

Sub-issue title (Press Enter for Quick Create; press Shift + Enter for Full Create) **Create** Cancel

Reference Resources | +

Referenced By

#13 [Sample requirement] – Register as a team member by visiting the invite link In Development

2. You can simply enter a title to quick create a sub-issue.
3. You can also select **Create** and click **Full Create** in the dropdown menu (keyboard shortcut: Shift + Enter) and enter details before creating a sub-issue.

Create Sub-issue

 1 follower(s)

Title *

Sub-issue Description

Write	H	B		"	</>				@		Templat e
Preview	<i>I</i>							#			

Enter a description here (markdown supported)

Attachments |  Upload Attachment  Others ▼

No attachment added

Create

Cancel



Continue Creation

4. After you have created the sub-issue, you can view it on the task details page.

#97

1 follower(s)

testing

Edit Description

Upload Attachment

Add Sub-Issue

Reference Resource

Click here to edit the description.

Sub-issue

+

0/2 Characters

#113 gogo

Not Started

#117 testing

Not Started

Sub-issue title (Press Enter for Quick Create; press Shift + Enter for New Line)

Create

Reference Resources

+

Referenced By

#13 [Sample requirement] – Register as a team member by visiting the invite link

Dev

5. You can also view the sub-issue in the **task** list.

Pending

Planning

Iteration

All Issues

Requirement

Task

All Open

Issue Type All

Status Type Not started,In Progress

Assignee All

+ Filter

Title or Description

ID	Title	Priority	Status	Handler	Founder	Iteration
#117	testing	Me...	In Development	Unspec...	Steven	
#113	gogo	Me...	Not Started	Unspec...	Steven	
#97	testing	0/2 Me...	Not Started	Unspec...	Steven	
#95	demand	Me...	In Development	Unspec...	Steven	

6. On the task details page, you can select `...` to the right of a sub-issue and change the associated parent issue or delete the current sub-issue.

Reference Resources

In the Description or Comments on the task details page, you can use `# + reference ID/title` to select a resource. The resource referenced will be shown in the References list. If the current task has been referenced by another resource, the resource will be shown in the Referenced By list of the task.

#97

1 follower(s)

testing

Edit Description

Upload Attachment

Add Sub-Issue

Reference Resource

Click here to edit the description.

Sub-issue +

0/2 Cor

#113 gogo

Not Started

#117 testing

Not Started

#97

1 follower(s)

^

v

↗

↖

testing

Edit Description

Upload Attachment

Add Sub-Issue

Reference Resource

Click here to edit the description.

Sub-issue | +

0/2 Completed

#113 gogo

Not Started

#117 testing

Not Started

Reference Resources | +

Referenced By

#13 [Sample requirement] – Register as a team member by visiting the invite l...

In Develop

2. On the task list page, you can switch the status based on the current stage of the task in the **Status** column.

Pending Planning Iteration All Issues Requirement Task							
<div> <div>All Open</div> <div></div> </div> <div> <div>Issue Type All</div> <div>Status Type Not started,In Progress</div> <div>Assignee All</div> <div>+ Filter</div> <div>Title or Description</div> </div>							
ID	Title	Priority	Stat	Handler	Founder	Iteration	
#117	testing	Me...	In Development	Unspec...	Steven		
#113	gogo	Me...	In Progress	Unspec...	Steven		
#97	testing	0/2	Completed	Unspec...	Steven		
#95	demand	Me...	Not Started	Unspec...	Steven		
#94	Customer service window design task	Me...	Not Started	Unspec...	Steven		
#87	Entry scheme interface development	Me...	Not Started	Unspec...	Steven		
#85	Entry scheme use discussion	Me...	Not Started	Unspec...	Steven	gogogo	
#73	Due to the change of product name, the email URL needs to b...	Me...	In Progress	Unspec...	Steven		
#72	Investigate whether each mail interface provider meets the proj...	Me...	In Progress	Unspec...	Steven		
#11	Add a pop-up window to invite members by mail and complete...	Me...	In Progress	Steven	Steven		

3. Click **Project Settings > Project Collaboration > Issue Types** to set custom task workflows. For more information, see [Custom Workflows](#).

Task View

On the task list page, you can switch between **Tree View**, **Tile View**, and **Kanban View** to suit your needs. The next time you go to this page, the system will display the last used view by default.

When there are many tasks, flexibly use the search box and filters to quickly locate the information you need. For more information, see [Manage Issue Views](#).

Pending Planning Iteration All Issues Requirement Task						
<div> <div>All Open</div> <div></div> </div> <div> <div>Issue Type All</div> <div>Status Type Not started,In Progress</div> <div>Assignee All</div> <div>+ Filter</div> <div>Title or Description</div> </div>						
ID	Title	Priority	Status	Handler	Founder	Iteration
#117	testing	Me...	In Development	Unspec...	Steven	
#113	gogo	Me...	Not Started	Unspec...	Steven	
#97	testing	0/2 Me...	Not Started	Unspec...	Steven	
#95	demand	Me...	Not Started	Unspec...	Steven	
#94	Customer service window design task	Me...	Not Started	Unspec...	Steven	
#87	Entry scheme interface development	Me...	Not Started	Unspec...	Steven	
#85	Entry scheme use discussion	Me...	Not Started	Unspec...	Steven	gogogo
#73	Due to the change of product name, the email URL needs to b...	Me...	In Progress	Unspec...	Steven	
#72	Investigate whether each mail interface provider meets the proj...	Me...	In Progress	Unspec...	Steven	
#11	Add a pop-up window to invite members by mail and complete...	Me...	In Progress	Steven	Steven	

Version Backtracking

All changes to a task are recorded in the action log. On the details page, select ... in the upper-right corner and click **Earlier Versions** in the menu to view all versions by time. Version backtracking allows you to restore an earlier version. For more information, see [Version Management](#).

The screenshot shows a web interface for a project management tool. At the top, there's a header with the Tencent Cloud logo and 'CODING Project Management'. Below this, a navigation bar shows '#97 / #117' and '1 follower(s)'. The main content area is titled 'testing'. Below the title, there are three buttons: 'Edit Description', 'Upload Attachment', and 'Associate Code Repo'. A link 'Click here to edit the description.' is also present. An 'Action Log' section shows two actions: 'Steven created Sub-issue' and 'Steven changed parent issue #97-testing'. At the bottom, there's a comment input area with a 'Write' tab, a 'Preview' tab, and a 'Post' button. A dropdown menu is open on the right side of the 'testing' title, showing options: 'Copy Link', 'Copy Title and L', 'Change Parent Issue', 'Earlier Versions' (highlighted with a red box), and 'Delete'.

#97 / #117 1 follower(s)

testing

Edit Description Upload Attachment </> Associate Code Repo

Click here to edit the description.

Action Log

All Only logs Only comments

- + Steven created Sub-issue 2022-02-25 16:41
- Steven changed parent issue [#97-testing](#) 2022-02-25 16:41

Write Preview H B I Link Quote Code Image Table List Bulleted List Checkmark Mention Hashtag

Enter a comment here (markdown supported)

Post

- Copy Link
- Copy Title and L
- Change Parent Issue
- Earlier Versions
- Delete

Import or Export Tasks

You can batch import and export tasks. On the task list page, select in the upper-right corner and import or export tasks. For more information, see [Import and Export Issues](#).

Pending Planning Iteration All Issues Requirement Task						
All Open ↑						
Issue Type All Status Type Not started,In Progress Assignee All + Filter Title or Description						
ID	Title	Priority	Status	Handler	Founder	Iteration
#117	testing	Me...	In Development	Unspec...	Steven	
#113	gogo	Me...	Not Started	Unspec...	Steven	
#97	testing	0/2 Me...	Not Started	Unspec...	Steven	
#95	demand	Me...	Not Started	Unspec...	Steven	
#94	Customer service window design task	Me...	Not Started	Unspec...	Steven	
#87	Entry scheme interface development	Me...	Not Started	Unspec...	Steven	
#85	Entry scheme use discussion	Me...	Not Started	Unspec...	Steven	gogogo
#73	Due to the change of product name, the email URL needs to b...	Me...	In Progress	Unspec...	Steven	
#72	Investigate whether each mail interface provider meets the proj...	Me...	In Progress	Unspec...	Steven	
#11	Add a pop-up window to invite members by mail and complete...	Me...	In Progress	Steven	Steven	

Delete Tasks

On the task details page, you can select **...** in the upper-right corner and click **Delete** in the menu. Deleting a task will delete all its sub-issues as well. Proceed with caution.

#95

1 follower(s)

^

v

↗

↖

✕

demand

Edit Description

Upload Attachment

Add Sub-Issue

Copy Title and Link

Click here to edit the description.

Reference Resources | +

Referenced By

#13 [Sample requirement] – Register as a team member by visiting the invite l... Not Star

Copy Link

Copy Title and Link

Earlier Versions

Delete

Manage Bugs

Last updated : 2023-12-26 18:02:33

This document describes bugs in Scrum agile management.

Open Project

1. Log in to the CODING Console and click **Use Now** to go to CODING.
2. Click



in the upper-right corner to open the project list page and click a project icon to open the project.

3. In the menu on the left, click **Project Collaboration**.

Function Overview

A bug is a failure to meet an initially defined business requirement. Bugs include any such defect except coding errors. On the CODING platform, you can centrally manage bugs. By recording detailed bug information such as the bug type, assignee, iteration, priority, and module, test engineers can learn about the overall bug handling progress, thereby improving bug transitioning and handling efficiency.

Create Bugs

Open a project and select **Project Collaboration > Bugs**. Click **Create Bug** in the upper-right corner and enter a bug title, bug description, and other basic information to quickly create the bug.

Break Down Bugs

1. On the bug details page, click **Add Sub-Issue**. You can simply enter a title to quick create a sub-issue.

The screenshot shows a bug issue page for issue #89. The title is "The product tab page is occasionally lost in the applet". The description is "will be occasional crashes and font loss." The "Add Sub-Issue" button is highlighted with a red box. Below it, the "Sub-issue" form is also highlighted with a red box. The form has a text input field with the placeholder "Sub-issue title (Press Enter for Quick Create; press Shift + Enter)" and two buttons: "Create" and "Cancel". Below the form, there are tabs for "Action Log" and "Worklog". Under "Action Log", there are filters for "All", "Only logs", and "Only comments". A log entry is visible: "+ Steven created Defect 2020-12-21 16:54".

#89 1 follower(s)

The product tab page is occasionally lost in the applet

Edit Description Upload Attachment **Add Sub-Issue** Associate to Test Case

will be occasional crashes and font loss.

Sub-issue +

Sub-issue title (Press Enter for Quick Create; press Shift + Enter) Create Cancel

Action Log Worklog

All Only logs Only comments

+ Steven created Defect 2020-12-21 16:54

You can also select **Create** and click **Full Create** in the dropdown menu (keyboard shortcut: Shift + Enter) and enter details before creating a sub-issue.


2. After you have created the sub-issue successfully, you can view it on the bug details page.






Defect details view showing a list of defects on the left and a detailed view of a selected defect on the right. The selected defect is titled "[Example defect] - After entering the correct username...". The right panel includes fields for "Test result" and "Expected result", a "Sub-issue" section with a "+", and an "Action Log" section showing a timeline of actions like "Steven created Defect" and "Steven updated status to".

You can also view the sub-issue in the **bug** list.


ID	Title	Priority	Status	Handler	Founder	Iteration
#7	[Example defect] - After entering the correct username...	High	In Development	Steven	Steven	
#116	Front error	Medium	Not Started	Unspec...	Steven	
#89	The product tab page is occasionally lost in the applet	Medium	Not Started	Steven	Steven	
#8	[Example defect] - The product price font in the product detail...	Medium	In Development	Steven	Steven	


3. On the bug details page, you can select **...** to the right of a sub-issue and change the associated parent issue or delete the current sub-issue.


 #7


1 follower(s)  |   |  

[Example defect] – After entering the correct username and password on the login page, it prompts "User does not exist"

 Edit Description

 Upload Attachment

 Add Sub-Issue


 Associate to Test Case

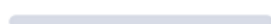
step:


1. In the test environment, enter the URL <https://mywebsite.com/login> to enter the login page;
2. Enter the username Admin and password mypassword;
3. Click the "Login" button.




Test result: The page prompts "User does not exist".


Expected result: "Login successful" is prompted and the page automatically jumps to the home page.

Sub-issue | 

 0/1 Completed

 #116 Front error


 **Not Started**  

4. During actual development scenarios, unexpected bugs may arise due to insufficient planning, or complicated bugs may require lots of work for researching and handling. In this case, enter the bug details page, select  in the upper-right corner, and then convert the bug to a new requirement or change its parent epic.


The screenshot shows a project management interface for an issue titled "[Example defect] – After entering the correct username on the login page, it prompts "User does not exist"". The issue is labeled #7 and has 1 follower. A context menu is open on the right, with options: Copy Link, Copy Title and Link, Change Epic (highlighted with a red box), Convert to Requirement, Earlier Versions, and Delete. Below the title are buttons for Edit Description, Upload Attachment, Add Sub-Issue, and Assign. The description starts with "step:" followed by three numbered steps: 1. In the test environment, enter the URL <https://mywebsite.com/login> page; 2. Enter the username Admin and password mypassword; 3. Click the "Login" button. Below the steps, it says "Test result: The page prompts "User does not exist". Expected result: "Login successful" is prompted and the page automatically jumps to the home page." At the bottom, there is a "Sub-issue" section with a plus icon and a progress bar showing "0/1 Completed". Below this, a sub-issue is listed: #116 Front error, with a status of "Not Started" and an assignee icon.


Assign Bugs


After creating a bug and breaking it down into sub-issues, you can enter the details page to set the iteration and associated requirements, [set the story points](#), select the bug type, adjust the priority, set the due date, and specify the assignee.


 #7


1 follower(s) | ^ v | ↗ ↖

 **[Example defect] – After entering the correct username and password on the login page, it prompts "User does not exist"**

 Edit Description

 Upload Attachment

 Add Sub-Issue

 Associate to Test Case

step:


1. In the test environment, enter the URL <https://mywebsite.com/login> to enter the login page;
2. Enter the username Admin and password mypassword;
3. Click the "Login" button.


Test result: The page prompts "User does not exist".


Expected result: "Login successful" is prompted and the page automatically jumps to the home page.

Sub-issue | +

0/1 Completed


 #116 Front error

 Not Started

 ..

Reference Resources

In the Description or Comments on the bug details page, you can use `# + reference ID/title` to select a resource. The resource referenced will be shown in the References list. If the current bug has been referenced by another resource, the resource will be shown in the Referenced By list of the bug.

 #7

[Example defect] – After entering the correct username and password on the login pag

Edit Description

Upload Attachment

Add Sub-Issue

Associate to Test Case

Reference Resou

step:

1. In the test environment, enter the URL <https://mywebsite.com/login> to enter the login page;
2. Enter the username Admin and password mypassword;
3. Click the "Login" button.

Test result: The page prompts "User does not exist".

Expected result: "Login successful" is prompted and the page automatically jumps to the home page.

Sub-issue | +

#116 Front error


Action Log


Worklog


All


Only logs


Only comments


 #116 Front error


 #115 testing


 #114 A new userstory 16:01


 #113 gogo 15:22


 #112 Entry scheme use discussion 15:28


 #111 Invite members


 #110 ...


 #109 ...


 #108 ...


 #107 ...


 #106 ...


 #105 ...


 #104 ...


 #103 ...

 #102 ...

 #101 ...

 #100 ...

 #99 ...

 #98 ...

 #97 ...

 #96 ...

 #95 ...

 #94 ...

 #93 ...

 #92 ...

 #91 ...

 #90 ...

 #89 ...

 #88 ...

 #87 ...

 #86 ...

 #85 ...

 #84 ...

 #83 ...

 #82 ...

 #81 ...

 #80 ...

 #79 ...

 #78 ...

 #77 ...

 #76 ...

 #75 ...

 #74 ...

 #73 ...

 #72 ...

 #71 ...

 #70 ...

 #69 ...

 #68 ...

 #67 ...

 #66 ...

 #65 ...

 #64 ...

 #63 ...

 #62 ...

 #61 ...

 #60 ...

 #59 ...

 #58 ...

 #57 ...

 #56 ...

 #55 ...

 #54 ...

 #53 ...

 #52 ...

 #51 ...

 #50 ...

 #49 ...

 #48 ...

 #47 ...

 #46 ...

 #45 ...

 #44 ...

 #43 ...

 #42 ...

 #41 ...

 #40 ...

 #39 ...

 #38 ...

 #37 ...

 #36 ...

 #35 ...

 #34 ...

 #33 ...

 #32 ...

 #31 ...

 #30 ...

 #29 ...

 #28 ...

 #27 ...

 #26 ...

 #25 ...

 #24 ...

 #23 ...

 #22 ...

 #21 ...

 #20 ...

 #19 ...

 #18 ...

 #17 ...

 #16 ...

 #15 ...

 #14 ...

 #13 ...

 #12 ...

 #11 ...

 #10 ...

 #9 ...

 #8 ...

 #7 ...

 #6 ...

 #5 ...

 #4 ...

 #3 ...

 #2 ...

 #1 ...

 #0 ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

 # ...

Bug Status Transition

Bug status refers to the stage of a bug in its lifecycle and provides a way to implement bug processing workflows.

1. After creating a bug, the bug status is **To be processed** by default. On the bug details page, select options from the dropdown menu on the right to switch its status.

#7

1 follower(s)

[Example defect] – After entering the correct username and password on the login page, it prompts "User does not exist"

Edit Description

Upload Attachment

Add Sub-Issue

Associate to Test Case

step:

1. In the test environment, enter the URL <https://mywebsite.com/login> to enter the login page;

2. Enter the username Admin and password mypassword;

3. Click the "Login" button.

Test result: The page prompts "User does not exist".

Expected result: "Login successful" is prompted and the page automatically jumps to the home page.

Sub-issue

+

0/1 Completed

#116 Front error

Not Started

2. On the bug list page, you can switch the status based on the current stage of the bug in the **Status** column.

Pending	Planning	Iteration	All Issues	Epic	Requirement	Task	Defect				
☰	All Open	⬆									
Status	Type	Not started, In Progress	Assignee	All	+ Filter	Title or Descriptor	Q				
ID	Title	Priority	Stat	Handler	Founder	Iteration					
#7	[Example defect] – After entering the correct username...	0/1	High	In Development	Steven	Steven					
#116	Front error	Me...		Not Started	Steven	Steven					
#89	The product tab page is occasionally lost in the applet	Me...		Submit a Test	Steven	Steven					
#8	[Example defect] – The product price font in the product detail...	Me...		Completed	Steven	Steven					
				Pending	Steven	Steven					

3. Click **Project Settings > Project Collaboration > Issue Types** to set custom bug workflows. For more information, see [Custom Workflows](#).


Bug View

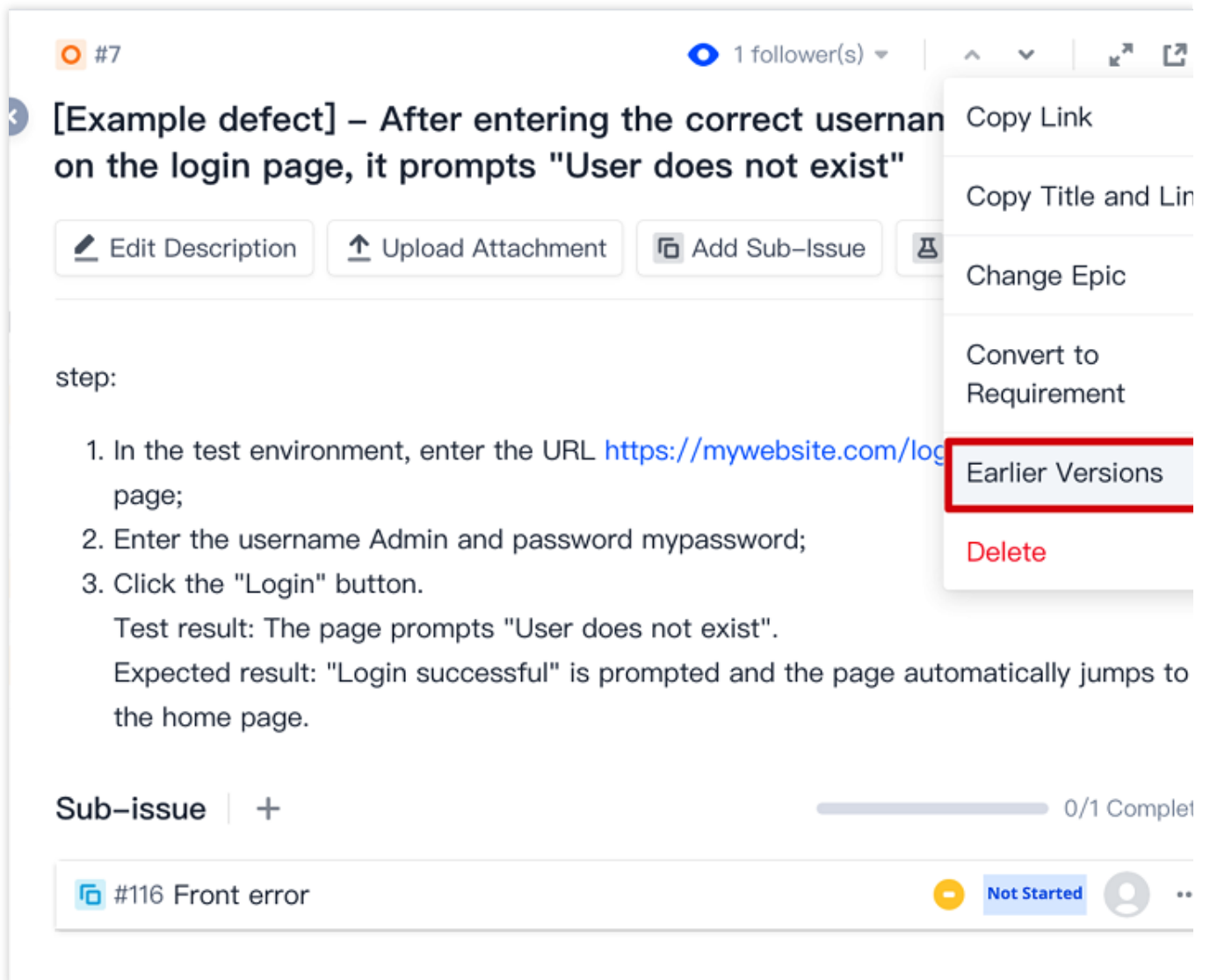
The bug list is a list view of all bugs in the project. It is the main workspace for testers and relevant bug assignees. On the bug list page, you can switch between **Tree View**, **Tile View**, and **Kanban View** to suit your needs. The next time you go to this page, the system will display the last used view by default.

When there are many tasks, flexibly use the search box and filters to quickly locate the information you need. For more information, see [Manage Issue Views](#).

Pending	Planning	Iteration	All Issues	Epic	Requirement	Task	Defect				
☰	All Open	⬆									
Status	Type	Not started, In Progress	Assignee	All	+ Filter	Title or Descriptor	Q				
ID	Title	Priority	Status	Handler	Founder	Iteration					
#7	[Example defect] – After entering the correct username...	0/1	High	In Development	Steven	Steven					
#116	Front error	Me...	Not Started	Unspec...	Steven	Steven					
#89	The product tab page is occasionally lost in the applet	Me...	Not Started	Steven	Steven	Steven					
#8	[Example defect] – The product price font in the product detail...	Me...	In Development	Steven	Steven	Steven					


Version Backtracking






















All changes to a bug are recorded in the action log. On the details page, select  in the upper-right corner and click **Earlier Versions** in the menu to view all versions by time. Version backtracking allows you to restore an earlier version. For more information, see [Version Management](#).



The screenshot displays a bug details page for issue #7. The title is "[Example defect] – After entering the correct username on the login page, it prompts "User does not exist"". The page includes action buttons: "Edit Description", "Upload Attachment", "Add Sub-Issue", and "Add Comment". A dropdown menu is open in the top right corner, showing options: "Copy Link", "Copy Title and Link", "Change Epic", "Convert to Requirement", "Earlier Versions" (highlighted with a red border), and "Delete". The bug description starts with "step:" followed by three numbered steps: 1. In the test environment, enter the URL <https://mywebsite.com/login> page; 2. Enter the username Admin and password mypassword; 3. Click the "Login" button. Below the steps, it states "Test result: The page prompts "User does not exist". Expected result: "Login successful" is prompted and the page automatically jumps to the home page." At the bottom, there is a "Sub-issue" section with a plus icon and a progress bar showing "0/1 Completed". A sub-issue titled "#116 Front error" is listed with a status of "Not Started" and an assigned user icon.

Import or Export Bugs

You can batch import and export bugs. On the bug list page, select  in the upper-right corner and import or export bugs. For more information, see [Import and Export Issues](#).

Pending	Planning	Iteration	All Issues	Epic	Requirement	Task	Defect
All Open							
Status Type	Not started,In Progress	Assignee All	+ Filter	Title or Description			
ID	Title	Priority	Status	Handler	Founder	Iteration	
#7	 [Example defect] – After entering the correct username...	 0/1	 High	 In Development	 Steven	 Steven	
#116	 Front error	 Me...	 Not Started	 Unspec...	 Steven		
#89	 The product tab page is occasionally lost in the applet	 Me...	 Not Started	 Steven	 Steven		
#8	 [Example defect] – The product price font in the product detail...	 Me...	 In Development	 Steven	 Steven		

Bug Types and Bug Modules

Manage bug types

When creating and managing a bug, you can set the bug type. CODING Bug Management provides five bug types by default:

Functional bug

UI defect

Usability defect

Security defect

Performance defect

The screenshot displays a defect issue in the CODING Project Management system. The issue title is "[Example defect] – After entering the correct username and password on the login page, it prompts 'User does not exist'". The issue is currently in the "In Development" status and has 1 follower. The description includes a list of steps to reproduce the defect: 1. Enter the URL <https://mywebsite.com/login>; 2. Enter username "Admin" and password "mypassword"; 3. Click the "Login" button. The test result is "The page prompts 'User does not exist'". The expected result is "Login successful" and the page jumping to the home page. The issue is categorized as a "Function" defect type. The action log shows three entries: "Steven created Defect" on 2020-07-22 16:37, and two "Steven updated status to" entries on 2020-12-16 16:01 and 2020-12-17 15:22.

#7 1 follower(s)

[Example defect] – After entering the correct username and password on the login page, it prompts "User does not exist"

Edit Description Upload Attachment Add Sub-Issue Associate to Test Case

step:

1. In the test environment, enter the URL <https://mywebsite.com/login> to enter the login page;
2. Enter the username Admin and password mypassword;
3. Click the "Login" button.

Test result: The page prompts "User does not exist".
Expected result: "Login successful" is prompted and the page automatically jumps to the home page.

Sub-issue + 0/1 Completed

#116 Front error Not Started

Action Log Worklog

All Only logs Only comments

- + Steven created Defect 2020-07-22 16:37
- ↔ Steven updated status to 2020-12-16 16:01
- ↔ Steven updated status to 2020-12-17 15:22

Status: In Development

Assignee: Steven

Iteration: Not added

Associate: A new

Story Points: -

Defect Type: Function

Search: Search

Deselect

Usability

Function

User Interface

Security

Performance

This is a new

Start Date: 2022/02

Custom bug types are also supported. Only a **team owner** or **admin** can create bug types. After a bug type is added, the bug type can be used for all projects of a team.

Create and use bug types

1. In a project, select **Project Settings** > **Project Collaboration** > **Issue Types**, and click **Fields** to the right of **Bugs**.

Collaboration
Issue Type
Page plan
Collaboration mode
Component Settings
Integration settings

Issue Type

Searching...

Event type name	Description
Requirement	Requirements are the software functions that users need to solve a problem or achieve a goal.
Task	Tasks are specific activities to achieve a goal or requirement.
Defect	A defect is a phenomenon in which the software does not meet the originally defined business requirements, and def
Risk	Unknown risk.
Userstory	User stories are the smallest unit of work in an agile framework, describing how the software brings specific value to t
Requirements to be decomposed	

2. In **Issue Types > Bugs**, select **Configure Menu Options** to the right of **Bug Types**.

Collaboration
Issue Type
Agile Feature
Collaboration mode
Component Settings
Integration settings

← Issue Type / Risk

Risk

Customize tasks

Unknown risk.

Attribute Workflow workflow beta

Searching for attributes

Attribute Name	Description	Default
Handler	System	—
Follower	System	—
The above are not sortable		
Priority	System	—
Start Date	System	Start Date
Due Date	System	—
Tag	System	—
Process	—	—
Estimated working hours	—	—
Working hours record	—	—

Apply Configuration

3. Enter a name for the new bug type. You can adjust the priorities of bugs through the drag-and-drop operation.

Configuration menu option

After the update,

⋮ Usability issues

⋮ functional defect

⋮ UI interface issues

⋮ Security

⋮ Performance

⋮ A new defect type

Option name, Max. 40

Corresponding to related items will be updated
! event types are using this property and will be
property is modified

○ Defect

Confirm

Cancel

Select **Add** and click **OK**, and then in **Issue Types > Bugs**, select **Apply Configuration** to add and apply the bug type.

Collaboration

Issue Type

Agile Feature

Collaboration mode

Component Settings

Integration settings

← Issue Type / Risk

?

Risk

Customize tasks

Unknown risk.

Attribute

Workflow

workflow beta

Searching for attributes

Attribute Name	Description	Default
Handler	System	—
Follower	System	—
The above are not sortable		
Priority	System	—
Start Date	System	Start Date
Due Date	System	—
Tag	System	—
Process	—	—
Estimated working hours	—	—
Working hours record	—	—
Defect Type	—	—

Apply Configuration

Cancel

The current configuration has not taken effect yet. Click Apply Configuration

4. When creating a bug or on the bug details page, you can select a new bug type in the **Bug Types** menu on the right.

#7 1 follower(s)

[Example defect] – After entering the correct username and password on the login page, it prompts "User does not exist"

Edit Description Upload Attachment Add Sub-Issue Associate to Test Case

step:

1. In the test environment, enter the URL <https://mywebsite.com/login> to enter the login page;
2. Enter the username Admin and password mypassword;
3. Click the "Login" button.

Test result: The page prompts "User does not exist".
Expected result: "Login successful" is prompted and the page automatically jumps to the home page.

Sub-issue + 0/1 Completed

#116 Front error Not Started

Action Log Worklog

All Only logs Only comments

- + Steven created Defect 2020-07-22 16:37
- ↔ Steven updated status to 2020-12-16 16:01

Manage bug modules

This feature is used to configure modules to which the bugs belong. Creating different modules allows you to manage and locate bugs easily to suit the needs of professional scenarios. Module data can be shared across projects for more efficient collaboration.

Create and use bug modules

1. In a project, select **Project Settings** > **Project Collaboration** > **Module Settings** and click **Create Module**.

← Settings

- Project & Member
- Collaboration
- Project Announcement
- Developer Options

Collaboration

- Issue Type
- Agile Feature
- Collaboration mode
- Component Settings
- Integration settings

Component Settings

Include the issue to the corresponding component for quick positioning.

Searching componen

Component Name

Module A

Module B

2. Enter a module name, and then select **Save** to add the bug module.

Create Component

Component Name

A new module

Save Cancel

In **Module Settings**, click ↑ ↓ to the right of each module to adjust the display priority of modules. You can also rename or delete the modules.

Collaboration

Issue Type

Agile Feature


Collaboration mode

Component Settings

Integration settings

Component Settings

Include the issue to the corresponding component for quick positioning.


Searching component 

Component Name

Module A


Module B


3. When creating a bug or on the bug details page, you can select the module to which the bug will be added from the **Modules** menu on the right.


 #7


1 follower(s) | ^ v | ↗ ↖

[Example defect] – After entering the correct username and password on the login page, it prompts "User does not exist"

 Edit Description

 Upload Attachment

 Add Sub-Issue

 Associate to Test Ca

step:


1. In the test environment, enter the URL <https://mywebsite.com/login> to enter the login page;
2. Enter the username Admin and password mypassword;
3. Click the "Login" button.


Test result: The page prompts "User does not exist".


Expected result: "Login successful" is prompted and the page automatically jumps to the home page.

Sub-issue | +

0/1 Complet

 #116 Front error

 Not Started


 ...

Action Log | Worklog

All | Only logs | Only comments

+ Steven created Defect 2020-07-22 16:37

Delete Bugs

On the bug details page, you can select  in the upper-right corner and click **Delete** in the menu. Deleting a bug will delete all its sub-issues as well. Proceed with caution.

#7

1 follower(s) ▾

[Example defect] – After entering the correct username on the login page, it prompts "User does not exist"

 Edit Description Upload Attachment Add Sub-Issue

step:

1. In the test environment, enter the URL <https://mywebsite.com/login> page;
2. Enter the username Admin and password mypassword;
3. Click the "Login" button.

Test result: The page prompts "User does not exist".

Expected result: "Login successful" is prompted and the page automatically redirects to the home page.

Sub-issue | +

 #116 Front error

Story Points

Last updated : 2023-12-26 18:02:33

This document describes story points in Scrum agile management.

Open Project

1. Log in to the CODING Console and click **Use Now** to go to CODING.
2. Click



in the upper-right corner to open the project list page and click a project icon to open the project.

3. In the menu on the left, click **Project Collaboration**.

Function Overview

Traditional software teams generally estimate their workload in time, while agile teams use story points to estimate the software effort. You can estimate story points using a modified Fibonacci sequence (0, 1/2, 1, 2, 3, 5, 8, 13, 20, 40) or T-shirt sizing (XS, S, M, L, XL). Such abstract estimation helps software teams to make better decisions around work effort.

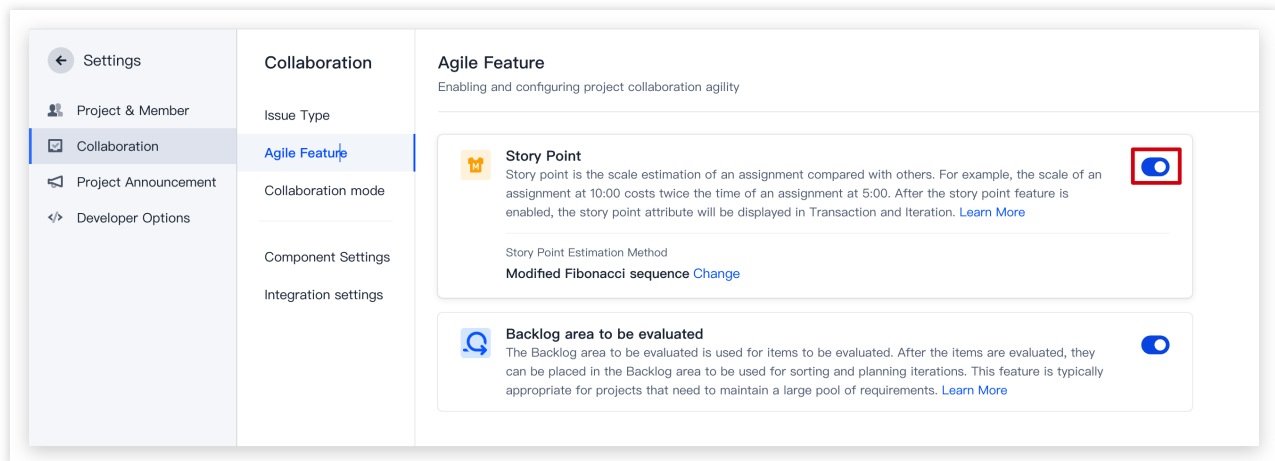
Using CODING Project Collaboration, you can configure the story point field, specify story points, edit story points, and view story points for different types of issues (user stories/requirements/tasks/bugs), and view the total story points of an iteration.

Configure story points

The story point function is enabled by default when a project is created. To configure the story point estimation method, go to **Project Settings > Project Collaboration > Agile Features**. The default estimation method is **Modified Fibonacci sequence** and you can change it to **T-shirt size**.

Note:

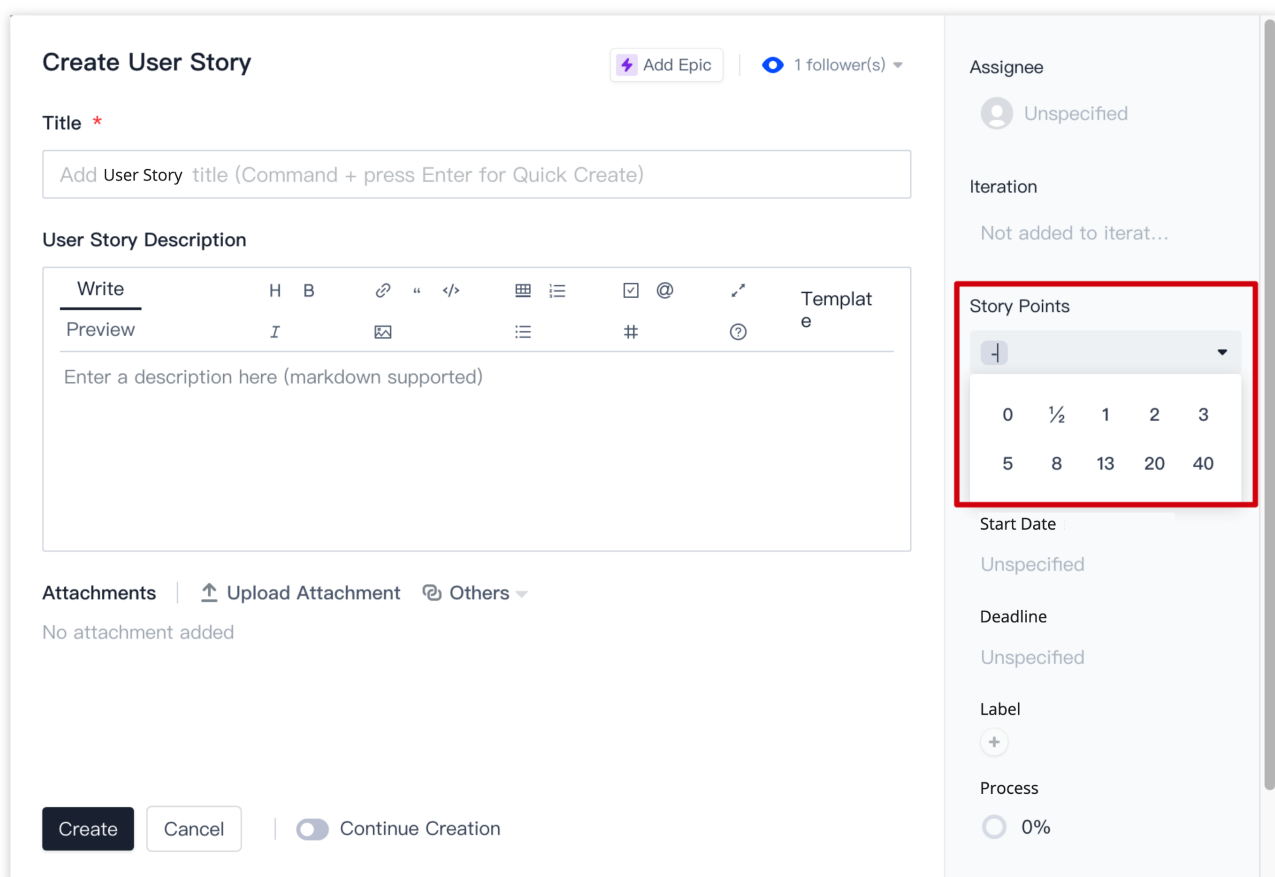
Changing the story point estimation method will clear the story point configuration of existing issues. Proceed with caution.



Use story points

Specify story points

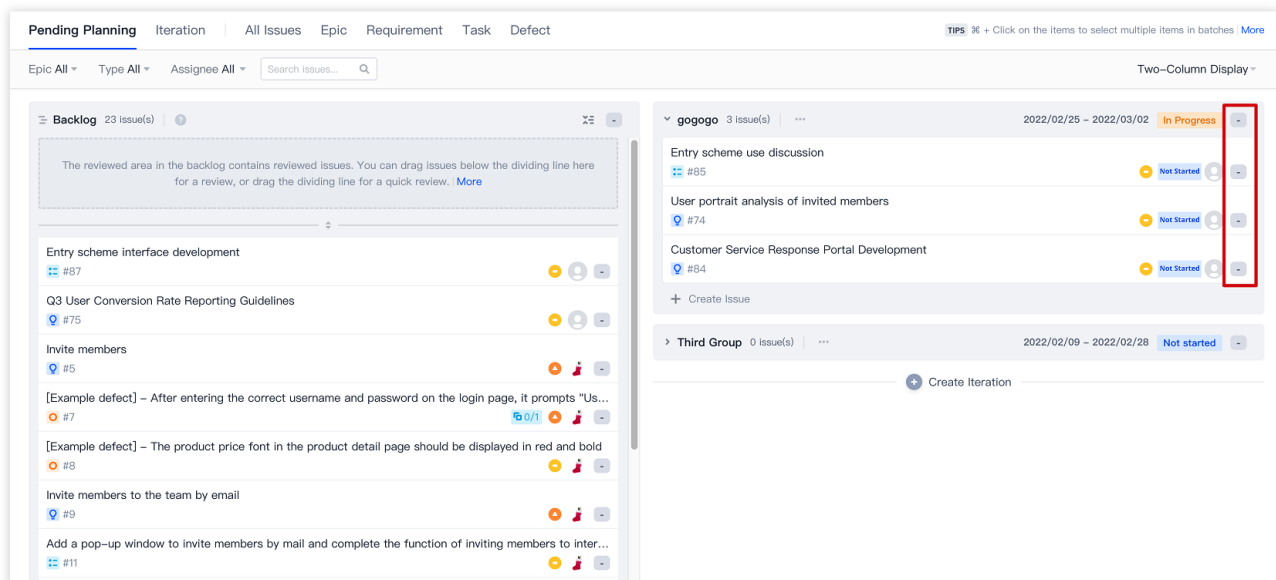
You can configure the story point field when creating a user story, requirement, task, or bug.



View story points

You can view story points configured on the **Pending Planning** page, iteration details page, and the overview and details page of an issue (user story/requirement/task/bug).

Pending Planning displays the story points configured for each issue as well as the total story points of all issues in the **backlog** or an iteration.



By default, the story points configured for issues are not displayed on the iteration details page or issue overview page. You can display them and adjust the display priority in **Table Display Settings** in the upper-right corner.

The screenshot shows the 'Issues' page. The table displays the following data:

ID	Title	Priority	Status	Handler	Founder	Deadline	Creation Time	Update Time
#85	Entry scheme use discussion	Me...	In Development	Unspec...	Steven		2020/12/21 14:42	2022/02/25 10:10
#74	User portrait analysis of invited members	Me...	Not Started	Unspec...	Steven		2020/10/13 16:32	2022/02/25 10:36
#84	Customer Service Response Portal Development	Me...	Not Started	Unspec...	Steven		2020/12/21 14:41	2022/02/08 16:07

The screenshot displays the 'Requirement' tab in the CODING Project Management tool. The main table lists various requirements with columns for ID, Title, Priority, Status, Handler, Founder, Iteration, and Deadline. A 'Table Display Settings' panel is open on the right, showing options for Spacing, Header Settings, and a list of fields to be displayed or hidden. The 'Spacing' section has a checked box. The 'Header Settings' section includes a 'Restore Default' link and a list of fields with toggle switches. The 'Table Display Settings' panel is highlighted with a red border.

ID	Title	Priority	Status	Handler	Founder	Iteration	Deadline
#13	[Sample requirement] - Register as a team member ...	0/4	Cri...	admilk	Steven	Example	Next ThursdayEn
#98	sub-requirement A	Me...	Not Started	Unspec...	Steven	Example	
#99	sub-requirement B	Me...	Not Started	Unspec...	Steven	Example	
#9	Invite members to the team by email	0/1	High	Steven	Steven	Example	Jul 25th 2020En
#5	Invite members	High	In Development	Steven	Steven	Example	Aug 21st 2020En
#84	Customer Service Response Portal Development	Me...	Not Started	Unspec...	Steven	gogogo	
#83	Customer service response entrance design	Me...	Not Started	Unspec...	Steven	Example	TomorrowEnd
#82	Location design of customer service response entrance	Me...	Not Started	Unspec...	Steven	Example	TomorrowEnd
#81	Customer service response entrance development style sca...	Me...	Not Started	Unspec...	Steven	Example	SaturdayEnd
#80	Customer service entrance planning and page design	Me...	Not Started	Unspec...	Steven	Example	Next ThursdayEn
#79	Mobile app development	Me...	Not Started	Steven	Steven	Example	Last ThursdayEn
#75	Q3 User Conversion Rate Reporting Guidelines	Me...	Not Started	Unspec...	Steven		
#74	User portrait analysis of invited members	Me...	Not Started	Unspec...	Steven		
#12	[Sample requirement] - In the member management module...	Me...	Not Started	admilk	Steven	Example	Feb 10thEnd

More information

Differences between story points and time

Traditional software teams estimate workload with time. Time is an **absolute value** that is usually estimated with historical empirical information.

Agile development teams estimate software effort with story points, a **relative value**. In other words, given two requirements, we can estimate that one is larger than the other, but we are unsure of the exact workload of each requirement.

In practice, both estimation methods have their own advantages and disadvantages in different scenarios. Good estimation practices help teams stay on top of project costs and profitability and reach a consensus on the effort, priority, and value of requirements to be delivered, leading to better business decisions.

What is the Fibonacci sequence?

Fibonacci sequence: 0, 1, 1, 2, 3, 5, 8, 13, 21, 34...

The recursive relation of this sequence is $f(0) = 0$, $f(1) = 1$, $f(n) = f(n-1) + f(n-2)$ ($n \geq 2$, $n \in \mathbb{N}^*$). In other words, except for the first two values (0 and 1), the Nth value is equal to the sum of the previous two ones.

$$1 = 0 + 1$$

$$2 = 1 + 1$$

$$3 = 1 + 2$$

$$8 = 3 + 5$$

...

Why estimate story points with a modified Fibonacci sequence?

In agile development, task effort is estimated by comparing story points between tasks. In our modified Fibonacci sequence, the difference between adjacent numbers increases as the numbers increase, allowing us to distinguish tasks by effort. For example, a 34-point requirement is different from a 21-point one, but it would not be very agile to debate over whether a feature is 34 or 35 points.

Which story point estimation method should I choose?

T-shirt sizing is suited to estimating the size of large user stories with massive requirements in a coarse-grained yet quick way.

The modified Fibonacci sequence is suited to estimating the size of small user stories with few requirements in a relatively precise way.

How to achieve effective story point estimation

During actual agile development, the estimated number of points may be different from the actual situation due to business uncertainty, new changing factors, and subjective factors. We hope the following suggestions can help you improve story point estimation efficiency:

Involve all relevant members in the estimation. With more comprehensive information comes more mature results. During the estimation process, team members can share their logic, experience, and hypotheses, creating synergy.

Reference previous work. In the iteration retrospective, review and reflect on the accuracy of the estimate to improve the next iteration estimate.

Choose the right estimation method for story points. Estimation methods differ for projects of different types and effort. Popular estimation methods include planning poker, T-shirt size, and dot vote.

Iteration Statistics

Last updated : 2023-12-26 18:02:33

This document describes iteration statistics in Scrum agile management.

Open Project

1. Log in to the CODING Console and click **Use Now** to go to CODING.
2. Click

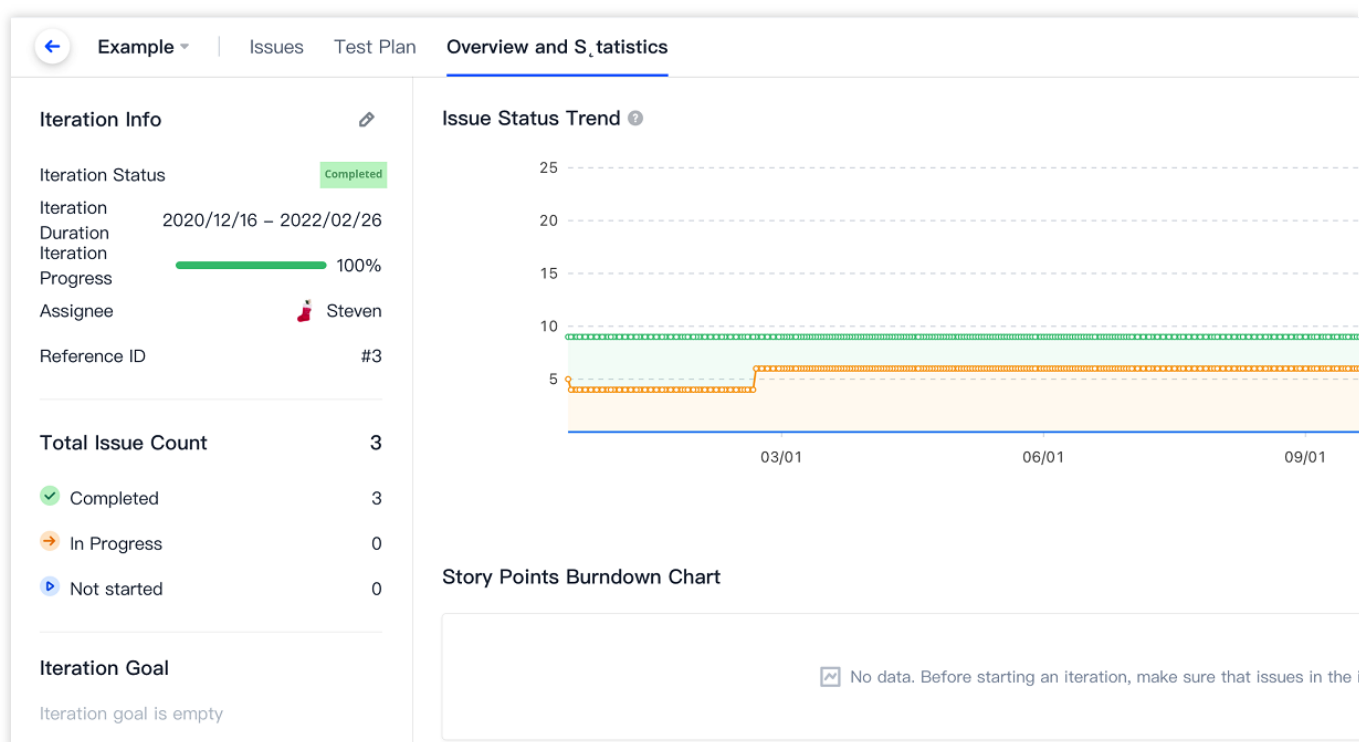


in the upper-right corner to open the project list page and click a project icon to open the project.

3. In the menu on the left, click **Project Collaboration**.

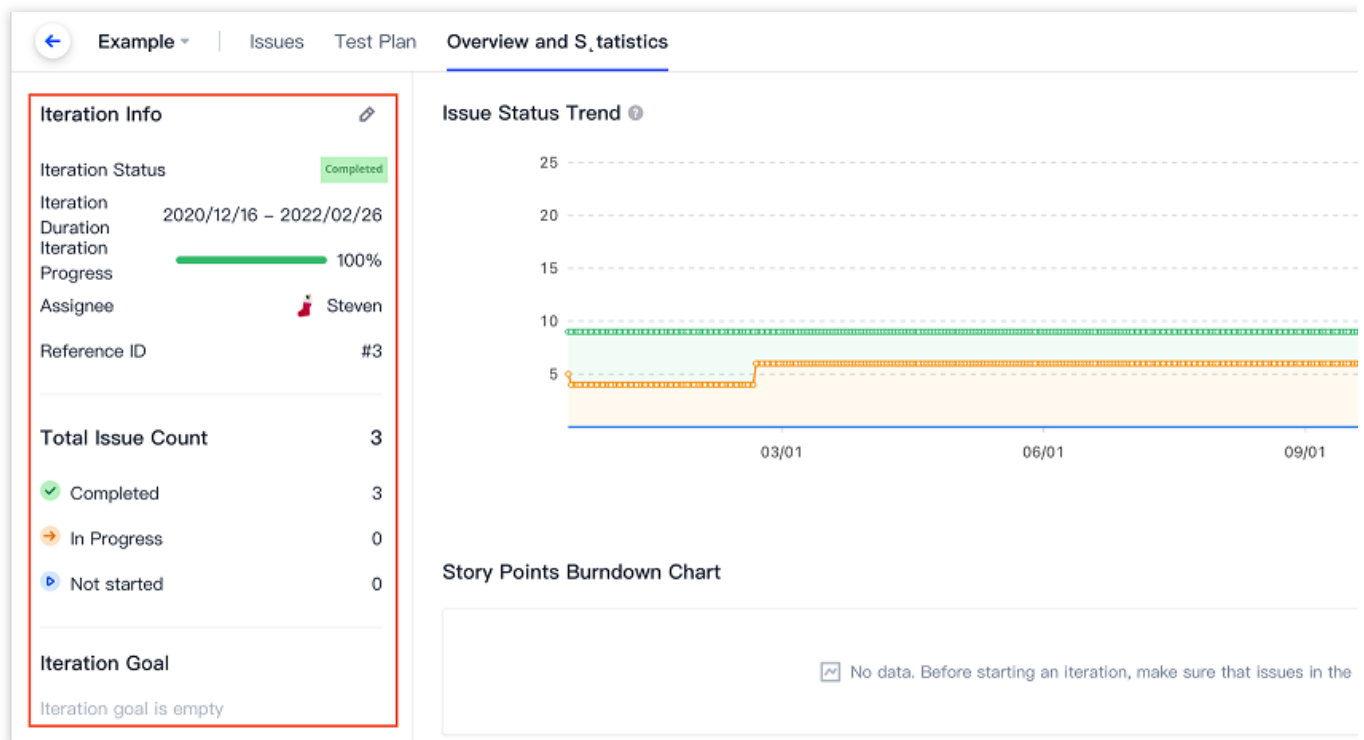
Function Overview

When the various iteration plans are in progress or have been completed, you can go to a specific iteration in the **Iterations** module to view the iteration information, issue statistics, issue status trend chart, story points burndown chart, and issue distribution diagram in **Overview and Statistics**, to stay on top of your team's progress for the iteration.



Iteration Details

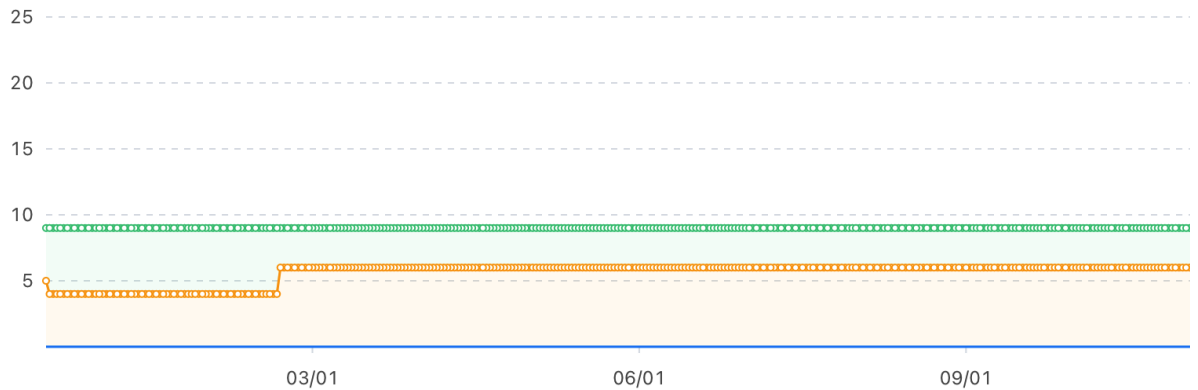
The iteration details on the left of **Overview and Statistics** show all information of the iteration. The **Iteration Info** includes the current iteration phase, iteration duration, progress, completed story points, and other information. In **Issue Statistics**, the total number of issues and number of completed issues in the iteration are shown.



Issue Status Trend Chart

The issue status trend chart in the upper-right corner of **Overview and Statistics** is a stacked area chart showing the change in issue status versus time, highlighting aggregate trends in issues for the development team. You can switch between issues in the dropdown menu. The different area colors indicate different issue statuses, helping teams manage issue progress and make the necessary adjustments to lagging issues.

Issue Status Trend ?



Color description

Green: Completed

Orange: In progress

Blue: Not started

Story Points Burndown Chart

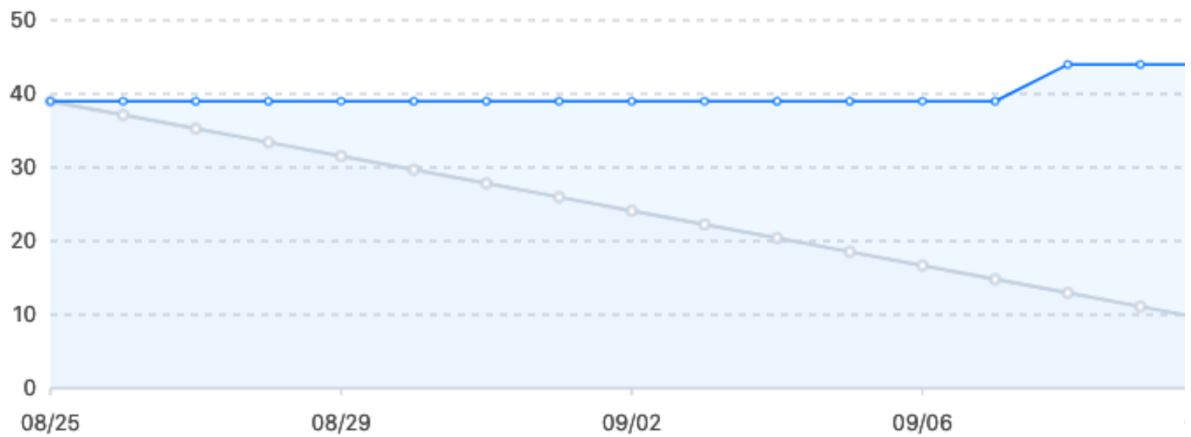
If the story point field was specified when an issue was created and the statuses of completed issues have been transitioned appropriately, the **Story Points Burndown Chart** in **Overview and Statistics** will show the remaining story points versus time. For more information, see [Story Points](#).

The story points burndown chart starts a day before the iteration start time. The horizontal axis indicates time and the vertical axis indicates the remaining story points. The gray (ideal) line is the expected progress, and the blue (actual) line is the actual progress, and the remaining story points are computed every day. If you modify the iteration start time on the **iteration** details page, the start time of the story points burndown chart will be updated at the same time.

If the actual progress fluctuates, but remains below the expected progress in the mid to late stage, the issues are progressing smoothly and will likely be delivered on time.

If the actual progress remains above the expected progress constantly, the issues are behind schedule and are at risk of delay. You need to adjust the story points and iteration plan in time.

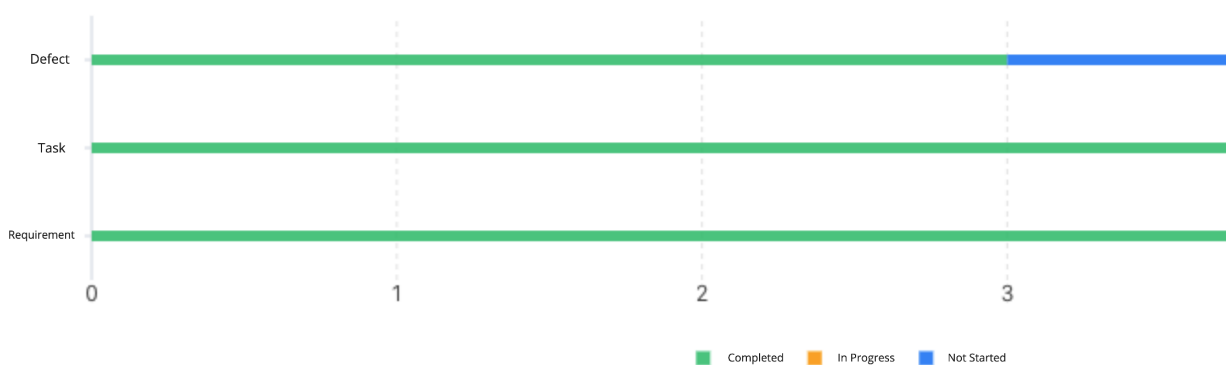
Burndown chart for story points



Issue Distribution Diagram

The issue distribution diagram is a horizontal histogram that displays the number of requirements, tasks, and bugs that are **Completed**, **In progress**, and **Not started** in the current iteration, so that teams can quickly get up to speed on the global project progress.

Item Distribution ?



Action Log

The **action log** below the **issue distribution diagram** records all operations for the iteration.

Overview and Statistics

- ▶ Steven started iteration and adjusted iteration end 1
- ✎ Steven updated basic information of iterations 20
- ✎ Steven updated basic information of iterations 20

Retrospectives

Last updated : 2023-12-26 18:02:33

This document describes how to review tasks in Scrum agile management.

Open Project

1. Log in to the CODING Console and click **Use Now** to go to CODING.
2. Click



in the upper-right corner to open the project list page and click a project icon to open the project.

3. In the menu on the left, click **Project Collaboration**.

Function Overview

In a complete agile development process, teams conduct iteration planning meetings, daily stand-up meetings, and retrospective meetings to discuss, evaluate, and review all issues in the process. During these meetings, team members can inspect the completion status of issues, calculate the objective achievement rate, summarize what went well and shortcomings in the current iteration, and list executable tasks for the next iteration, so as to improve the development efficiency of the entire team.

All content of the meetings can be recorded in Wiki documents in CODING. CODING Wiki is a shared knowledge base for team members to communicate, record the project execution details, and display the current project status. As the documents support additions, deletions, and changes, project members can write and collaborate on documentation more effectively, facilitating information query, review, and accumulation. For more information, see [Document Management - Wiki](#).

As teams may not face the exact same problems, agile practices are actually iterations as well. The problems summarized in every retrospective meeting will become invaluable experience for your team.

The screenshot displays the CODING Wiki interface. On the left is a sidebar menu with options: Overview, Collaboration, Repository, Code Scanner (beta), CI, CD, Artifact Management, Test Management, Document, Knowledge Management, Wiki (selected), File Cloud Disk, and API Documentation. The central panel shows the 'Wiki' section with a search bar and a list of documents: 'Documentation directory', 'Edit document', 'How to use a wiki for a project ...' (selected), and 'Markdown Grammar Guidelines'. Below this list are 'Import' and 'Recycle Bin' buttons. The right panel displays the content of the selected document, titled 'How to Use Wiki for Project Knowledge Precipitation' by Steven (ID #1). The content includes sections for 'Product function introduction', 'Product function settings', and 'Create & Edit Wiki'.

How to Use Wiki for Project Knowledge Precipitation

Steven · ID #1

Product function introduction

Wiki is a knowledge base that can be "added, deleted and modified" at any time in response to communication needs. It can be used to record the ins and outs of the entire project, display the current project status, and allow project members to better document and collaborate. CODING Wiki supports functions such as Markdown format, version control, comparison of old and new versions, unlimited level expansion, etc. At the same time, it can also share links publicly to achieve the effect of allowing non-project members to read and access the Wiki.

Product function settings

1. The four permissions of accessing wiki, editing wiki, deleting wiki, and sharing wiki must be enabled by the project administrator.
2. Only Wiki creators and project administrators have permission to delete wikis.

Create & Edit Wiki

1. When using Wiki for the first time, click [File Management] -> [Wiki] in any project to enter the welcome page, and click [Create First Page].

Issue Management

Import and Export Issues

Last updated : 2023-12-26 18:02:33

This document describes how to import and export issues in CODING Project Management.

Open Project

1. Log in to the CODING Console and click **Use Now** to go to CODING page.
2. Click



in the upper-right corner to open the project list page and click a project icon to open the project.

3. Click **Project Collaboration** in the menu on the left.

Feature Overview

Epics, requirements, tasks, and bugs (collectively referred to as **issues**) can be imported and exported in bulk. You can select **Import Issues**, **Export the Current Filtered Issues**, and **Export All Issues** in the menu in the upper-right corner of the issue list page, and then follow the CODING templates shown. The following shows how to import and export **requirements**.

Plan

Iteration

All Issues

Requirement

Task

Defect

≡ All ▾

⌵

Issue Type All ▾

Status Type Not started,In Progress ▾

Assignee All ▾

+ Filter ▾

Title or Descriptor 🔍

ID	▼ Title	Priority	Status	Handler	Founder	Iteration	ID	
#13	▼ 🔗 [Sample requirement] – Register as a team member ...	🕒 0/4	🔴 Cri...	In Development	ad admilk	👤 Steven	Example	Ne
#98	🔗 sub-requirement A	🟡 Me...	Not Started	Unspec...	👤 Steven	Example		
#99	🔗 sub-requirement B	🟡 Me...	Not Started	Unspec...	👤 Steven	Example		
#9	🔗 Invite members to the team by email	🕒 0/1	🟡 High	In Development	👤 Steven	👤 Steven	Example	Ju
#5	🔗 Invite members	🟡 High	In Development	👤 Steven	👤 Steven	Example	Al	
#84	🔗 Customer Service Response Portal Development	🟡 Me...	Not Started	Unspec...	👤 Steven	gogogo		

Import Issues

1. Select **Import Requirements** in the menu in the upper-right corner of the issue list page.

Plan

Iteration

All Issues

Requirement

Task

Defect

≡ All

⌵

Issue Type All

Status Type Not started,In Progress

Assignee All

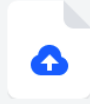
+ Filter

Title or Descriptor

ID	Title	Priority	Status	Handler	Founder	Iteration	Deadline
#13	<div><div>🔗 [Sample requirement] – Register as a team member ...</div><div>🕒 0/4</div></div>	<div>🔴 Critical</div>	<div>In Development</div>	<div>admilk</div>	<div>Steven</div>	Example	Next Thursday
#98	<div><div>🔗 sub-requirement A</div></div>	<div>🟡 Medium</div>	<div>Not Started</div>	<div>Unspecified</div>	<div>Steven</div>	Example	
#99	<div><div>🔗 sub-requirement B</div></div>	<div>🟡 Medium</div>	<div>Not Started</div>	<div>Unspecified</div>	<div>Steven</div>	Example	
#9	<div><div>🔗 Invite members to the team by email</div><div>🕒 0/1</div></div>	<div>🔴 High</div>	<div>In Development</div>	<div>Steven</div>	<div>Steven</div>	Example	Jul 25th 2024

2. Click **Download Template** and fill in the information as required as shown below.

Import from Excel Requirement



Drag and drop or click here to select a file.
Excel or CSV file

- Upload an Excel/CSV file in the template format. [Download Template](#)
- Make sure the file contains only one sheet. If there are multiple sheets in the file, only the first one will be processed.
- A maximum of 5,000 records can be imported at a time.
- Separate multiple-choice option values with a bar (|), such as A|B|C.
- If you upload a CSV file, make sure the file uses a comma to separate values.

Import

Close

3. The template includes **title** (required), **description**, **assignee**, **status**, **priority** and **due time**. After you fill in the template, upload an Excel/CSV file.

Note:

Issue fields are used to describe the current status, due date, assignee, priority, and other information of this issue. If required fields are preset in the project, this rule is ignored during the issue import; if default values are preset for the fields in the project, they are auto-filled during the issue import. For more information, see [Custom Issue Fields](#).

4. Check the import result.

After the import is complete, you will be notified by a prompt message on the import page or system notification. If the import fails, download the error log as instructed, and import again after changes.



Problem detected while importing

3 requirements cannot be imported, you can [download the error r](#) modify it and import it again

[Re-upload](#)[Close](#)

Export Issues

1. Export all requirements or filtered requirements in the menu in the upper-right corner of the issue list page.

Note:

This does not export any subtasks under the requirements.

Plan

Iteration

All Issues

Requirement

Task

Defect

≡ All

Modified

Save as

Reset

⬆

Issue Type All

Status Type Not started,In Progress

Assignee Steven

+ Filter

Title or Description

ID	Title	Priority	Status	Handler	Founder	Iteration
#9	Invite members to the team by email	High	In Development	Steven	Steven	Example
#5	Invite members	High	In Development	Steven	Steven	Example
#79	Mobile app development	Me...	Not Started	Steven	Steven	Example

2. After export, click **Download File** and check the export result.

Plan

Iteration

All Issues

Requirement

Task

≡ All

Modified

Save as

Reset

⬆

Issue Type All

Status Type Not started, In Progress

Assign

ID	Title	Priority	Phase	Assignee
#9	🔗 Invite members to the team by email	High	Development	Steven
#5	🔗 Invite members	High	In Development	Steven
#79	🔗 Mobile app development	Medium	Not Started	Steven

✓

Exported successfully. Download the exported file.

3 entriesRequirementExported to [20220223154939.csv](#)

Download File

Close

Custom Issue Types

Last updated : 2023-12-26 18:02:33

This document describes how to configure custom issue types in CODING Project Management.

Open Project

1. Log in to the CODING Console and click **Use Now** to go to CODING page.
2. Click



in the upper-right corner to open the project list page and click a project icon to open the project.

3. Click **Project Collaboration** in the menu on the left.

Feature Overview

An issue type is the subject in project collaboration. For example, a requirement and a task can both be referred to as an **issue type**. You can add an issue type called **Maintenance**, modify its type icon, and then specify its [fields](#) and [workflows](#) in the project. Issue types can be categorized as team-level (or global) and project-level types. You need to define the global issue types first, and then apply them to projects.

Global Issue Type

The global issue type list shows all the issue types in a team. Issue types are divided into built-in types and custom types. The icon and name of a built-in type (such as epic, requirement, task, bug, user story, and sub-issue) cannot be changed.

User Story is a new built-in type. As the smallest unit of work in an agile framework, it describes the value brought by software to users.

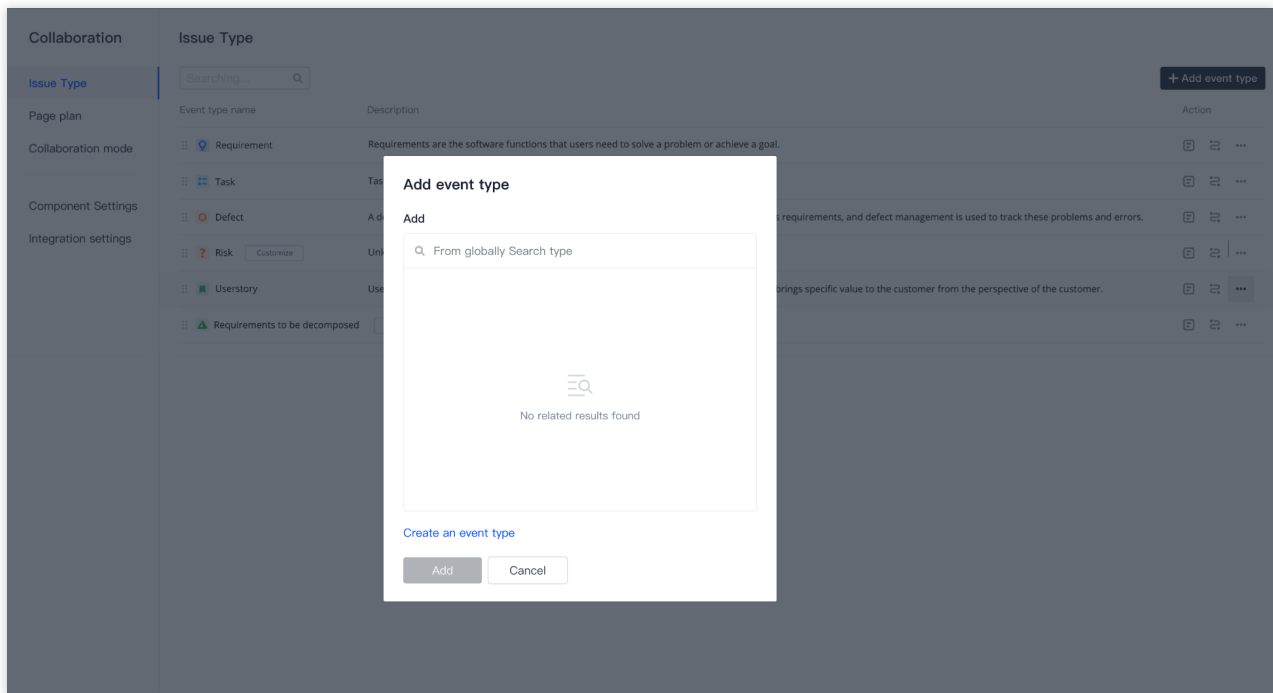
Note:

When creating a custom issue type, you can select an icon for it, and add a description. The custom issue type can be copied, and a replica of it is created automatically.

Custom requirements and custom tasks can be created for custom issue types, which can be manually deleted when they are disassociated with the project.

Project-level Issue Type

Click **Project Settings** > **Project Collaboration** to add a created global issue type.



Note:

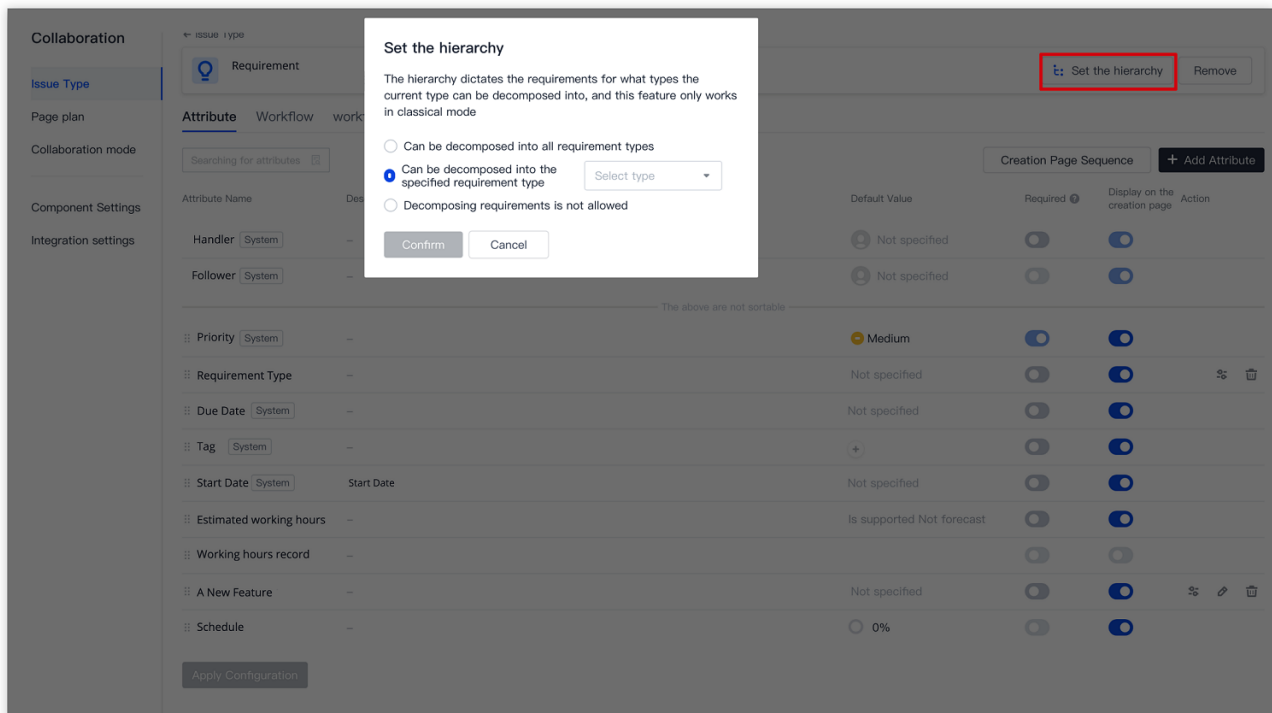
The [agile mode](#) automatically introduces the sub-issue type, while the [classic mode](#) doesn't support the epic type and the sub-issue type.

Issue Type Configuration

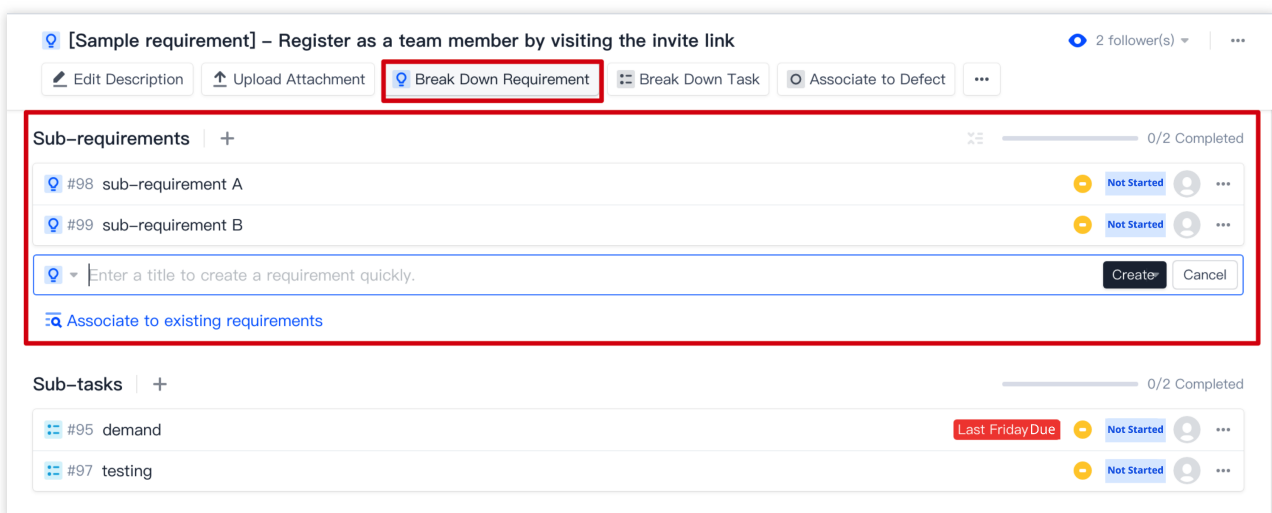
You can set hierarchy levels, fields, and workflows for issue types.

Hierarchy levels

In the classic collaboration mode, you can set hierarchy levels for **user stories**, **requirements**, and **custom requirements**.

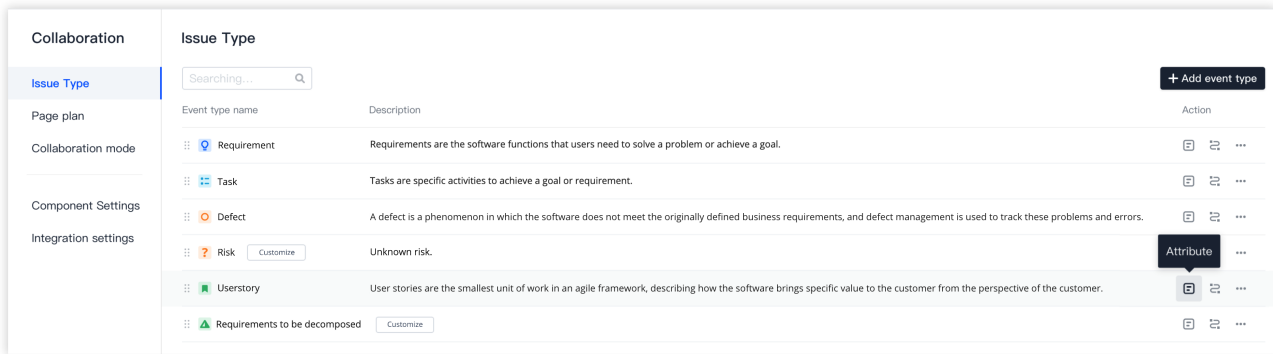


After hierarchy levels are defined, multiple issue types are available when you break down a requirement to suit your workflows.



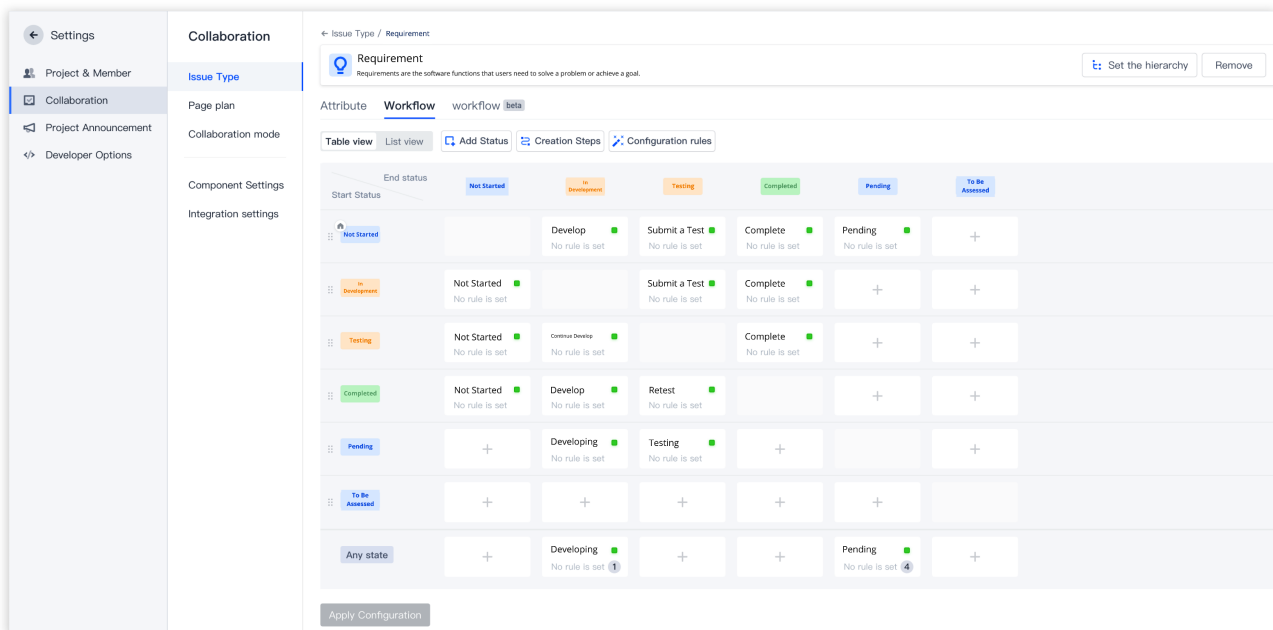
Configure field

Fields are used to **describe** the current status, due date, assignee, priority, and other information of the issue. Basic field information (such as title, description, attachment, and associated resources) is not included. All the fields on the field configuration page are shown on the issue details page and can be used in search and filters. For more information, see [Custom Issue Fields](#).



Configure workflow

Custom workflows can be designed for both agile and classic modes to meet unique demands of different teams. More importantly, global workflow statuses allow you to define consistent statuses and improve collaboration efficiency across projects and departments. See [Custom Workflows](#) for details.



Custom Issue Fields

Last updated : 2023-12-26 18:02:33

This document describes how to configure custom issue fields in the CODING Project Management.

Open Project

1. Log in to the CODING Console and click **Use Now** to go to CODING page.
2. Click



in the upper-right corner to open the project list page and click a project icon to open the project.

3. Click **Project Collaboration** in the menu on the left.

Feature Overview

Fields are used to **describe** the current status, due date, assignee, priority and other information of the issue.

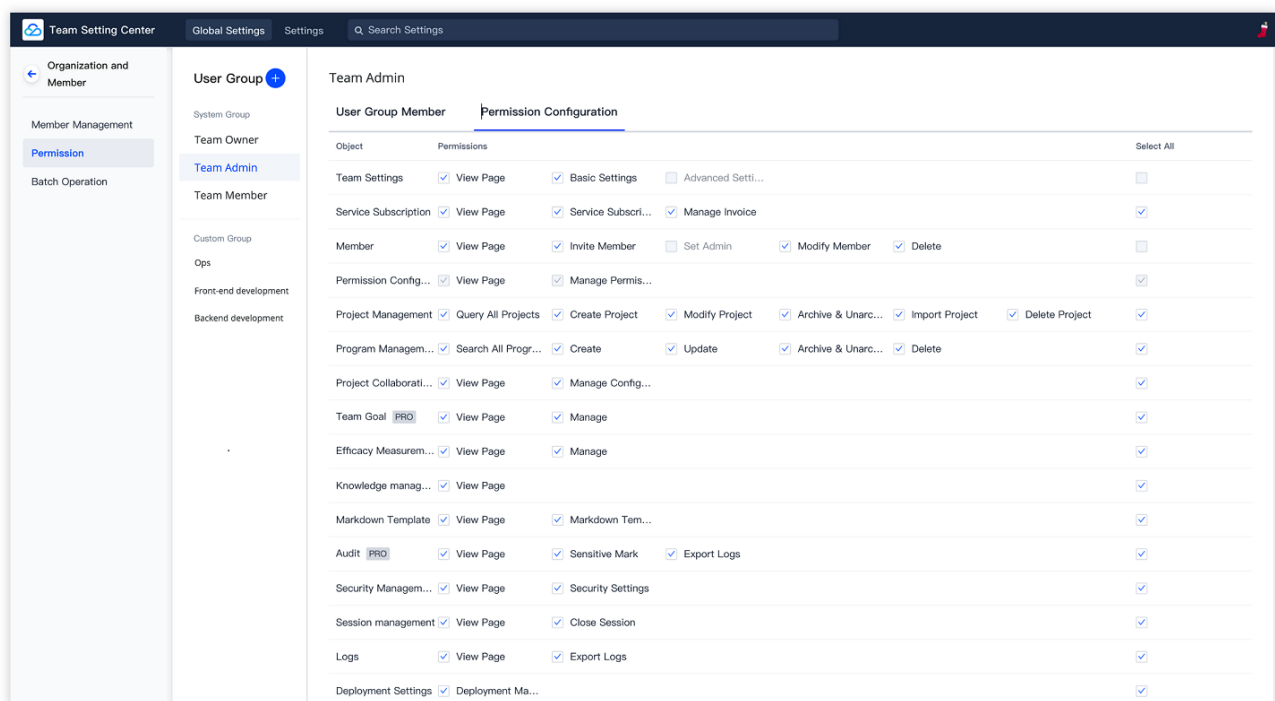
Plan Iteration All Issues Requirement Task Defect										
All Open Modified Save as Reset Filter Title or Descriptor										
Issue Type All Status Type Not started,In Progress Assignee All + Filter										
ID	Title	Priority	Status	Handler	Founder	Iteration	Deadline	Creation Time	Update Time	
#13	[Sample requirement] - Register as a team member ...	Cri...	In Development	admik	Steven	Example	Next ThursdayEnd	2020/07/22 16:37	2022/02/09 15:56	
#98	sub-requirement A	Me...	Not Started	Unspec...	Steven	Example		2022/02/09 17:58	2022/02/09 17:58	
#99	sub-requirement B	Me...	Not Started	Unspec...	Steven	Example		2022/02/09 17:59	2022/02/09 17:59	
#9	Invite members to the team by email	High	In Development	Steven	Steven	Example	Jul 25th 2020End	2020/07/22 16:37	2022/02/08 16:03	
#5	Invite members	High	In Development	Steven	Steven	Example	Aug 21st 2020End	2020/07/22 16:37	2022/02/09 14:57	
#84	Customer Service Response Portal Development	Me...	Not Started	Unspec...	Steven	gogogo		2020/12/21 14:41	2022/02/08 16:07	
#83	Customer service response entrance design	Me...	Not Started	Unspec...	Steven	Example	TomorrowEnd	2020/12/21 14:40	2022/02/09 15:56	
#82	Location design of customer service response entrance	Me...	Not Started	Unspec...	Steven	Example	TomorrowEnd	2020/12/21 14:40	2022/02/09 15:56	
#81	Customer service response entrance development style sca...	Me...	Not Started	Unspec...	Steven	Example	SaturdayEnd	2020/12/21 14:40	2022/02/09 15:56	
#80	Customer service entrance planning and page design	Me...	Not Started	Unspec...	Steven	Example	Next ThursdayEnd	2020/12/21 14:31	2022/02/09 15:54	
#79	Mobile app development	Me...	Not Started	Steven	Steven	Example	Last ThursdayEnd	2020/12/14 20:11	2022/02/09 16:00	
#75	Q3 User Conversion Rate Reporting Guidelines	Me...	Not Started	Unspec...	Steven			2020/10/13 16:33	2022/02/08 16:08	
#74	User portrait analysis of invited members	Me...	Not Started	Unspec...	Steven			2020/10/13 16:32	2022/02/08 16:09	
#12	[Sample requirement] - In the member management module...	Me...	Not Started	admik	Steven	Example	Feb 10thEnd	2020/07/22 16:37	2022/02/09 15:55	

This document describes how to configure custom issue fields through **Global Field Settings** (which determines the issue type field of your team) and **Project Field Configuration**. The steps are as follows:

1. Create global fields and then select the fields for your project as needed.
2. After the configuration, the fields will be available for all the issues (such as epics, requirements, tasks, and bugs).

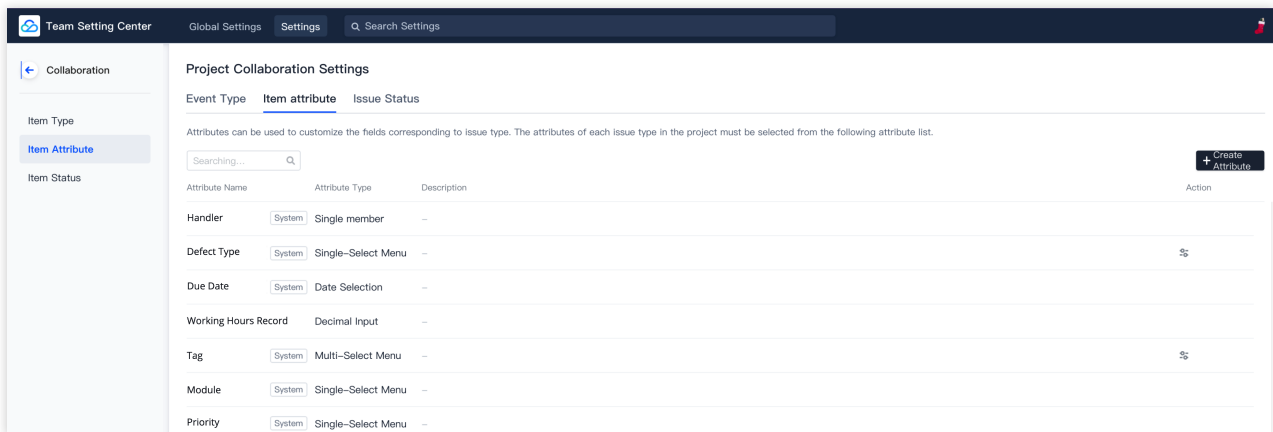
Global Field Settings

Since all the issue fields of your team are determined by global field settings, only members who have **management permissions** in the user group can modify or add custom fields. Go to **Team Management > Permission Configuration > User Group** to view details.



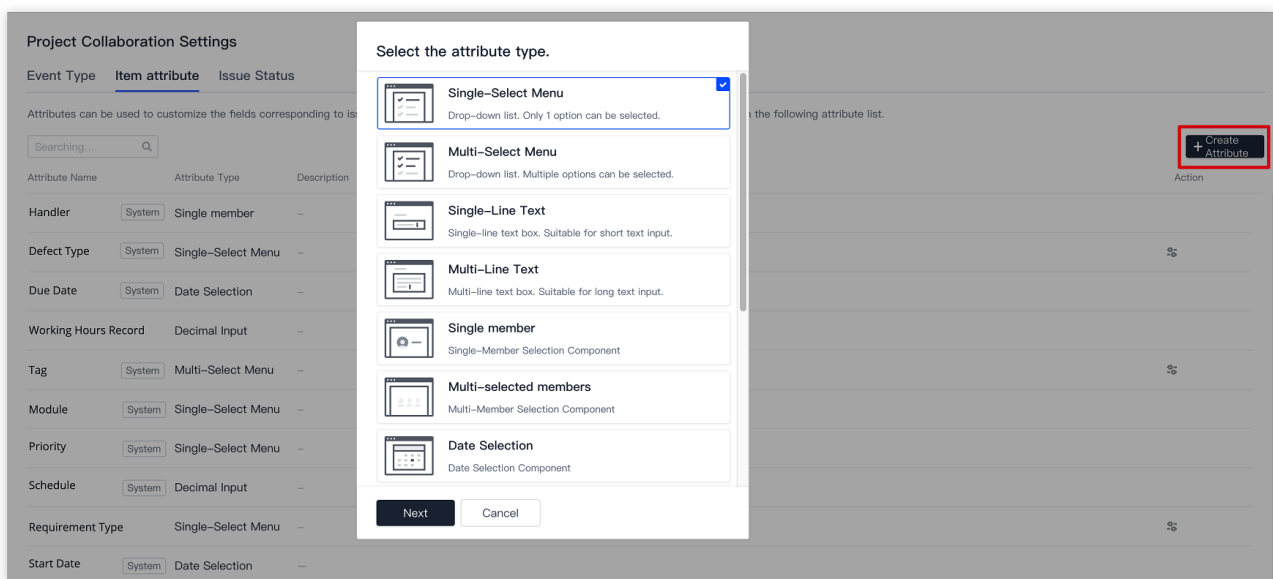
If you have management permissions, go to the homepage of your team, and then select **Feature Settings** from the menu on the left.

Click **Project Collaboration > Issue Field** to go to the field settings page.



Create field

Fields are divided into system fields and custom fields. Click **Create Field** in the upper-right corner of the issue field settings page and select a field type.



Enter a field name, description (optional), and one or more menu options to create a custom field. The name of a custom field cannot be the same as that of a system field. The following example is a custom single select field and how to use this field in the project is demonstrated in a later section.

Configure Attribute | Single-Select Menu

Attribute Name

Description

(Optional) Enter a brief description of the attribute.

Menu Option

 Add ↩BackCreateCancel

Modify or delete field

You can **Configure Menu Options**, **Configure Basic Info**, and **Delete** custom fields in **Action**. Make sure no project is using the field before deleting it. System fields cannot be deleted.

Project Collaboration Settings

Event Type **Item attribute** Issue Status

Attributes can be used to customize the fields corresponding to issue type. The attributes of each issue type in the project must be selected from the following attribute list.

Searching... + Create Attribute

Attribute Name	Attribute Type	Description	Action
Handler	System	Single member	—
Defect Type	System	Single-Select Menu	—
Due Date	System	Date Selection	—
Working Hours Record		Decimal Input	—
Tag	System	Multi-Select Menu	—
Module	System	Single-Select Menu	—
Priority	System	Single-Select Menu	—
Schedule	System	Decimal Input	—
Requirement Type		Single-Select Menu	—
Start Date	System	Date Selection	—
Follower	System	Multi-selected members	—
Estimated working hours		Decimal Input	—
Financial Information		Integer Input	—
A New Feature	System	Single-Select Menu	—

Configure Basic Info

Project Field Configuration

Project field configuration only applies to a single project.

1. In a project, select **Project Settings > Project Collaboration > Issue Types** in the menu on the left, and click **Fields** to the right of the issue to configure its fields.

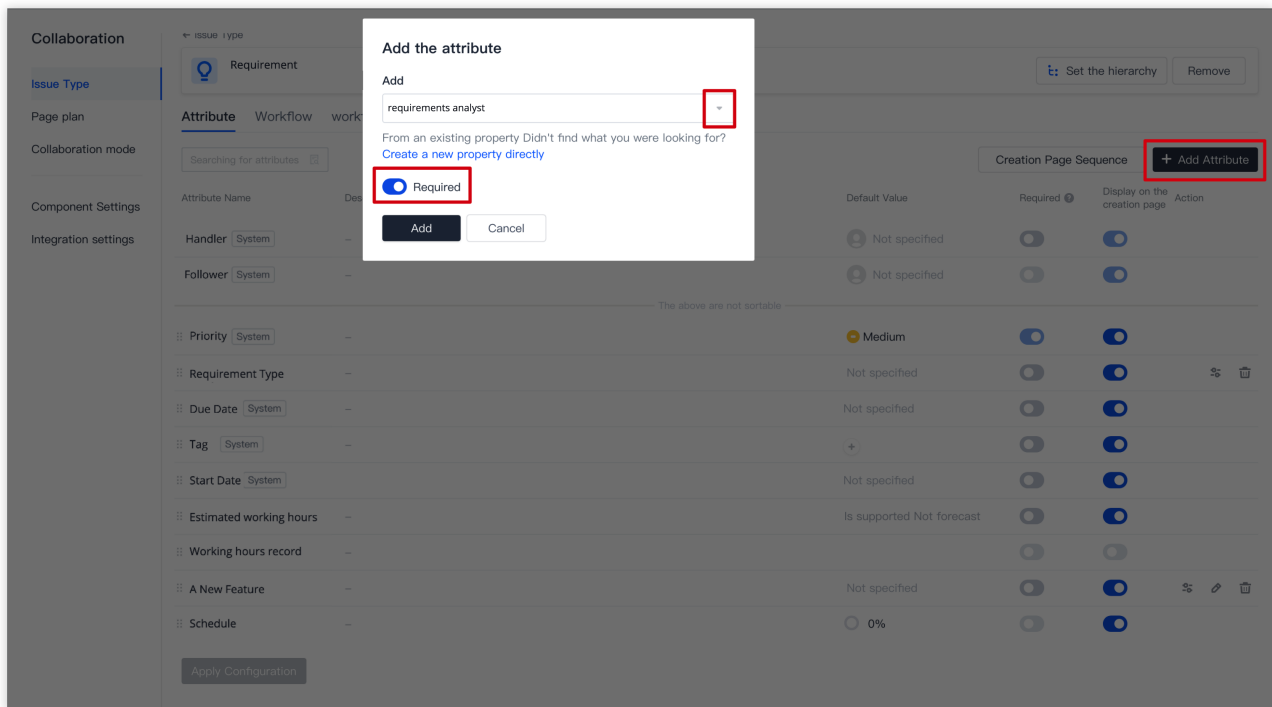
Collaboration

Issue Type

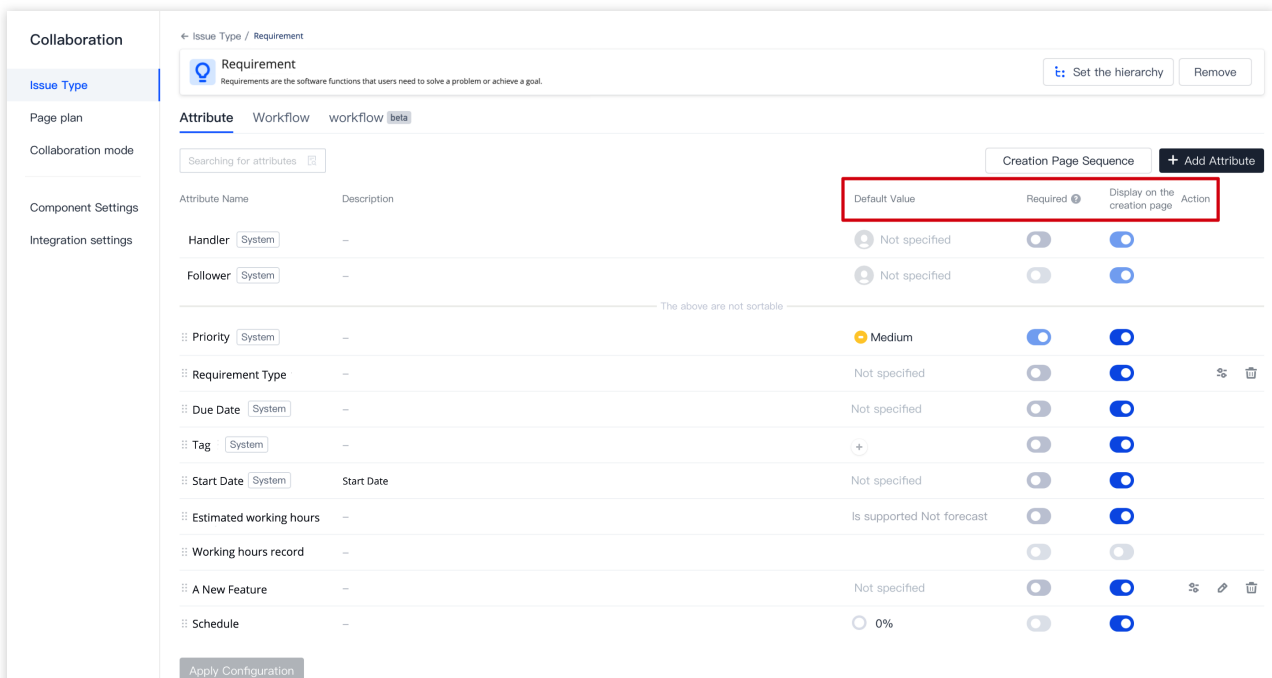
Searching... + Add event type

Event type name	Description	Action
Requirement	Requirements are the software functions that users need to solve a problem or achieve a goal.	+ — ...
Task	Tasks are specific activities to achieve a goal or requirement.	+ — ...
Defect	A defect is a phenomenon in which the software does not meet the originally defined business requirements, and defect management is used to track these problems and errors.	+ — ...
Risk	Unknown risk.	+ — ...
Userstory	User stories are the smallest unit of work in an agile framework, describing how the software brings specific value to the customer from the perspective of the customer.	+ — ...
Requirements to be decomposed		+ — ...

2. On the field configuration page, select **+ Add Field** in the upper-right corner to open the drop-down list **Add from existing fields**. Then, select the above single select field and whether to set the field to required. Then, click **Add**.



3. You can drag the fields to change their display priority, set default field values, and enable or disable the Required and Display on creation page options as needed. Besides, you can configure the field menu or delete fields in **Action**.



4. After you confirm all the field settings, select **Apply Configuration**.

Collaboration

Issue Type

Page plan

Collaboration mode

Component Settings

Integration settings

< Issue Type / Requirement

Requirement






Requirements are the software functions that users need to solve a problem or achieve a goal.

Set the hierarchy Remove

Attribute Workflow workflow beta

Searching for attributes

Creation Page Sequence + Add Attribute

Attribute Name	Description	Default Value	Required	Display on the creation page	Action
Handler	System	–	Not specified	<input checked="" type="checkbox"/>	
Follower	System	–	Not specified	<input checked="" type="checkbox"/>	
The above are not sortable					
Priority	System	–	Medium	<input checked="" type="checkbox"/>	
Requirement Type	–	Not specified	<input type="checkbox"/>	<input checked="" type="checkbox"/>	 
Due Date	System	–	Not specified	<input type="checkbox"/>	
Tag	System	–	+	<input checked="" type="checkbox"/>	
Start Date	System	Start Date	Not specified	<input checked="" type="checkbox"/>	
Estimated working hours	–	Is supported	Not forecast	<input type="checkbox"/>	
Working hours record	–			<input type="checkbox"/>	
A New Feature	–	Not specified	<input type="checkbox"/>	<input checked="" type="checkbox"/>	  
Schedule	–	0%	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Apply Configuration

Cancel

The current configuration has not taken effect yet. Click Apply Configuration.

Use Project Fields

For example, when you create a requirement in a project, a **new field** added above is shown on the creation page.

A New Property

Select

Q

Enter a keyword

Deselect

First New Option

Second New Option

Custom Workflows

Last updated : 2023-12-26 18:02:33

This document describes how to configure a custom workflow in CODING Project Collaboration.

Open Project

1. Log in to the CODING Console and click **Use Now** to go to CODING page.
2. Click



in the upper-right corner to open the project list page and click a project icon to open the project.

3. Click **Project Collaboration** in the menu on the left.

Feature Overview

A custom workflow can meet unique demands of different teams. You can customize the workflow statuses of all issues (including epics, requirements, tasks, bugs, and sub-issues), and specify a fixed transition mode and unified transition rules. This allows your team to deal with different projects in a consistent way, and ensure efficient collaboration across projects and departments.

This document describes how to customize a workflow for your team through **Global Status Settings** and **Project Workflow Configuration**. The steps are as follows:

1. Create global statuses, and then select proper ones for the workflows in the project;
2. When the workflow configuration is complete, you can select a status for each issue (i.e. epic, user story, requirement, task, and bug) in the project.

Global Status Settings

Since all the issue statuses of your team are determined by global status settings, only members who have **management permissions** in the user group can modify or add custom statuses. Go to **Team Management > Permission Configuration > User Group**, and then view details on the **Permission Configuration** page of the user group.

The screenshot shows the 'Team Setting Center' interface. On the left, there's a sidebar with 'Organization and Member' and 'Batch Operation'. The main area is titled 'User Group' and shows a list of user groups: 'System Group', 'Team Owner', 'Team Admin' (selected), and 'Team Member'. Below this, there's a 'Custom Group' section with 'Ops', 'Front-end development', and 'Backend development'. The right panel is titled 'Team Admin' and shows the 'Permission Configuration' tab. It lists various objects and their permissions. The 'Manage Permissions' checkbox for the 'Permission Configuration' object is highlighted with a red box.

Object	Permissions
Team Settings	<input checked="" type="checkbox"/> View Page <input checked="" type="checkbox"/> Basic Settings <input type="checkbox"/> Advanced Setti...
Service Subscription	<input checked="" type="checkbox"/> View Page <input checked="" type="checkbox"/> Service Subscri... <input checked="" type="checkbox"/> Manage Invoice
Member	<input checked="" type="checkbox"/> View Page <input checked="" type="checkbox"/> Invite Member <input type="checkbox"/> Set Admin <input checked="" type="checkbox"/> Modify Member
Permission Config...	<input checked="" type="checkbox"/> View Page <input checked="" type="checkbox"/> Manage Permis...
Project Management	<input checked="" type="checkbox"/> Query All Projects <input checked="" type="checkbox"/> Create Project <input checked="" type="checkbox"/> Modify Project <input checked="" type="checkbox"/> Archive & Unarc...
Program Managem...	<input checked="" type="checkbox"/> Search All Progr... <input checked="" type="checkbox"/> Create <input checked="" type="checkbox"/> Update <input checked="" type="checkbox"/> Archive & Unarc...
Project Collaborati...	<input checked="" type="checkbox"/> View Page <input checked="" type="checkbox"/> Manage Config...
Team Goal PRO	<input checked="" type="checkbox"/> View Page <input checked="" type="checkbox"/> Manage
Efficacy Measurem...	<input checked="" type="checkbox"/> View Page <input checked="" type="checkbox"/> Manage
Knowledge manag...	<input checked="" type="checkbox"/> View Page
Markdown Template	<input checked="" type="checkbox"/> View Page <input checked="" type="checkbox"/> Markdown Tem...
Audit PRO	<input checked="" type="checkbox"/> View Page <input checked="" type="checkbox"/> Sensitive Mark <input checked="" type="checkbox"/> Export Logs
Security Managem...	<input checked="" type="checkbox"/> View Page <input checked="" type="checkbox"/> Security Settings
Session management	<input checked="" type="checkbox"/> View Page <input checked="" type="checkbox"/> Close Session
Logs	<input checked="" type="checkbox"/> View Page <input checked="" type="checkbox"/> Export Logs
Deployment Settings	<input checked="" type="checkbox"/> Deployment Ma...

If you have management permissions, go to the homepage of your team, and then select **Feature Settings** from the menu on the left. Click **Project Collaboration > Issue Status** to go to the status settings page.

The screenshot shows the 'Project Collaboration Settings' page. On the left, there's a sidebar with 'Collaboration' and 'Item Status' (selected). The main area is titled 'Project Collaboration Settings' and shows the 'Issue Status' tab. It contains a description: 'An issue status is the status of an issue in its lifecycle. You can configure the change of different statuses in the workflow configuration page.' Below this is a search bar and a table with columns: 'Status Name', 'Status Type', and 'Description'. The table lists four statuses: 'To be processed', 'To be assessed', 'Evaluated', and 'Not Started'. Each status has a 'Not Started' button next to it.

Status Name	Status Type	Description
To be processed	Not Started	-
To be assessed	Not Started	-
Evaluated	Not Started	-
Not Started	Not Started	-

Create status

To create a custom status, click **Create Status** in the upper-right corner, and then enter a name, type, and description (optional) for the new status. Status name must be unique.

Project Collaboration Settings

Event Type Item attribute Issue Status

An issue status is the status of an issue in its lifecycle. You can configure the change of different statuses in the workflow configuration page.

Searching...

Status Name	Status Type ?	Description
To be processed	Not Started	—
To be assessed	Not Started	—
Evaluated	Not Started	—
Not Started	Not Started	—
In Progress	In Progress	—
Pending verification	In Progress	—
Rejected	In Progress	—
Reopen	Not Started	—
In Development	In Progress	—
Testing	In Progress	—

Create Issue Status

Status Name

Status Type ?

Select ▼

Description

Create Cancel


Modify or delete status


You can edit or delete any status in **Action**.

Project Collaboration Settings

Event Type Item attribute Issue Status

An issue status is the status of an issue in its lifecycle. You can configure the change of different statuses in the workflow configuration page.

Searching... 

Status Name	Status Type 	Description
To be processed	Not Started	—
To be assessed	Not Started	—
Evaluated	Not Started	—
Not Started	Not Started	—
In Progress	In Progress	—
Pending verification	In Progress	—
Rejected	In Progress	—
Reopen	Not Started	—
In Development	In Progress	—
Testing	In Progress	—
Released	Completed	—

Project Workflow Configuration

Workflow configuration allows you to specify an issue's statuses and transition, which indicates the transition of an issue from the initial status to target status. In a project, select **Project Settings > Project Collaboration > Issue Types** in the menu on the left.

Collaboration

Issue Type

Page plan

Collaboration mode

Component Settings

Integration settings

Issue Type

Searching...

Event type name

Description

Requirement

Requirements are the software functions that users need to solve a problem or achieve a goal.

Task

Tasks are specific activities to achieve a goal or requirement.

Defect

A defect is a phenomenon in which the software does not meet the originally defined business requirements, and def

Risk

Customize

Unknown risk.

Userstory

User stories are the smallest unit of work in an agile framework, describing how the software brings specific value to t

Requirements to be decomposed

Customize

You can customize the workflow of an issue in **Workflows**.

Settings

Project & Member

Collaboration

Project Announcement

Developer Options

Collaboration

Issue Type

Page plan

Collaboration mode

Component Settings

Integration settings

← Issue Type / Requirement

Requirement

Requirements are the software functions that users need to solve a problem or achieve a goal.

Attribute

Workflow

workflow beta

Table view

List view

Add Status

Creation Steps

Configuration rules

End status

Start Status

Not Started

In Development

Testing

Completed

Pending

Not Started

Develop

Submit a Test

Complete

Pending

In Development

Not Started

Submit a Test

Complete

Testing

Not Started

Continue Develop

Complete

Completed

Not Started

Develop

Retest

Pending

Developing

Testing

To Be Assessed


Any state

Developing







Pending

Apply Configuration

For example, when a requirement is in the **under development** status, you can click the transition to go to the custom target status.

 #9 1 follower(s)



Invite members to the team by email

 Edit Description  Upload Attachment  Break Down Requirement  Break Down Task  Associate to Defect 



The administrator can click the "Invite Member" button on the background member management page to open the member invitation pop-up window, and enter the email addresses of the invited members in turn. After clicking the "Invite" button, the platform will automatically send an email with an invitation link to the corresponding email address.

By visiting the invitation link, the invitee can enter the complete personal information page, fill in the username and password, and join the team.

Sub-tasks +

 #94 Customer service window design task Not Started 

Defect +

 #8 [Example defect] – The product price font in the product detail page should be displayed in red and bold Feb 25thEnd Pending Verification 

The following shows how to customize a workflow in Requirements.

Set status

Statuses are divided into two types: initial and target, which indicate the current stage of an issue.

1. Select **Add Status** in **Workflows**.

← Settings

Project & Member

Collaboration

Project Announcement

Developer Options

Collaboration

Issue Type

Page plan

Collaboration mode

Component Settings

Integration settings

← Issue Type / Requirement

Requirement

Requirements are the software functions that users need to solve a problem or achieve a goal.

Attribute Workflow workflow beta

Table view List view Add Status Creation Steps Configuration rules

End status	Not Started	In Development	Testing	Completed	Pending
Not Started		Develop No rule is set	Submit a Test No rule is set	Complete No rule is set	Pending No rule is
In Development	Not Started No rule is set		Submit a Test No rule is set	Complete No rule is set	+
Testing	Not Started No rule is set	Continue Develop No rule is set		Complete No rule is set	+
Completed	Not Started No rule is set	Develop No rule is set	Retest No rule is set		+
Pending	+	Developing No rule is set	Testing No rule is set	+	
To Be Assessed	+	+	+	+	+
Any state	+	Developing No rule is set 1	+	+	Pending No rule is

Apply Configuration

2. You can select the status set in **Global Status Settings** from the dropdown menu on the right of **Status**. If **Allow Any Status to this Status** is enabled when you create a status, all statuses in the project can be switched to this target status.

Add the state

Status

In Progress

Didn't find what you were looking for?



Any state can be converted to this state

Add

Cancel

3. Click **Add** and the new status will be added in the workflow.

← Issue Type / Requirement

Requirement
Requirements are the software functions that users need to solve a problem or achieve a goal.

Attribute **Workflow** workflow beta

Table view List view Add Status Creation Steps Configuration rules

Start Status \ End status	Not Started	In Development	Testing	Completed	Pending	To Be Assessed	Rejected
Not Started		Develop No rule is set	Submit a Test No rule is set	Complete No rule is set	Pending No rule is set	+	+
In Development	Not Started No rule is set		Submit a Test No rule is set	Complete No rule is set	+	+	+
Testing	Not Started No rule is set	Continue Develop No rule is set		Complete No rule is set	+	+	+
Completed	Not Started No rule is set	Develop No rule is set	Retest No rule is set		+	+	+
Pending	+	Developing No rule is set	Testing No rule is set	+		+	+
To Be Assessed	+	+	+	+	+		+
Rejected	+	+	+	+	+	+	
Any state	+	Developing No rule is set 2	+	+	Pending No rule is set 5	+	Rejected No rule is set

Apply Configuration Cancel The current configuration has not taken effect yet. Click Apply Configuration

Set transition

A transition shows the transition process from an initial status to a target status.

1. Select **Create Transition** in **Workflow**.

Collaboration

Issue Type

Page plan

Collaboration mode

Component Settings

Integration settings

← Issue Type / Requirement

Requirement

Requirements are the software functions that users need to solve a problem or achieve a goal.

Attribute

Workflow

workflow beta

Table view

List view

Add Status

Creation Steps

Configuration rules

Start Status	End status	Not Started	In Development	Testing	Completed	Pending
Not Started			Develop No rule is set	Submit a Test No rule is set	Complete No rule is set	Pending No rule is set
In Development		Not Started No rule is set		Submit a Test No rule is set	Complete No rule is set	+
Testing		Not Started No rule is set	Continue Develop No rule is set		Complete No rule is set	+
Completed		Not Started No rule is set	Develop No rule is set	Retest No rule is set		+
Pending		+	Developing No rule is set	Testing No rule is set	+	
To Be Assessed		+	+	+	+	+
Rejected		+	+	+	+	+
Any state		+	Developing No rule is set 2	+	+	Pending No rule is set

2. Specify an **initial status** and a **target status** for this transition. The transition name defaults to the target status, and can be changed. Then, click **Create**.

Create Step

Start Status

Testing

→

Target Status

End

Step Name

Testing Finish

Create

Cancel

3. You can also create a transition directly in **Any Status**. In this case, the **initial status** and **target status** correspond to the statuses respectively in the row and column of the table. You can only change the **transition name**. Then, click **Create**.

[← Issue Type / Requirement](#)**Requirement**

Requirements are the software functions that users need to solve a problem or achieve a goal.

Attribute **Workflow** workflow beta

Table view List view Add Status Creation Steps Configuration rules

End status								
Start Status		Not Started	In Development	Testing	Completed	Pending	To Be Assessed	Rejected
Not Started		Develop No rule is set	Submit a Test No rule is set	Complete No rule is set	Pending No rule is set	+	+	
In Development	Not Started No rule is set		Submit a Test No rule is set	Complete No rule is set	+	+	+	
Testing	Not Started No rule is set	Continue Develop No rule is set		Complete No rule is set	+	+	+	
Completed	Not Started No rule is set	Develop No rule is set	Retest No rule is set		+	+	+	
Pending	+	Developing No rule is set	Testing No rule is set	+		+	+	
To Be Assessed	+	+	+	+	+		+	
Rejected	+	+	+	+	+	+		
Any state	+	Developing No rule is set 2	+	+	+	Pending No rule is set 5	+	Rejected No rule is set

Apply Configuration

Cancel

The current configuration has not taken effect yet. Click Apply Configuration

Create Step

Start Status

Any state

→

Target Status

Start

Step Name

On going

Create

Cancel

4. Avoid conflicts when you set a transition. As shown in the figure below, since **Any Status** can be switched to the **Not Started** status, the transition from a specific status to the **Not Started** status is overwritten and only the transition from **Any Status** to **Not Started**.

← Issue Type / Requirement

Requirement
Requirements are the software functions that users need to solve a problem or achieve a goal.

Attribute **Workflow** workflow beta

Table view List view Add Status Creation Steps Configuration rules

	End status					
Start Status \	Not Started	In Development	Testing	Completed	Pending	To Be Assessed
Not Started		Develop No rule is set	Submit a Test No rule is set	Complete No rule is set	Pending No rule is set	+
In Development	Not Started No rule is set		Submit a Test No rule is set	Complete No rule is set	+	+
Testing	Not Started No rule is set	Continue Develop No rule is set		Complete No rule is set	+	+
Completed	Not Started No rule is set	Develop No rule is set	Retest No rule is set		+	+
Pending	+	Developing No rule is set	Testing No rule is set	+		+
To Be Assessed	+	+	+	+	+	
Any state	+	Developing No rule is set 1	+	+	Pending No rule is set 4	+

Apply Configuration

5. Select any transition, and then change the transition name and configure rules in the **Transition Settings** on the right, or delete this transition by clicking the **Delete Transition** button below.

← Issue Type / Requirement

Requirement
Requirements are the software functions that users need to solve a problem or achieve a goal.

Attribute **Workflow** workflow beta

Table view List view Add Status Creation Steps Configuration rules

End status	Not Started	In Development	Testing	Completed	Pending	To Be Assessed
Start Status	Not Started No rule is set	Develop No rule is set	Submit a Test No rule is set	Complete No rule is set	Pending No rule is set	+
In Development	Not Started No rule is set		Submit a Test No rule is set	Complete No rule is set	+	+
Testing	Not Started No rule is set	Continue Develop No rule is set		Complete No rule is set	+	+
Completed	Not Started No rule is set	Develop No rule is set	Retest No rule is set		+	+
Pending	+	Developing No rule is set	Testing No rule is set	+		+
To Be Assessed	+	+	+	+	+	
Any state	+	Developing No rule is set 1	+	+	Pending No rule is set 4	+

Apply Configuration

Configure rules

The transition rules can be configured separately for each issue type. Click **Configure Rules** in **Workflow** to set transition rules, or select a status, and then click **Transition Settings > Rules > +** on the right. A total of four types are available: restrict transition permission, add fields, change assignee, and change field values, respectively. You can learn about these types from their descriptions, and configure them as needed.

← Issue Type / Requirement

Requirement
Requirements are the software functions that users need to solve a problem or achieve a goal.

Attribute **Workflow** workflow beta

Table view List view Add Status Creation Steps Configuration rules


Start Status \ End status	Not Started	In Development	Testing	Completed	Pending	To Be Assessed
Not Started	Not Started No rule is set	Develop No rule is set	Submit a Test No rule is set	Complete No rule is set	Pending No rule is set	+
In Development	Not Started No rule is set		Submit a Test No rule is set	Complete No rule is set	+	+
Testing	Not Started No rule is set	Continue Develop No rule is set		Complete No rule is set	+	+
Completed	Not Started No rule is set	Develop No rule is set	Retest No rule is set		+	+
Pending	+	Developing No rule is set	Testing No rule is set	+		+
To Be Assessed	+	+	+	+	+	
Any state	+	Developing No rule is set 1	+	+	Pending No rule is set 4	+

Apply Configuration

Restrict transition permission

By default, all team members have access to all transitions. If the transition permission is restricted, only authorized members can execute the transition.

Add Rules

**Restrict step permissions**
Before status change, check current member permissions and only allow specific members to perform steps

Current Step
To Develop Not Started → In Development


Only the following members are allowed to perform this step +
Click the "+" button in the upper right corner to add members who are allowed to perform high steps, leave blank for no restrictions

Only the following user groups are allowed to perform this step
Click the "+" button in the upper right corner to add user groups who are allowed to perform high steps, leave blank for no restrictions

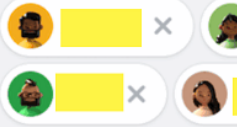
Confirm


Cancel

Add Rules

**Restrict step pe**
Before status chang
to perform steps

Current Step
To Develop

Only the following n


Only the following u


Confirm

C

Add fields

This rule allows the configuration of more than one field as a form. If this rule is configured, a status change occurs only when members set the required field values.

Add rules



Additional properties

State before the change, need additional input the value of the attribute, submitted to continue to step

Current step

Develop

Start



Developing

Additional properties

Followers

Property default value



Retain the original value



Changed to



Additional



To remove



Current login: x

This value will be added to the original value



Will be left blank This attribute must be


Confirm

Cancel

Change assignee

If this rule is configured, the issue assignee will be automatically changed when a status change occurs.

Add Rules

 **Change Processor**
After the status is changed, the person who automatically modifies the matter

Current Step
To Develop Not Started → In Development


Change processor to

Please select a processor

Confirm



Cancel

Add Rules

 **Change Process**
After the status is ch

Current Step
To Develop

Change processor to

Confirm

C

Change field values

If this rule is configured, the configured field values are automatically changed to the specified values when a status change occurs.

Add rules



Additional properties

State before the change, need additional input the value of the attribute, submitted to continue to step

Current step

Developing

Start



Developing

Additional properties

Requirement type

Property default value



Retain the original value



Changed to



To remove

The default value is



Will be left blank This attribute must be

Confirm

Cancel

Example 1: You need to change the issue priority to Low when a transition changes to the Completed status.

Take the following steps: Click **Configure Rules > Change Field Values**. Then, select **Any Status > Completed** for the Current Transition field, and change the value of the **Priority** field to **Low**.

Add rules



Additional properties

State before the change, need additional input the value of the attribute, submitted to continue to step

Current step

Finish

Start



Finished

Additional properties

Priority

Property default value

☐ Retain the original value

☒ Changed to



Low



Will be left blank This attribute must be

Confirm

Cancel

Example 2: You need to auto-update the progress to 100% when an issue transitions to the Completed status.

Take the following steps: Click **Change Field Values**. Then, select **Any Status > Completed** for the Current Transition field, and change the value of the **Progress** field to **100**. Note: Both field and task workflow settings require configuration.

Add rules



Additional properties

State before the change, need additional input the value of the attribute, submitted to continue to step

Current step

Finished

Developing



Finished



Additional properties

Process



Property default value



Retain the original value



Changed to



To remove



100

%

Confirm

Cancel

Workflow view

Two view options are available on the workflow configuration page, that is, table view and list view.

Table view: The first column and first row indicate the initial status and target status respectively. Each grid in the table indicates a **transition** prompted when a status change occurs.

← Issue Type / Requirement

Requirement
Requirements are the software functions that users need to solve a problem or achieve a goal.

Attribute **Workflow** workflow beta


Table view List view [Add Status](#) [Creation Steps](#) [Configuration rules](#)

	Start Status	Not Started	In Development	Testing	Completed	Pending	To Be Assessed
Not Started			Develop No rule is set	Submit a Test No rule is set	Complete No rule is set	Pending No rule is set	
In Development	Not Started No rule is set			Submit a Test No rule is set	Complete No rule is set	+	
Testing	Not Started No rule is set	Continue Develop No rule is set			Complete No rule is set	+	
Completed	Not Started No rule is set	Develop No rule is set	Retest No rule is set			+	
Pending	+	Developing No rule is set	Testing No rule is set	+			
To Be Assessed	+	+	+	+	+	+	
Rejected	+	+	+	+	+	+	
Any state	+	Developing No rule is set 2	+	+	+	Pending No rule is set 5	




[Apply Configuration](#) [Cancel](#)




List view: Each status has a table that shows all the transitions and user permissions involved when the status acts as the initial status.













← Issue Type / Requirement


 **Requirement**
Requirements are the software functions that users need to solve a problem or achieve a goal.



Attribute **Workflow** workflow beta










Table view **List view**  Add Status  Creation Steps  Configuration rules


  **Not Started**  Initial Status

Step Name	Start Status		Target Status	User Permission
 Develop		→		All Members
 Submit a test		→		All Members
 Complete		→		All Members
 To be processed		→		All Members

 Creation Steps

  **In Development**

Step Name	Start Status		Target Status	User Permission
 Not Started		→		All Members
 Submit a test		→		All Members
 Complete		→		All Members

 Creation Steps

Apply Configuration of Another Project

In Project Collaboration, you can copy fields and workflow configuration of other projects. The first time you enable Project Collaboration, select "Apply Configuration of Another Project".

Configure and Enable Project Collaboration

Project Collaboration is used to manage project information, requirements, breaking down tasks, transitioning status, and t

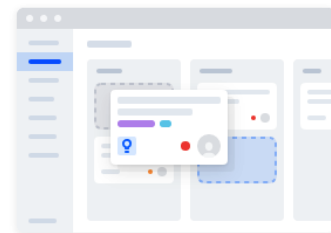
Select the project collaboration mode for your team and
Configuration | [Learn How to Select a Collaboration](#)



Scrum Agile Management

Designed for teams with the periodic iteration and delivery requirements to manage requirements and plan and track iterations

Apply



Classic Project Management

Manage development plans, requirements, and tasks for time-based or delivery-based projects

Apply

Filter Issues

Last updated : 2023-12-26 18:02:33

This document describes how to filter issues in CODING Project Collaboration.

Open Project

1. Log in to the CODING Console and click **Use Now** to go to CODING page.
2. Click



in the upper-right corner to open the project list page and click a project icon to open the project.

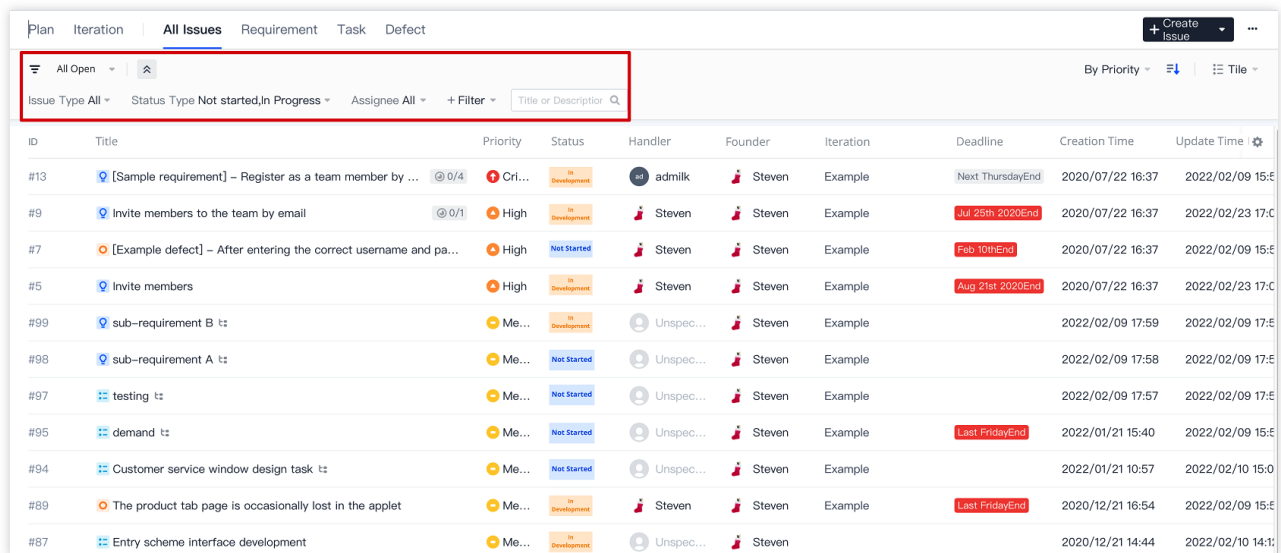
3. Click **Project Collaboration** in the menu on the left.

Feature Overview

In Project Collaboration, filters are available on the list pages of **Pending Planning** (Scrum agile project management mode), **Plans** (classic project management mode), **Iterations**, and All Issues, helping team members query and sort issues by specified conditions. CODING provides a system filter and a custom filter. The former is unable to be modified or deleted. The following shows how to use and customize filters in **All Issues**.

Filter Issues

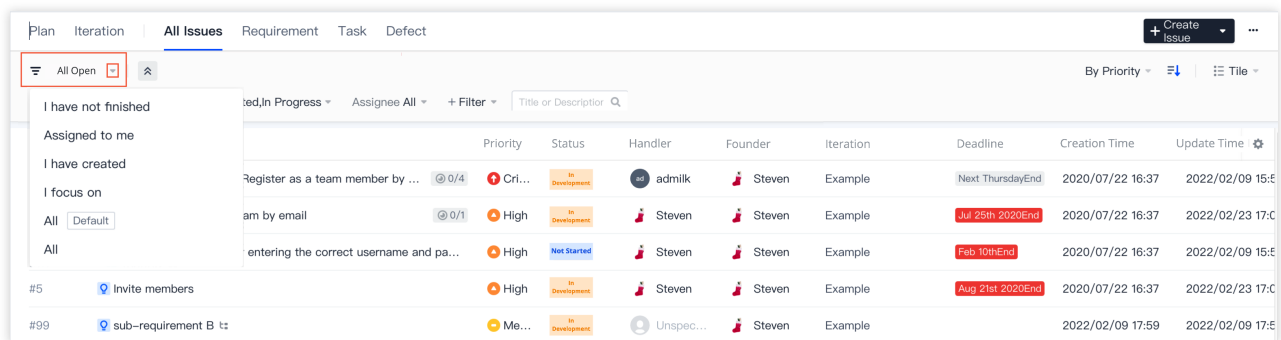
The filter on the **All Issues** page supports a combination of multiple field conditions, or fuzzy search by "Title" and "Description" of issues in the **search box**.



ID	Title	Priority	Status	Handler	Founder	Iteration	Deadline	Creation Time	Update Time
#13	[Sample requirement] - Register as a team member by ...	Cri...	In Development	admilk	Steven	Example	Next ThursdayEnd	2020/07/22 16:37	2022/02/09 15:5
#9	Invite members to the team by email	High	In Development	Steven	Steven	Example	Jul 25th 2020End	2020/07/22 16:37	2022/02/23 17:0
#7	[Example defect] - After entering the correct username and pa...	High	Not Started	Steven	Steven	Example	Feb 10thEnd	2020/07/22 16:37	2022/02/09 15:5
#5	Invite members	High	In Development	Steven	Steven	Example	Aug 21st 2020End	2020/07/22 16:37	2022/02/23 17:0
#99	sub-requirement B t:	Me...	In Development	Unspec...	Steven	Example		2022/02/09 17:59	2022/02/09 17:5
#98	sub-requirement A t:	Me...	Not Started	Unspec...	Steven	Example		2022/02/09 17:58	2022/02/09 17:5
#97	testing t:	Me...	Not Started	Unspec...	Steven	Example		2022/02/09 17:57	2022/02/09 17:5
#95	demand t:	Me...	Not Started	Unspec...	Steven	Example	Last FridayEnd	2022/01/21 15:40	2022/02/09 15:5
#94	Customer service window design task t:	Me...	Not Started	Unspec...	Steven	Example		2022/01/21 10:57	2022/02/10 15:0
#89	The product tab page is occasionally lost in the applet	Me...	In Development	Steven	Steven	Example	Last FridayEnd	2020/12/21 16:54	2022/02/09 15:5
#87	Entry scheme interface development	Me...	In Development	Unspec...	Steven			2020/12/21 14:44	2022/02/10 14:1

Configure Default Filter

1. The filter on the **All Issues** page has a built-in system filter, which cannot be modified or deleted. You can change the search conditions in the dropdown menu on the right of the filter.



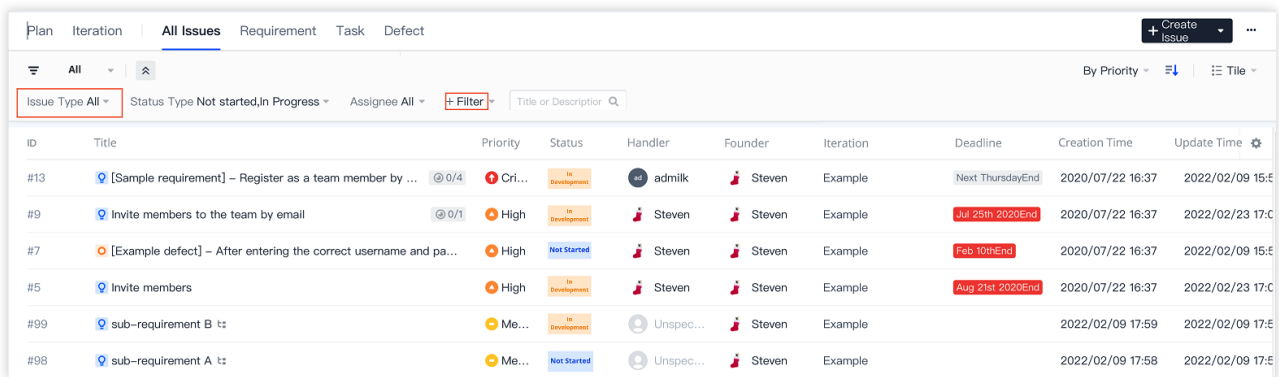
ID	Title	Priority	Status	Handler	Founder	Iteration	Deadline	Creation Time	Update Time
	Register as a team member by ...	Cri...	In Development	admilk	Steven	Example	Next ThursdayEnd	2020/07/22 16:37	2022/02/09 15:5
	am by email	High	In Development	Steven	Steven	Example	Jul 25th 2020End	2020/07/22 16:37	2022/02/23 17:0
	entering the correct username and pa...	High	Not Started	Steven	Steven	Example	Feb 10thEnd	2020/07/22 16:37	2022/02/09 15:5
#5	Invite members	High	In Development	Steven	Steven	Example	Aug 21st 2020End	2020/07/22 16:37	2022/02/23 17:0
#99	sub-requirement B t:	Me...	In Development	Unspec...	Steven	Example		2022/02/09 17:59	2022/02/09 17:5

2. You can set the current filter conditions to the default filter through the **...** menu on the left. Changes are saved automatically. Then, this filter applies when you enter the "All Issues" page again.

Custom Filter

Create a custom filter

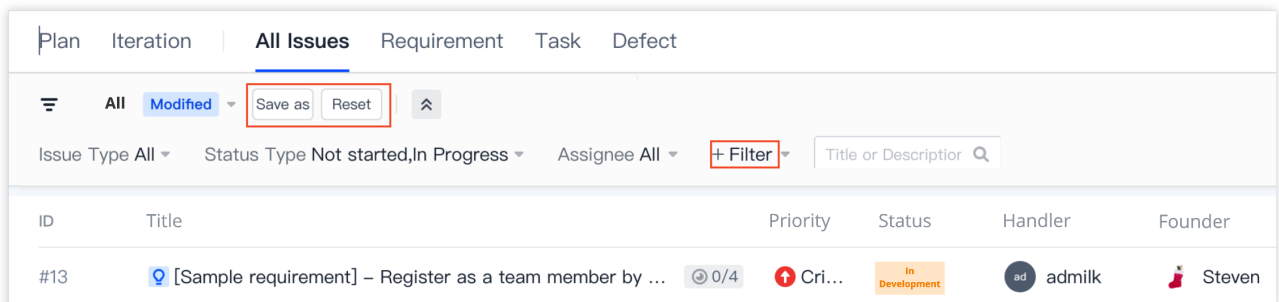
1. If you change the filter conditions and sorting through the dropdown menu on the right of each filter condition or the **+ Filter** menu, the filter will be marked as **modified**.



The screenshot shows the 'All Issues' tab in the CODING Project Management interface. The 'Filter' button is highlighted with a red box. The table below lists several issues with their details.

ID	Title	Priority	Status	Handler	Founder	Iteration	Deadline	Creation Time	Update Time
#13	[Sample requirement] - Register as a team member by ...	Cri...	In Development	admilk	Steven	Example	Next ThursdayEnd	2020/07/22 16:37	2022/02/09 15:5
#9	Invite members to the team by email	High	In Development	Steven	Steven	Example	Jul 25th 2020End	2020/07/22 16:37	2022/02/23 17:0
#7	[Example defect] - After entering the correct username and pa...	High	Not Started	Steven	Steven	Example	Feb 10thEnd	2020/07/22 16:37	2022/02/09 15:5
#5	Invite members	High	In Development	Steven	Steven	Example	Aug 21st 2020End	2020/07/22 16:37	2022/02/23 17:0
#99	sub-requirement B t...	Me...	In Development	Unspec...	Steven	Example		2022/02/09 17:59	2022/02/09 17:5
#98	sub-requirement A t...	Me...	Not Started	Unspec...	Steven	Example		2022/02/09 17:58	2022/02/09 17:5

2. Select **Reset** to change the settings. Then, click **Save as** and enter a name for the filter. You can set the filter as the team filter, which is visible to all members in this project.



The screenshot shows the 'All Issues' tab in the CODING Project Management interface. The 'Save as' and 'Reset' buttons are highlighted with a red box. The table below lists several issues with their details.

ID	Title	Priority	Status	Handler	Founder
#13	[Sample requirement] - Register as a team member by ...	Cri...	In Development	admilk	Steven

Save Filter

Filter Name *

☒ Set to Team Filter ?

OK

Cancel

3. You can view your custom filter in the dropdown menu of the filter list.

Plan Iteration | **All Issues** Requirement Task Defect

New Filter ▾

- I have not finished
- Assigned to me
- I have created
- I focus on
- All Default
- All
- Saved Filters**
- New Filter** ...

Assignee Steven ▾ Status All ▾ Filter ▾ Title or Description 🔍

		Priority	Status	Handler	Founder
	e is occasionally lost in the applet	Cri...	In Development	admilk	Steven
		High	In Development	Steven	Steven
	ent	High	Not Started	Steven	Steven
	atch sending invitation email interface	High	In Development	Steven	Steven
#11	Add a pop-up window to invite members by mail and complete...	Me...	In Development	Unspec...	Steven
#98	sub-requirement A	Me...	Not Started	Unspec...	Steven

Modify a custom filter

Select a custom filter from the dropdown menu of the filter list, and change the filter conditions and sorting. Then, the filter will be marked as **modified**. If you select **Save as**, the new settings will be saved as a new filter; if you select **Save**, the new filter will replace the previous one. To change the settings, click **Reset**.

Plan Iteration | **All Issues** Requirement Task Defect

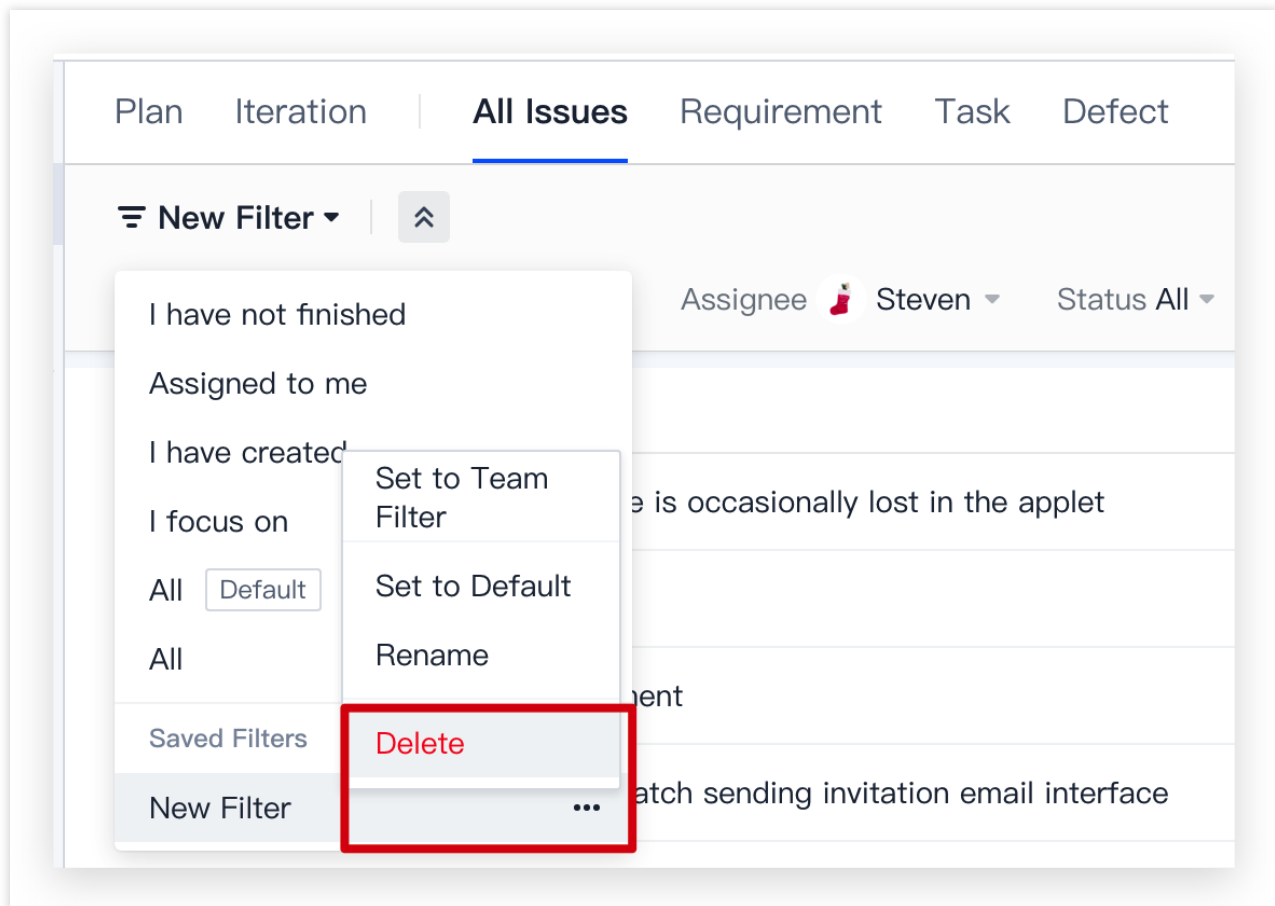
New Filter 1 Modified ▾ Save as Save Reset ▴

Issue Type All ▾ Status Type Not started, In Progress ▾ Assignee All ▾ + Filter ▾ Title or Description 🔍

ID	Title	Priority	Status	Handler	Founder
#13	[Sample requirement] – Register as a team member by ...	Cri...	In Development	admilk	Steven

Delete a custom filter

You can delete a custom filter through the ... menu on the left of the filter list.



Reference Resources and Upload Attachments

Last updated : 2023-12-26 18:02:33

This document describes how to reference resources and upload attachments in CODING Project Collaboration.

Open Project

1. Log in to the CODING Console and click **Use Now** to go to CODING page.
2. Click



in the upper-right corner to open the project list page and click a project icon to open the project.

3. Click **Project Collaboration** in the menu on the left.

Feature Overview

CODING Reference Resources provides contextual support, so that team members can learn about the context of issues and quickly locate resources for problem-solving. In the Description or Comments on the details page of epics, user stories, requirements, tasks, bugs, and sub-tasks, you can reference resources and check issues referenced by other resources.

References and Referenced

Reference resources

In the Description or Comments on the details pages of epics, requirements, tasks, bugs, and sub-tasks, you can use `# + reference ID/title` to select a resource. The resource referenced will be shown in the References list. If the current issue has been referenced by another resource, the resource will be shown in the Referenced By list of the issue. The following shows how to reference resources in "Requirements".

1. Select resources by using `# + reference ID/title` in **Description** of the issue details page.

Create Requirement

1 follower(s)

Title *

Add Requirement title (Command + press Enter for Quick Create)

Requirement Description

Write

H B

Preview I

Templat e

#103 Second
#102 First Version
#101 MR test
#100 A new MR
#99 sub-requirement B
#98 sub-requirement A
[More Resources](#)

Attach
No at

Create Cancel | ☐ Continue Creation

Assignee

Unspecified

Iteration

Not added to iterat...

Priority *

Medium

Requirement Type

Requirement Type

Deadline

Unspecified

Label

Start Date

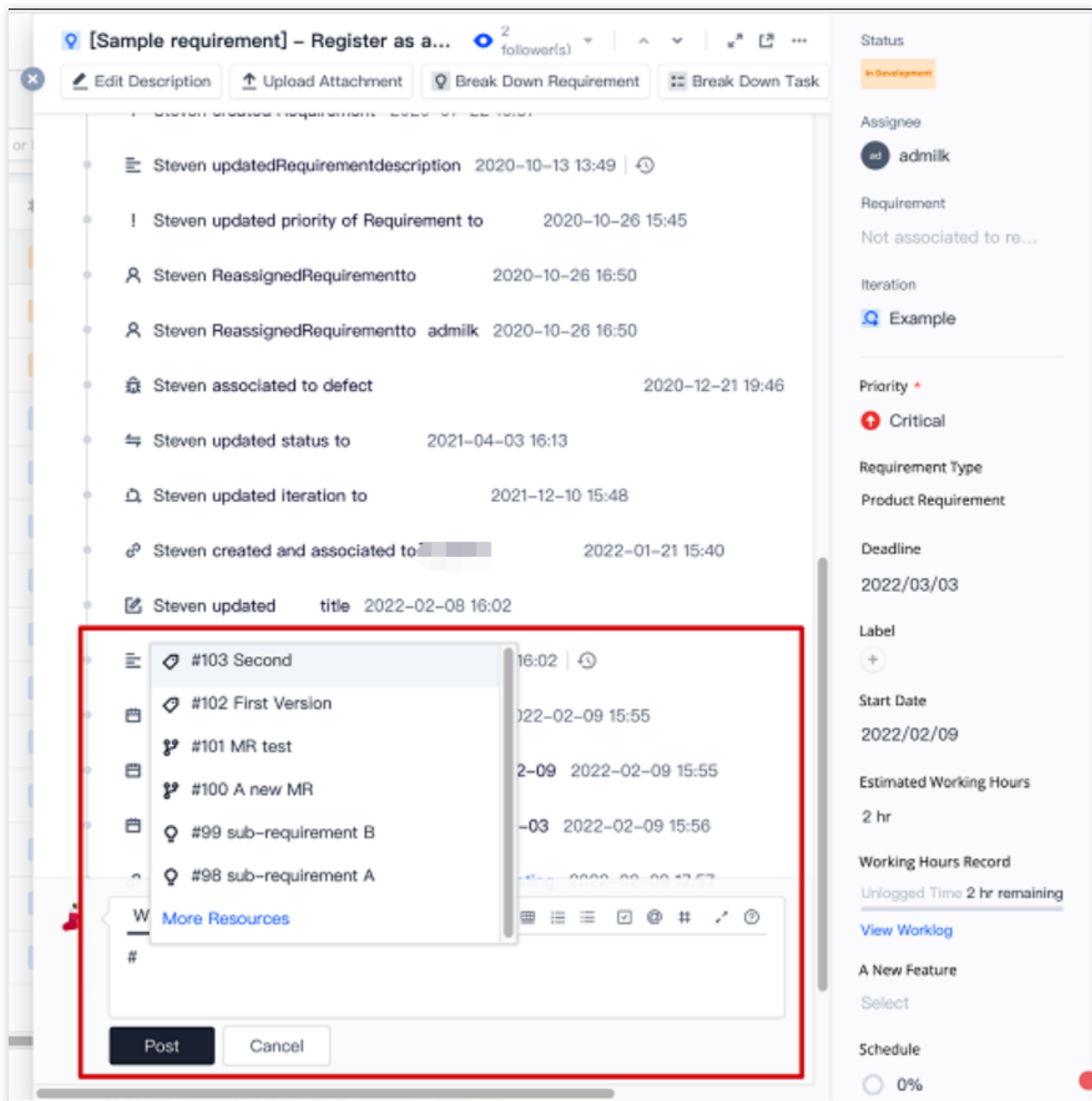
Unspecified

Estimated Working Hours

Not estimated

A New Property

2. Select resources by using `# + reference ID/title` in **Comments** of the issue details page.



Referenced resources

If resource B is referenced by issue A, you can view it in the References list of the resource B's issue list page.

Code commit reference

1. Reference Resources supports associating code commits with issues. When committing code, add the `# + reference ID/title` of the issue to the commit information (for example, this is a commit `#3`). If the issue to be associated with the code commit is not in the same project as the repository, add `repository name + # + reference ID` to the commit information (for example, this is a cross-project commit `code-repo #3`).


```
[master 0836b0d] This is a commit #3
1 file changed, 2 insertions(+)






git add README.md
git commit -m "This is a commit #3"

git push





Enumerating objects: 5, done.
Counting objects: 100% (5/5), done.
Delta compression using up to 4 threads
Compressing objects: 100% (2/2), done.
Writing objects: 100% (3/3), 301 bytes | 301.00 KiB/s, done.
Total 3 (delta 1), reused 0 (delta 0)
To https://e.coding.net/[redacted]/agiledemo.git
a0ee959..0836b0d master -> master
```

2. You can view the associated code commit list in the Referenced By list of the issue details page. In the code commit history, you can be redirected to the issue details page through `# + reference ID` in the commit information.

 #83

1 follower(s)     




Customer service response entrance design




 Edit Description  Upload Attachment  Break Down Requirement  Break Down Task

[Click here to edit the description.](#)

Reference Resources | +

Referenced Resources

 38993b Accept Merge Request #642: (mr/master/issue...  

 17776b This is a commit #3  

References and Referenced lists

The References and Referenced lists display all resources referenced by and from the current issue, including epics, iterations, requirements, tasks, bugs, sub-tasks, pull requests, code versions, code commits, Wiki pages, files, and external links.

The screenshot displays a requirement card in the CODING Project Management system. The card is titled "#83 Customer service response entrance design" and has 1 follower. It includes buttons for "Edit Description", "Upload Attachment", "Break Down Requirement", and "Break Down Task". A link "Click here to edit the description." is present. A red box highlights the "Reference Resources" section, which contains two lists: "Referenced Resources" (listing "#101 MR test" with tags "Android-demo" and "Mergeable") and "Referenced By" (listing "#80 Customer service entrance planning and page design" with a "Not Started" status). Below this is the "Action Log" tab, showing a timeline of updates by Steven, including creating the requirement, changing the parent issue, updating the iteration, title, start date, and due date. The right sidebar shows metadata for the requirement, including Status (Not Started), Assignee (Unspecified), Requirement (Not associated to re...), Iteration (Example), Priority (Medium), Requirement Type (Product Requirement), Deadline (2022/02/24), Label (+), Start Date (2022/02/09), Estimated Working Hours (Not estimated), Working Hours Record (Unlogged Time), and a "View Worklog" link.

Resource positioning

In the References and Referenced lists, you can click the magnifying glass icon on the right of the resource to go to the position where a certain resource is referenced and learn about the context. If the resource is referenced more than once by the current issue, you can select a specific reference position to go to.

The screenshot displays the 'Customer service response entrance design' requirement page. At the top, there are tabs for 'Edit Description', 'Upload Attachment', 'Break Down Requirement', and 'Break Down Task'. Below these, the 'Reference Resources' section shows a list of resources, including '#101 MR test' with a 'Mergeable' status. A red box highlights the 'Mergeable' status, and a tooltip 'Locate Reference' points to it. The 'Referenced By' section shows a link to '#80 Customer service entrance planning and page design'. The 'Action Log' section is active, showing a timeline of updates: 'Steven created Requirement' (2020-12-21 14:40), 'Steven changed parent issue' (2020-12-21 14:40), 'Steven updated iteration to' (2021-12-10 15:48), 'Steven updated title' (2022-02-08 16:07), 'Steven updated Start Date of' (2022-02-09 15:55), and 'Steven updated Due Date of' (2022-02-24 15:56). A comment box at the bottom shows a comment from 'Steven' dated '2022-02-24 14:17'. On the right side, the 'Status' is 'Not Started', the 'Assignee' is 'Unspecified', the 'Requirement' is 'Not associated to re...', the 'Iteration' is 'Example', the 'Priority' is 'Medium', the 'Requirement Type' is 'Product Requirement', the 'Deadline' is '2022/02/24', the 'Label' is '+', the 'Start Date' is '2022/02/09', the 'Estimated Working Hours' is 'Not estimated', the 'Working Hours Record' is 'Unlogged Time', and the 'A New Feature' section is 'Select'.

Upload Attachments

You can click **Upload Attachments** on the issue details page to upload files related to the issue, or drag them to the issue details page. A maximum of 10 files can be uploaded, and the file size cannot exceed 300 MB.

The screenshot displays the CODING Project Management interface. At the top, a requirement card titled "#83 Customer service response entrance design" is shown. The card has a status of "Not Started" and is assigned to "Unspecified". It includes a "Reference Resource" section with "Referenced Resources" like "#101 MR test" and "Referenced By" like "#80 Customer se". A red box highlights the "Upload Attachment" button, which has a dropdown menu with options: "Upload locally", "Others", "CoDesign Draft", and "MockingBot". Below the card is an "Action Log" section with tabs for "All", "Only logs", and "Only comments". The log shows several actions by Steven, including creating the requirement, changing the parent issue, updating the iteration, and updating the title, start date, and due date. A comment by Steven is also visible. On the right side, a sidebar shows various metadata fields: Status (Not Started), Assignee (Unspecified), Requirement (Not associated to re...), Iteration (Example), Priority (Medium), Requirement Type (Product Requirement), Deadline (2022/02/24), Label (+), Start Date (2022/02/09), Estimated Working Hours (Not estimated), Working Hours Record (Unlogged Time), and a "View Worklog" link.

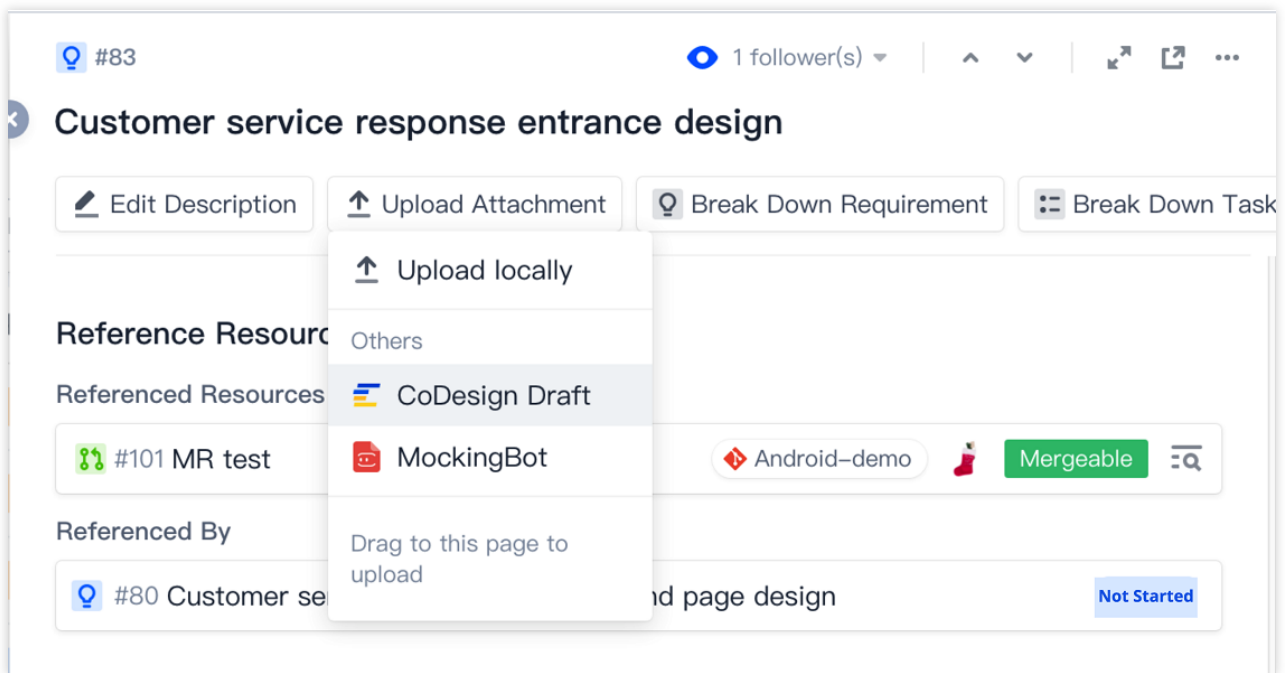
CoDesign Draft

CODING supports upload of external drafts from CoDesign in **Upload Attachments**, so that your team can accurately associate product drafts with issues, and communicate in real time based on the online preview. CODING makes it easier for your team to go through the entire process from design, development to release, and deliver products.

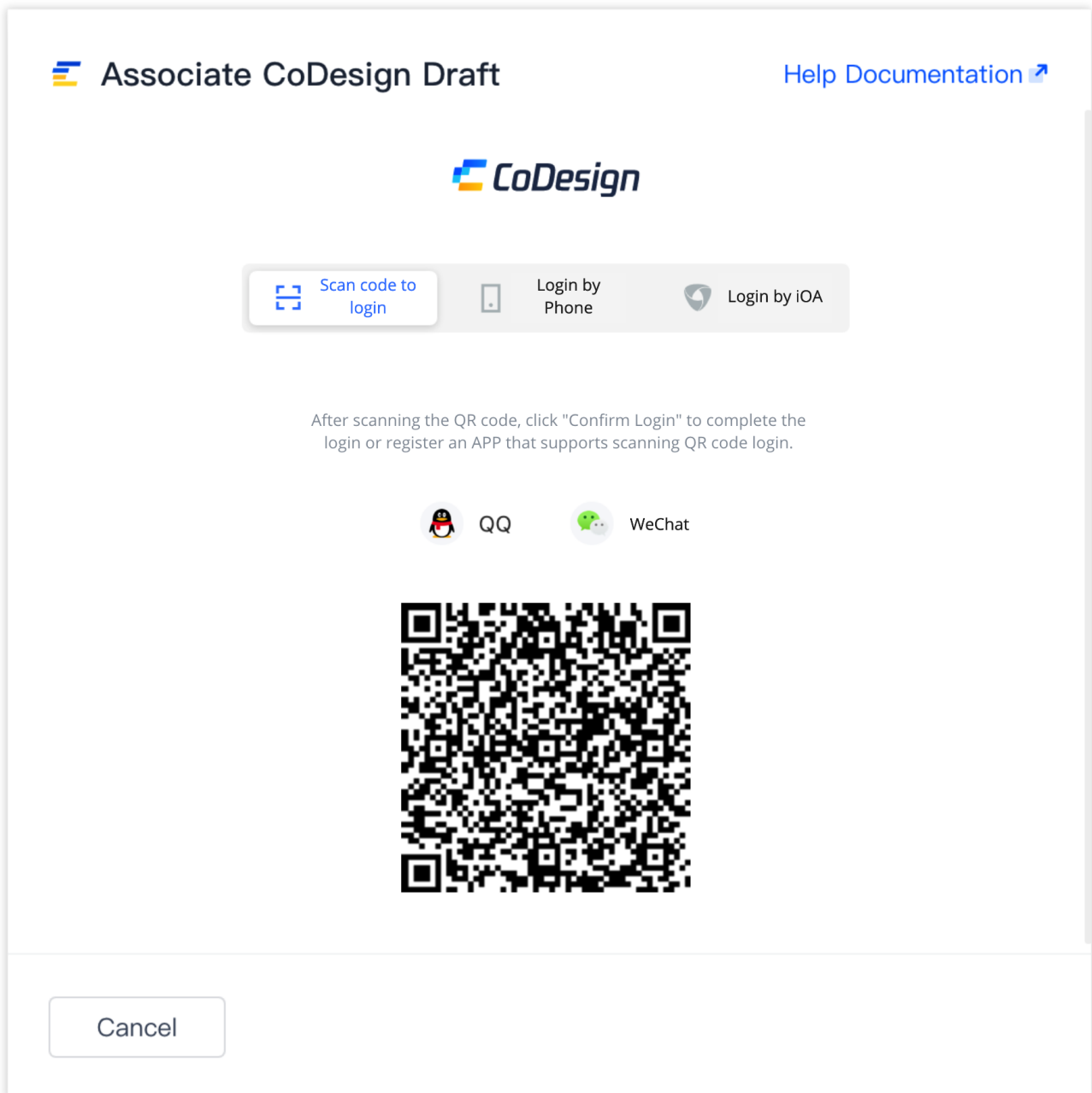
Note:

CoDesign is a one-stop product design collaboration platform developed by Tencent, which allows drafts to be imported and previewed online. It helps Internet product design teams to increase collaboration efficiency, and streamlines the product design process.

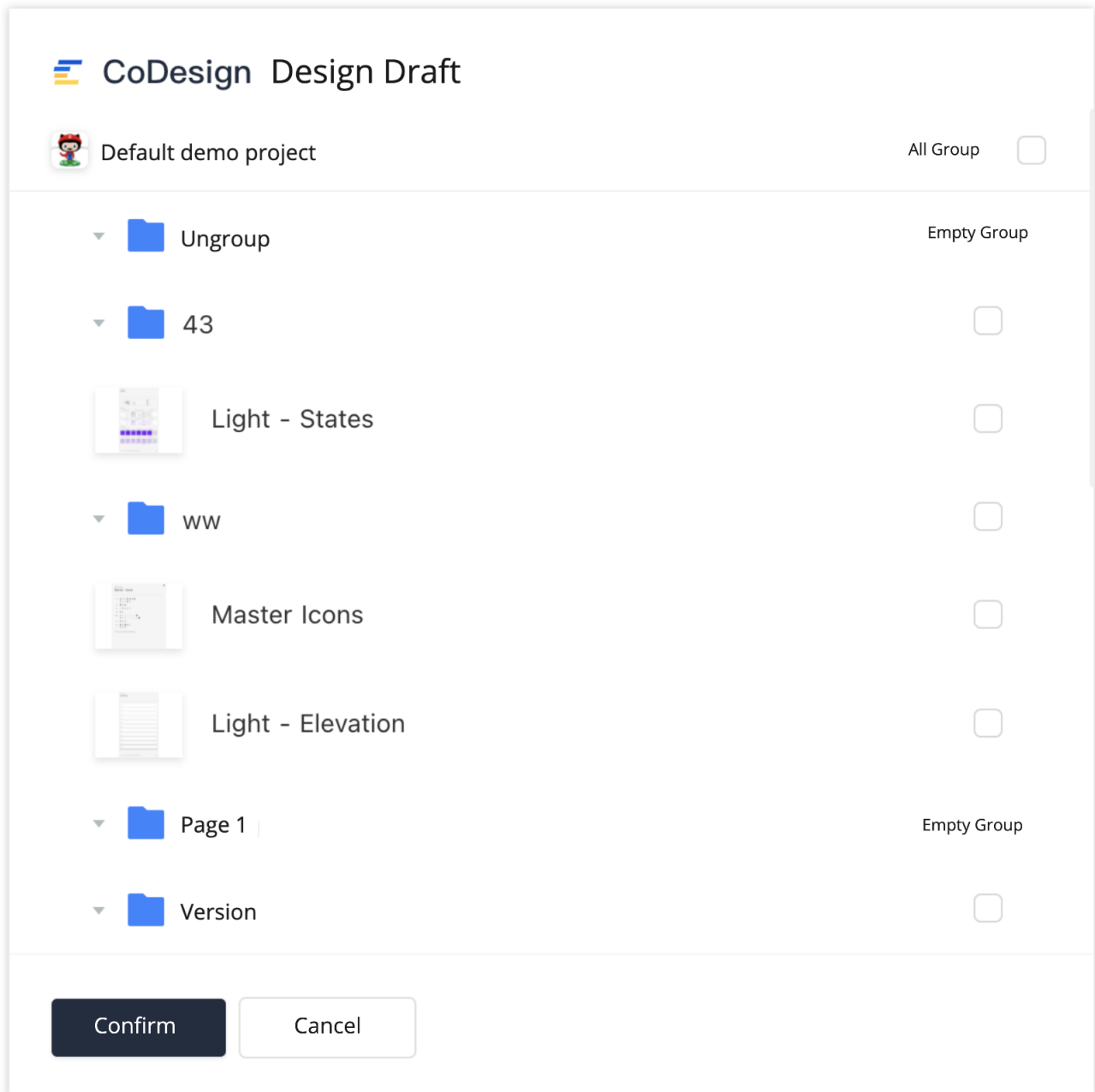
1. Go to the issue details page, click **Upload Attachments**, and then select **CoDesign Draft**.



2. When you upload a CoDesign draft for the first time, you need to select a login method in the pop-up box to log in to your CoDesign account.



3. After login, select the drafts to be associated. More than one draft can be associated with an issue.



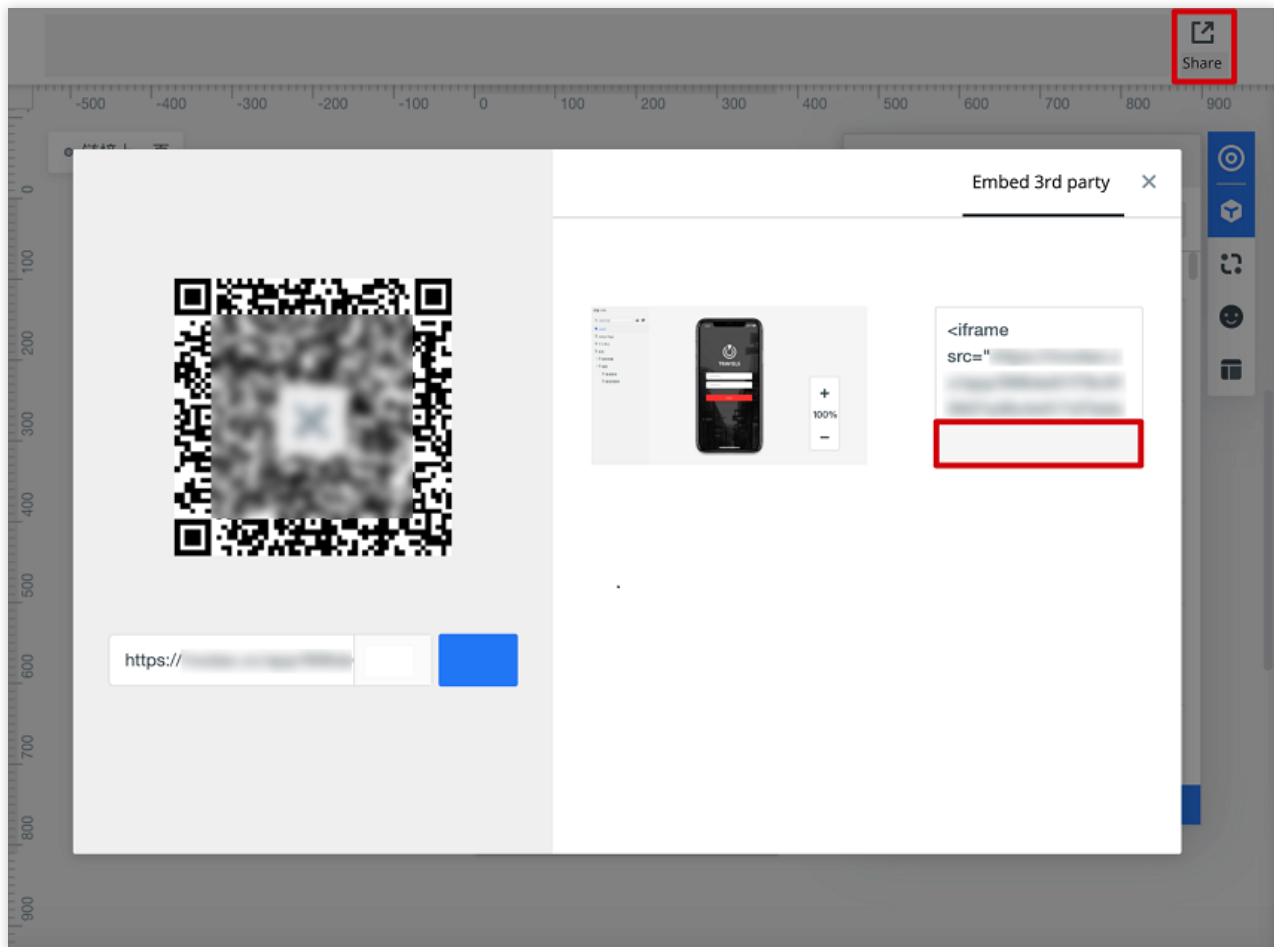
4. The associated drafts will be shown in the **Attachment** list. Click it for preview. You can upload more drafts, or disassociate a draft by clicking the icon below it.

The screenshot shows a CODING issue page for issue #83, titled "Customer service response entrance design". The page has a header with the issue ID, a follower count of 1, and navigation icons. Below the title are four buttons: "Edit Description", "Upload Attachment", "Break Down Requirement", and "Break Down Task". A link "Click here to edit the description." is present. The "Attachments" section is expanded, showing a red-bordered box around a "Presentation Design Group" attachment with the CoDesign logo and a trash icon. Below this is the "Reference Resources" section, which includes a list of "Referenced Resources" (e.g., "#101 MR test", "Android-demo", "Mergeable") and a "Referenced By" section (e.g., "#80 Customer service entrance planning and page design" with a "Not Started" status).

MockingBot

CODING supports upload of external prototypes from MockingBot in **Upload Attachments**. This allows your team to view the design prototypes on the current issue page, and easily then discuss, modify, and update them in a simple and efficient way.

First, log in to [MockingBot](#), and then select the MockingBot prototype to be imported to a CODING issue. Then, click **Share**, select "Embed to a Third Party", and then copy the embed code.



Then, go to the CODING Issue Management page, click any epic, requirement, task, or bug, and then select **From Third Party > MockingBot** from the **Upload Attachments** menu.

#83 1 follower(s)

Customer service response entrance design

Edit Description Upload Attachment Break Down Requirement Break Down Task

Upload locally

Others

CoDesign Draft

MockingBot

Drag to this page to upload

Reference Resource

Referenced Resources

#101 MR test

Referenced By

#80 Customer service response entrance design

Action Log Worklog

All Only logs Only comments

+ Steven created Requirement 2020-12-21 14:40

Status: Not Started

Assignee: Unspecified

Requirement: Not associated to re...

Iteration: Example

Priority: Medium

Requirement Type: Product Requirement

Deadline: 2022/02/24

Paste the embed code to associate the prototype with the issue. After upload, you can preview the MockingBot prototype in CODING.

Reference MockingBot Prototype

Paste MockingBot embed code to reference a prototype and access it in CODING.

[View](#)
[Help](#)

MockingBot Prototype Address *

Paste MockingBot embed code, such as `<iframe src=..."`

Name

Enter an attachment name. The default name is MockingBot Prototype.

OK

Cancel

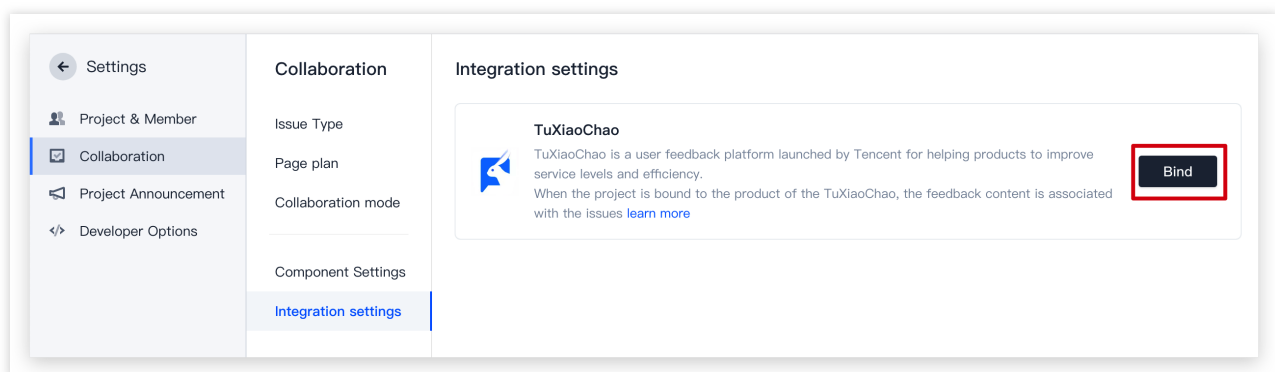
TXC

TXC is a user feedback platform developed by Tencent. It allows users to publish their comments and feedback as posts to help development teams improve service quality and user experience.

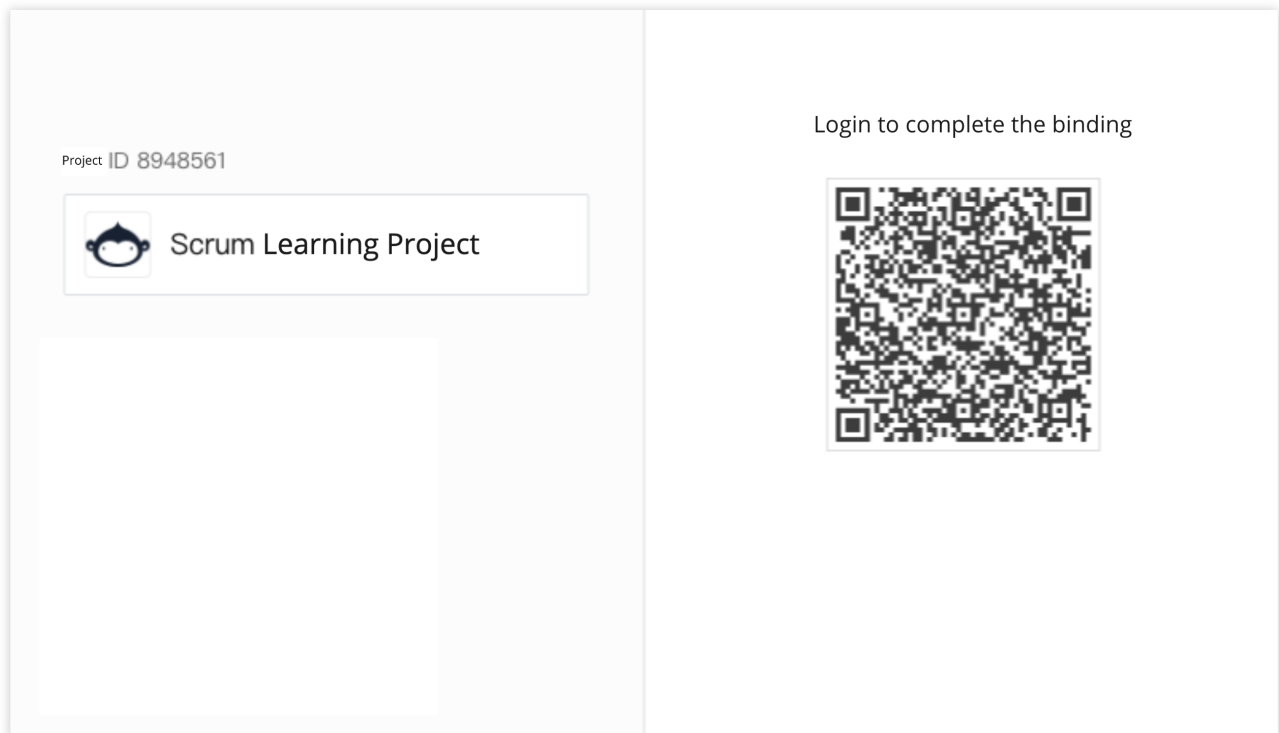
CODING allows you to create and view issues in the feedback posts on TXC, and associate or disassociate issues. Besides, you can view the associated TXC post list on the issue details page in CODING.

Authorize to bind

Go to the homepage of any project, and then click **Project Settings** > **Project Collaboration** > **Integration Configuration**. Then, click **Bind** to bind TXC.

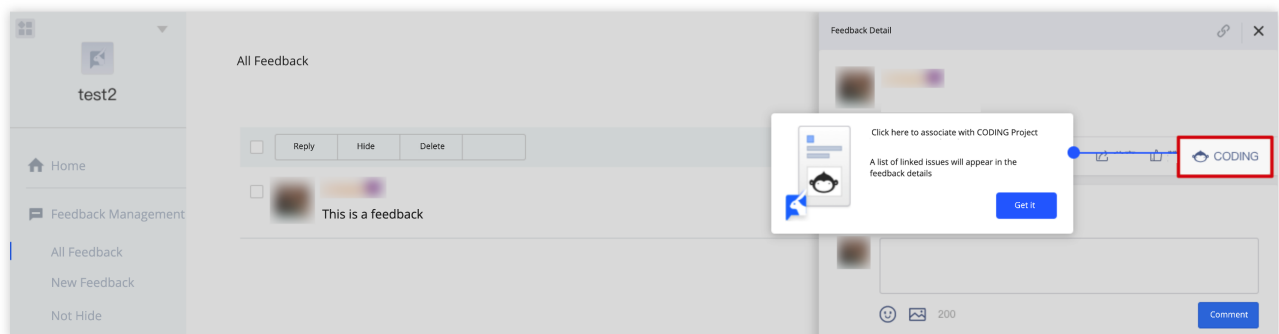


Every product in TXC can bind more than one CODING project. After you log in to TXC via the QR code, select a product to bind.




Create or associate issues

After binding, select any feedback on the TXC feedback page, and then associate it with a CODING issue by clicking the CODING icon on the right.



You can select an existing issue or create a new issue for association.

 Associated with the CODING platform

CODING Project

Scrum Learning Project

Event

The product price font on the product detail page should be displayed in red and bold

To be processed: The product price font on the product detail page should be displayed in red and bold

New Event

Cancel

Confirm

If you select **Create New Issue**, you will be redirected to CODING to select the desired issue type (requirement, task, or bug), and fill in the issue content.

Scrum Learning Project

Overview

Collaboration

Repository

Code Scanner beta

CI

CD

Artifact Management

Test Management

Document

Create an event

Create an event

Please select the corresponding type to create an item. After the item is successfully created, it will be automatically associated with the third-party application

Requirement

Requirements are the software functions that users need to solve a problem or achieve a goal.

Task

Tasks are specific activities to achieve a goal or requirement

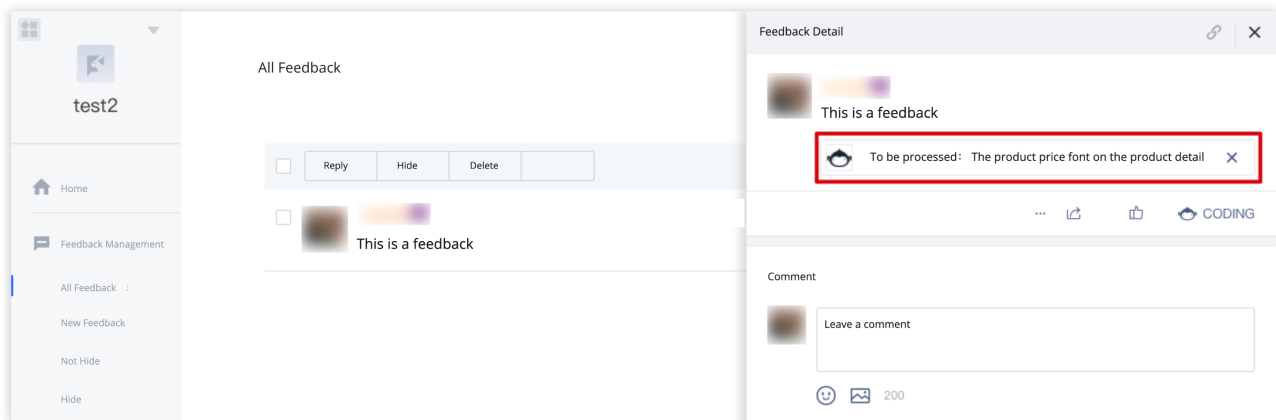
Defect

A defect is a phenomenon in which the software does not meet the original definition and requirements, and defect management is used to track these problems and errors

[View the list of things](#)

View associated issues


You can view associated issues in TXC.



Note:


If you remove an associated issue from the TXC issue page, the corresponding issue in the CODING project will not be deleted, but is **disassociated** with TXC instead.


You can also check the association between an issue and TXC in the CODING project.


 #83


1 follower(s) ▾ | ^ ▾ | ↗ ↖ | ⋮

Customer service response entrance design

 Edit Description


 Upload Attachment

 Break Down Requirement

 Break Down Task


[Click here to edit the description.](#)


Linked User Feedback


 This is a feedback 2021/06/17 15:04


Reference Resources | +

Referenced Resources


 #101 MR test

 Android-demo

 Mergeable



Referenced By

 #80 Customer service entrance planning and page design Not Started

Delete References

To remove a resource from the References list, delete the description or comment with `# + reference ID` on the issue details page. If the resource is referenced by more than one issue, delete all descriptions or comments with `# + reference ID` on issue details pages.

Manage Versions

Last updated : 2023-12-26 18:02:33

This document describes how to use Version Management in CODING Project Collaboration.

Open Project

1. Log in to the CODING Console and click **Use Now** to go to CODING page.
2. Click



in the upper-right corner to open the project list page and click a project icon to open the project.

3. Click **Project Collaboration** in the menu on the left.

Action log

Changes or modifications to the **description** of issues are recorded in the action log, which clearly shows all the update details and version changes.

The screenshot displays the Tencent Cloud CODING Project Management interface. On the left, a list of requirements is shown under the 'Requirement' tab. The list includes items like '#13 [Sample requirement] - Register as a team member ...', '#98 sub-requirement A', and '#99 sub-requirement B'. The right panel shows the detailed view of 'sub-requirement B'. It includes a description field, a 'Block Relationship' section with a 'Post-Issue' list, a 'Reference Resources' section, and an 'Action Log' section. The 'Action Log' is highlighted with a red box and shows two actions: '+ Steven created' and 'Steven changed parent issue #13-[Sample requirement] ...'. The right sidebar contains various metadata fields like Status, Assignee, Requirement, Iteration, Priority, Requirement Type, Product Requirement, Deadline, Label, Start Date, Estimated Working Hours, Working Hours Record, and A New Feature.

Version backtracking

In the action log, you can click **View the version** to view all earlier versions. Version backtracking allows you to restore an earlier version.

The screenshot displays the Tencent Cloud CODING Project Management interface. On the left, a list of requirements is shown, including "sub-requirement A", "sub-requirement B", "Invite members to the team by email", and "Invite members". The "Invite members" requirement is selected, and its details are shown on the right. The "Action Log" tab is active, showing a list of actions performed on the requirement, such as "Steven created Epic", "Steven Included in", and "Steven updated status to". A red box highlights the "View the version" button next to the "Steven updated title" action. The right sidebar shows the requirement's status as "In Development", assignee as "Steven", and priority as "High".

The screenshot shows the "Earlier Versions" dialog box. It lists two versions of the requirement: "Steven" (2022/02/08 16:04) and "Steven" (2020/07/22 16:37). The "Restore" button is highlighted with a red box. The dialog also displays the content of the selected version, which includes a description of an epic and a list of steps to create and break down epics.

Earlier Versions

Steven
Modified At 2020/07/22 16:37

Restore

Steven
2022/02/08 16:04

Steven
2020/07/22 16:37

Here is a sample epic.

An epic is a larger function or feature that can be broken down into many smaller requirements or tasks. It usually takes multiple iterations to fully deliver. Agile epics are flexible in scope and can be flexibly adjusted based on customer feedback and team development cadence.

Using epics is usually a two-step process:

- Create epics to organize functions or features with long development cycles and large scales into epics;
- Break down epics into smaller-grained requirements and tasks and schedule them to complete in iterations.

Manage Tags

Last updated : 2023-12-26 18:02:33

This document describes how to use Tag Management in CODING Project Collaboration.

Open Project

1. Log in to the CODING Console and click **Use Now** to go to CODING page.
2. Click



in the upper-right corner to open the project list page and click a project icon to open the project.

3. Click **Project Collaboration** in the menu on the left.

Add Tags

On the issue details page, you can add **tags** to the issue to demonstrate key information. An issue can have more than one tag. No tags are added to an issue by default. You can create a tag by specifying the **title** and **tag color**.

Invite members to the team by email

The administrator can click the "Invite Member" button on the background member management page to open the member invitation pop-up window, and enter the email addresses of the invited members in turn. After clicking the "Invite" button, the platform will automatically send an email with an invitation link to the corresponding email address.

By visiting the invitation link, the invitee can enter the complete personal information page, fill in the username and password, and join the team.

Sub-tasks | +

0/1 Completed

#94 Customer service window design task

Defect | +

#8 [Example defect] - The product price font in the product detail page sh... Day after tomorrowEnd Pending Verification

Block Relationship | +

Post-issue

#89 The product tab page is occasionally lost in the applet 5 day(s) overdue In Progress

Reference Resources | +

Referenced Resources

#10 Added batch sending invitation email interface In Progress

#11 Add a pop-up window to invite members by mail and complete the function of inviting members to inter... In Progress

Label

modify * testing *

Search Tags

modify ✓

testing ✓

+ Create Tag

Working Hours Record

Unlogged Time 8 hr remaining

[View Worklog](#)

A New Feature

Select

Schedule

20%

On the issue list page, tasks in the same category can be easily sorted and filtered by tags, allowing you to quickly integrate similar information into the project.

Plan Iteration All Issues **Requirement** Task Defect

Create Requirement

All Open

Issue Type All Status Type Not started, In Progress Assignee All

Tag All + Filter

Search

Selected 0

Unspecified

modify

testing

ID	Title	Handler	Founder	Iteration	Deadline	Creation Time	Update Time			
#13	[Sample requirement] - Register as a team member ...	admik	Steven	Example	Next ThursdayEnd	2020/07/22 16:37	2022/02/09 15:56			
#98	sub-requirement A	Unspec...	Steven	Example		2022/02/09 17:58	2022/02/09 17:58			
#99	sub-requirement B	Unspec...	Steven	Example		2022/02/09 17:59	2022/02/09 17:59			
#9	Invite members to the team by email	0/1	High	In Development	Steven	Steven	Example	Jul 25th 2020End	2020/07/22 16:37	2022/02/23 17:05
#5	Invite members	High	In Development	Steven	Steven	Steven	Example	Aug 21st 2020End	2020/07/22 16:37	2022/02/23 17:05
#84	Customer Service Response Portal Development	Me...	Not Started	Unspec...	Steven	gogogo			2020/12/21 14:41	2022/02/08 16:07
#83	Customer service response entrance design	Me...	Not Started	Unspec...	Steven	Example			2020/12/21 14:40	2022/02/09 15:56

Manage Tags

Click **Project Settings > Projects and Members > Category Tag** in the lower-left corner on the project homepage to view statistics on associated tags, and creating, renaming or deleting tags.

Note:

Deleting a tag will remove the reference to this tag from all issues and merge requests. Proceed with caution.

Project & Member

Projects

basic settings

Feature Toggle

Notification Settings

Member Configuration

Member

User Group

Personal Preference

Emails Notification

Others

Category Tag

Template

Category label (2)

The category tag is used to categorize components (such as the task, requirement, defect, and merge request) in a project. For example, you can use the Requirement tag to mark a business requirement.

Filter tag

Create a new label

Tag Name

● modify

● testing

Associated Statistics

Merge Request 0

Merge Request 0

Manage Issue Views

Last updated : 2023-12-26 18:02:33

This document describes how to use Manage Issue Views in CODING Project Collaboration.

Open Project

1. Log in to the CODING Console and click **Use Now** to go to CODING page.
2. Click



in the upper-right corner to open the project list page and click a project icon to open the project.

3. Click **Project Collaboration** in the menu on the left.

Feature Overview

You can switch between **Tree View**, **Tile View**, and **Kanban View** on the issue (requirement, task, and bug) list page and in iteration issues to suit your needs. The next time you go to this page, the system will display the last used view by default.

Plan

Iteration

All Issues

Requirement

Task

Defect

☰

All Open

⌵

Issue Type

All

Status Type

Not started,In Progress

Assignee

All

+ Filter

Title or Description

🔍

ID	Title	Priority	Status	Handler	Founder	Iteration
#13	<div><div>🔗</div><div>[Sample requirement] – Register as a team member ...</div><div>🕒 0/4</div></div>	<div>🔴</div> <div>Cri...</div>	<div>In Development</div>	<div>ad</div> <div>admilk</div>	<div>🇺🇸</div> <div>Steven</div>	Example
#98	<div><div>🔗</div><div>sub-requirement A</div></div>	<div>🟡</div> <div>Me...</div>	<div>Not Started</div>	<div>👤</div> <div>Unspec...</div>	<div>🇺🇸</div> <div>Steven</div>	Example
#99	<div><div>🔗</div><div>sub-requirement B</div></div>	<div>🟡</div> <div>Me...</div>	<div>Not Started</div>	<div>👤</div> <div>Unspec...</div>	<div>🇺🇸</div> <div>Steven</div>	Example
#9	<div><div>🔗</div><div>Invite members to the team by email</div><div>🕒 0/1</div></div>	<div>🔴</div> <div>High</div>	<div>In Development</div>	<div>🇺🇸</div> <div>Steven</div>	<div>🇺🇸</div> <div>Steven</div>	Example
#5	<div><div>🔗</div><div>Invite members</div></div>	<div>🔴</div> <div>High</div>	<div>In Development</div>	<div>🇺🇸</div> <div>Steven</div>	<div>🇺🇸</div> <div>Steven</div>	Example
#84	<div><div>🔗</div><div>Customer Service Response Portal Development</div></div>	<div>🟡</div> <div>Me...</div>	<div>Not Started</div>	<div>👤</div> <div>Unspec...</div>	<div>🇺🇸</div> <div>Steven</div>	gogogo
#83	<div><div>🔗</div><div>Customer service response entrance design</div></div>	<div>🟡</div> <div>Me...</div>	<div>Not Started</div>	<div>👤</div> <div>Unspec...</div>	<div>🇺🇸</div> <div>Steven</div>	Example
#82	<div><div>🔗</div><div>Location design of customer service response entrance</div></div>	<div>🟡</div> <div>Me...</div>	<div>Not Started</div>	<div>👤</div> <div>Unspec...</div>	<div>🇺🇸</div> <div>Steven</div>	Example
#81	<div><div>🔗</div><div>Customer service response entrance development style sca...</div></div>	<div>🟡</div> <div>Me...</div>	<div>Not Started</div>	<div>👤</div> <div>Unspec...</div>	<div>🇺🇸</div> <div>Steven</div>	Example
#80	<div><div>🔗</div><div>Customer service entrance planning and page design</div></div>	<div>🟡</div> <div>Me...</div>	<div>Not Started</div>	<div>👤</div> <div>Unspec...</div>	<div>🇺🇸</div> <div>Steven</div>	Example
#79	<div><div>🔗</div><div>Mobile app development</div></div>	<div>🟡</div> <div>Me...</div>	<div>Not Started</div>	<div>🇺🇸</div> <div>Steven</div>	<div>🇺🇸</div> <div>Steven</div>	Example
#75	<div><div>🔗</div><div>Q3 User Conversion Rate Reporting Guidelines</div></div>	<div>🟡</div> <div>Me...</div>	<div>Not Started</div>	<div>👤</div> <div>Unspec...</div>	<div>🇺🇸</div> <div>Steven</div>	
#74	<div><div>🔗</div><div>User portrait analysis of invited members</div></div>	<div>🟡</div> <div>Me...</div>	<div>Not Started</div>	<div>👤</div> <div>Unspec...</div>	<div>🇺🇸</div> <div>Steven</div>	
#12	<div><div>🔗</div><div>[Sample requirement] – In the member management module...</div></div>	<div>🟡</div> <div>Me...</div>	<div>Not Started</div>	<div>ad</div> <div>admilk</div>	<div>🇺🇸</div> <div>Steven</div>	Example

Kanban View

Issue Kanban view

In the upper-right corner of the issue list page, you can switch the display mode to Kanban View. Issues will be placed as cards in various Kanban columns, providing an overall view of the project progress and workload at different stages.

The screenshot displays the 'Requirement' tab in the Tencent Cloud CODING Project Management interface. The top navigation bar includes 'Plan', 'Iteration', 'All Issues', 'Requirement' (selected), 'Task', and 'Defect'. Below this, there are filters for 'All Open', 'Issue Type All', 'Status Type Not started, In Progress', 'Assignee All', and a search bar for 'Title or Description'. The main area is divided into three Kanban columns: 'Not Started' (11 items), 'In progress' (3 items), and 'Complete' (0 items). The 'Not Started' column lists requirements such as 'sub-requirement B', 'sub-requirement A', 'Customer Service Response Portal Development', 'Customer service response entrance design', 'Location design of customer service response entrance', 'Customer service response entrance development style scaffolding', 'Customer service entrance planning and page design', and 'Mobile app development'. The 'In progress' column shows requirements like '[Sample requirement] - Register as a team member by visiting the invite link', 'Invite members to the team by email', and 'Invite members'. Each card includes a title, ID, status, and progress indicators.

Note:

Kanban View is unavailable for **All Issues**.

In any Kanban columns, you can click the edit icon in the upper-right corner of a card to **follow/unfollow** issues, **copy** issue links or "**open issues in new window**".

Plan | Iteration | All Issues | **Requirement** | Task | Defect

All Open | Issue Type All | Status Type Not started, In Progress | Assignee All | + Filter | Title or Description

Not Started 11

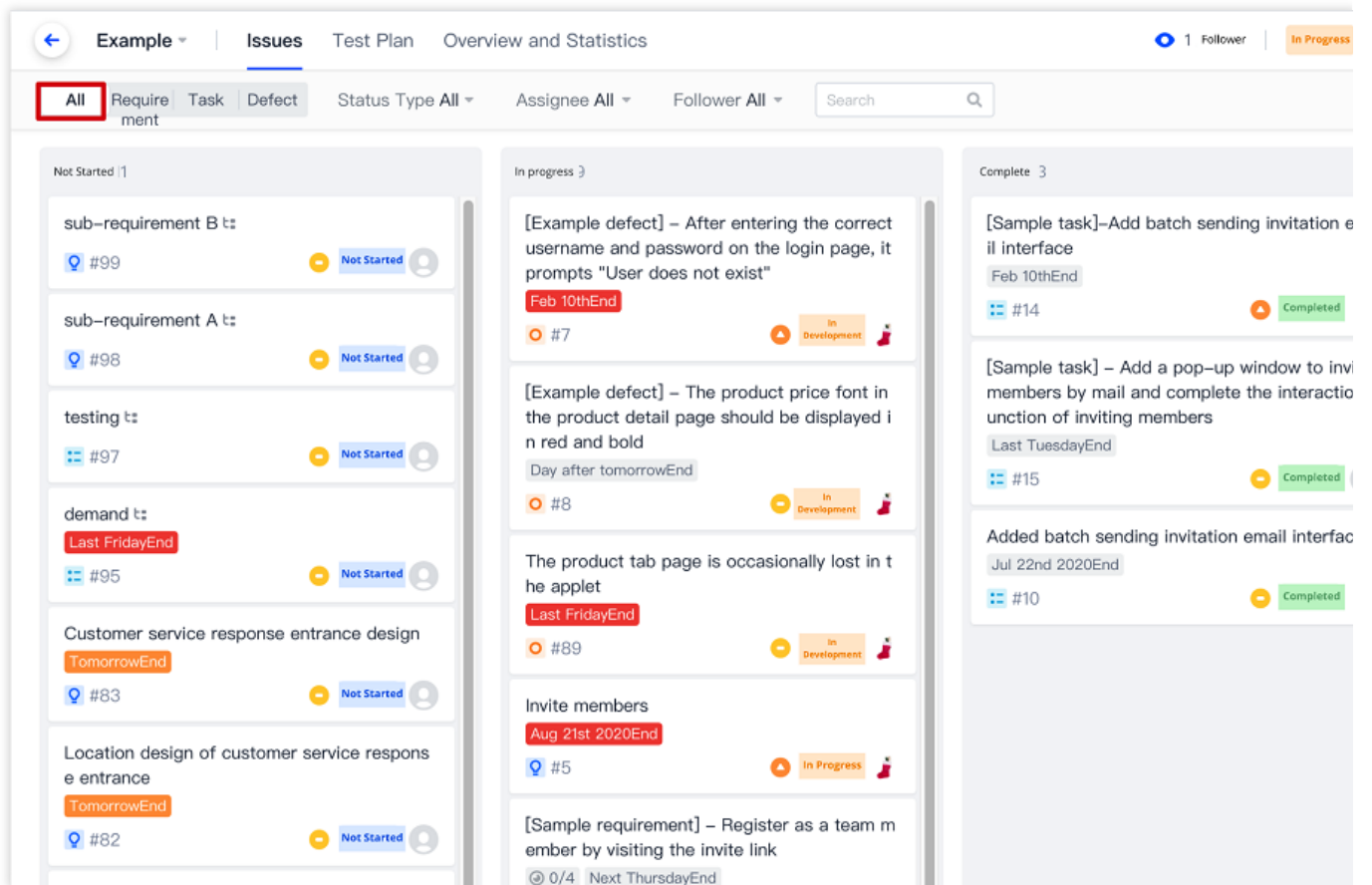
- sub-requirement B #99 (Followed, Copy Link, Open in New Window)
- sub-requirement A #98
- Customer Service Response Portal Development #84 (Not Started)
- Customer service response entrance design TomorrowEnd #83 (Not Started)
- Location design of customer service response entrance TomorrowEnd #82 (Not Started)
- Customer service response entrance development style scaffolding

In progress 3

- [Sample requirement] - Register as a team member by visiting the invite link 0/4 Next ThursdayEnd #13 (In Development)
- Invite members to the team by email 0/1 Jul 25th 2020End #9 (In Development)
- Invite members Aug 21st 2020End #5 (In Development)

Kanban view for iterations

On the iteration list page, you can see 4 tabs, that is, **All**, **Requirements**, **Tasks**, and **Bugs**. In the default grouping mode, all statuses of requirements, tasks, and bugs are displayed in three Kanban columns in the **All** tab. You can also [Customize Kanban](#) settings.



If you switch to the Kanban mode **Group by Sub-issue**, sub-tasks of the issues and their parent issues that belong to the current iteration will be displayed.

In this grouping mode, the search conditions only apply to sub-tasks. Available search conditions are as follows:

Parent issue type: all, requirements, tasks, and bugs.

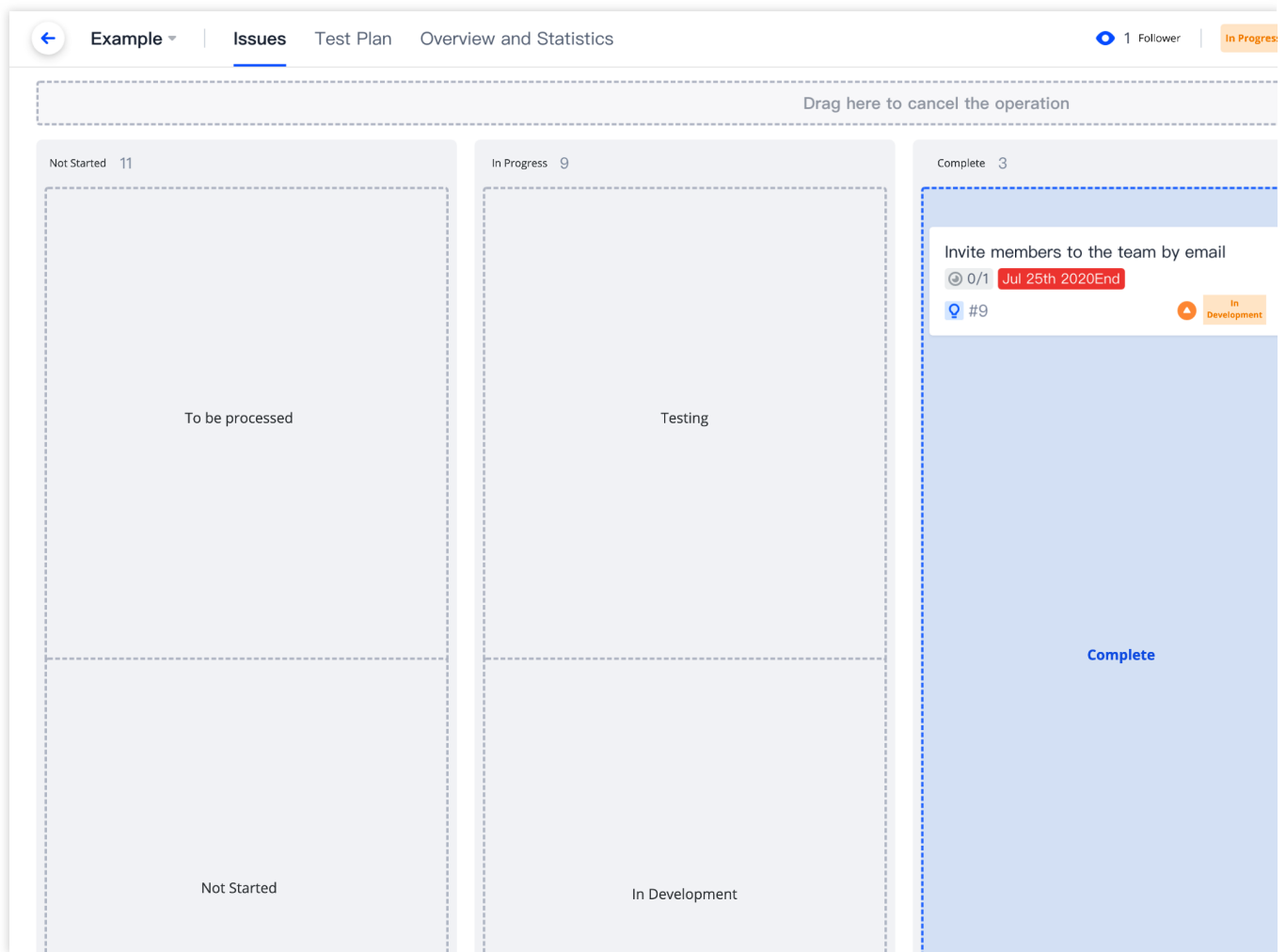
Sub-task title keywords.

Assignee and follower.

Example ▾		Issues	Test Plan	Overview and Statistics	1 Follower		In Progress
All	Requirement	Task	Defect	Status Type All ▾	Assignee All ▾	Follower All ▾	Search
ID	Title	Priority	Status	Handler	Founder	Deadline	
#99	sub-requirement B	Me...	Not Started	Unspec...	Steven		
#98	sub-requirement A	Me...	Not Started	Unspec...	Steven		
#97	testing	Me...	Not Started	Unspec...	Steven		
#95	demand	Me...	Not Started	Unspec...	Steven	Last Friday	
#7	[Example defect] – After entering the correct username and pa...	High	In Progress	Steven	Steven	Feb 10th	End
#83	Customer service response entrance design	Me...	Not Started	Unspec...	Steven	Tomorrow	Er
#8	[Example defect] – The product price font in the product detail...	Me...	In Progress	Steven	Steven	Day after to	
#82	Location design of customer service response entrance	Me...	Not Started	Unspec...	Steven	Tomorrow	Er

Change issue status and column

By default, a Kanban view includes three columns: **Not Started**, **In Progress**, and **Completed**. You can drag the cards to change the statuses of issues and the column they belong to. In the Kanban view, you can move a card to different columns, and drag it in a column to change the status.

**Note:**

The drag operation in the Kanban view requires the permissions to:

1. Edit issues;
2. Execute the transition of issue statuses;

For more information about permission configuration, see [Custom User Groups](#).

Customize Kanban

For each project, you can customize the Kanban view for requirements, tasks, and bugs respectively. In the **Kanban View Settings** in the upper-right corner of the issue list page, you can create, sort, rename, and delete Kanban columns, and drag the issue status to different Kanban columns.

Note:

Members who have permission to configure **Fields and Processes** can set the Kanban view.

The screenshot displays the Kanban View in the Tencent Cloud CODING Project Management tool. The interface is organized into three main columns: 'Not Started' (11 items), 'In progress' (9 items), and 'Complete' (3 items). Each column contains task cards with the following details:

- Not Started (11 items):**
 - Mobile app development (Last ThursdayEnd, #79, Not Started)
 - Customer service window design task (t: #94, Not Started)
 - Customer service entrance planning and page design (Next ThursdayEnd, #80, Not Started)
 - [Sample requirement] - In the member management module, you can send invitation emails in batches (Feb 10thEnd, #12, Not Started)
 - Customer service response entrance development style scaffolding (SaturdayEnd, #81, Not Started)
 - Location design of customer service response entrance (TomorrowEnd, #82, Not Started)
- In progress (9 items):**
 - Add a pop-up window to invite members by mail and complete the function of inviting members to interact (Jul 23rd 2020End, #11, In Development)
 - Invite members to the team by email (0/1, Jul 25th 2020End, #9, In Development)
 - Investigate whether each mail interface provides the project compliance requirements (Feb 12thEnd, #72, In Development)
 - Due to the change of product name, the email URL needs to be changed again (Last ThursdayEnd, #73, In Progress)
 - [Sample requirement] - Register as a team member by visiting the invite link (0/4, Next ThursdayEnd, #13, In Progress)
 - Invite members (Aug 21st 2020End, #5, In Progress)
- Complete (3 items):**
 - Added batch sending invitation email interface (Jul 22nd 2020End, #10, Completed)
 - [Sample task] - Add a pop-up window to invite members by mail and complete the interactive function of inviting members (Last TuesdayEnd, #15, Completed)
 - [Sample task]-Add batch sending invitation email interface (Feb 10thEnd, #14, Completed)

1. In the **Kanban View Settings**, select **New Column**, and then enter a name for the new Kanban column.

Kanban Settings

Add issues to specific Kanban columns depending on issue status.

Not Started	In progress	Complete	+ New Col
To be assessed	Pending verification	Complete	
Reopen	Rejected	Closed	
To be processed	Testing		
Not Started	In process		
	In development		

The following statuses are not in Kanban columns. If you want to hide issues in specific status, click this column.

All issue statuses have been added to Kanban.

Save

Cancel

Note:

The issue status in a Kanban column cannot be empty. Otherwise, the column will be hidden in the Kanban view. If the desired status is not available, add one to the issue in Project Settings. For more information about how to configure the issue status, see [Custom Workflows](#).

Settings

Project & Member

Collaboration

Project Announcement

Developer Options

Collaboration

Issue Type

Page plan

Collaboration mode

Component Settings

Integration settings

← Issue Type / Requirement

Requirement

Requirements are the software functions that users need to solve a problem or achieve a goal.

Attribute Workflow workflow beta

Table view List view Add Status Creation Steps Configuration rules

End status	Not Started	In Development	Testing	Completed	Pending
Start Status					
Not Started		Develop No rule is set	Submit a Test No rule is set	Complete No rule is set	Pending No rule is set
In Development	Not Started No rule is set		Submit a Test No rule is set	Complete No rule is set	+
Testing	Not Started No rule is set	Continue Develop No rule is set		Complete No rule is set	+
Completed	Not Started No rule is set	Develop No rule is set	Retest No rule is set		+
Pending	+	Developing No rule is set	Testing No rule is set	+	
To Be Assessed	+	+	+	+	+
Any state	+	Developing No rule is set 1	+	+	Pending No rule is set 4

Apply Configuration

2. Drag the issue status to the new Kanban column. Kanban columns can also be sorted by dragging.

Kanban Settings

Add issues to specific Kanban columns depending on issue status.

⋮ Not Started

Not Started

⋮ In progress

Testing

In development

Complete

⋮ Complete

+ New Col

The following statuses are not in Kanban columns. If you want to hide issues in specific status, click this column.

To be processed

To be assessed

In process

Save

Cancel

Kanban Settings

Add issues to specific Kanban columns depending on issue status.

The interface shows a Kanban board with three columns: 'Not Started', 'In progress', and 'Complete'. A dashed box highlights the 'In progress' column. A modal window is open over the 'In progress' column, showing two status cards: 'Testing' and 'In development'. A '+ New Col' button is visible on the right.

The following statuses are not in Kanban columns. If you want to hide issues in specific status, drag this status to the bottom.

Three status cards are shown: 'To be processed' (blue), 'To be assessed' (blue), and 'In process' (orange). Below the cards are 'Save' and 'Cancel' buttons.

3. If you want to hide an issue status in a Kanban column, drag this issue status to the bottom.

Kanban Settings

Add issues to specific Kanban columns depending on issue status.

Not Started	In progress	Complete	+ New Col
To be assessed	Pending verification	Complete	
Reopen	Rejected	Closed	
To be processed	Testing		
Not Started	In process		
	In development		

The following statuses are not in Kanban columns. If you want to hide issues in specific status, click this column.

All issue statuses have been added to Kanban.

Save

Cancel

4. Click **Edit** in the upper-right corner to rename and delete a Kanban column. After you complete all the operations, you can select **Restore Change** to restore the configuration before changes or "Save" to complete the creation. The new Kanban column is displayed in the Kanban view.

Kanban Settings

Add issues to specific Kanban columns depending on issue status.

⋮ Not Started

To be assessed

Reopen

To be processed

Not Started

⋮ In progress

Pending verification

Rejected

Testing

In process

In development

⋮ Complete

Complete

Closed

+ New Col

The following statuses are not in Kanban columns. If you want to hide issues in specific status, click this column.

All issue statuses have been added to Kanban.

Save

Cancel

Tree View

The tree view displays matching results of this issue in a tree-like structure. The root node is at the top level in the Requirements tree of the current issue.

Note:

1. In the Scrum agile project management mode, the tree view is unavailable to **All Issues**.
2. In the classic project management mode, the tree view is unavailable to **Tasks** and **Bugs**.

Plan

Iteration

All Issues

Requirement

Task

Defect

All Open

Issue Type

All

Status Type

Not started,In Progress

Assignee

All

+ Filter

Title or Descriptor

ID	Title	Priority	Status	Handler	Founder	Iteration
#13	<div><div></div><div>[Sample requirement] – Register as a team member ...</div><div>0/4</div></div>	<div><div></div><div>Cri...</div></div>	<div><div>In Development</div></div>	<div><div>ad</div><div>admilk</div></div>	<div><div></div><div>Steven</div></div>	Example
#98	<div><div></div><div>sub-requirement A</div></div>	<div><div></div><div>Me...</div></div>	<div><div>Not Started</div></div>	<div><div></div><div>Unspec...</div></div>	<div><div></div><div>Steven</div></div>	Example
#99	<div><div></div><div>sub-requirement B</div></div>	<div><div></div><div>Me...</div></div>	<div><div>Not Started</div></div>	<div><div></div><div>Unspec...</div></div>	<div><div></div><div>Steven</div></div>	Example
#9	<div><div></div><div>Invite members to the team by email</div><div>0/1</div></div>	<div><div></div><div>High</div></div>	<div><div>In Development</div></div>	<div><div></div><div>Steven</div></div>	<div><div></div><div>Steven</div></div>	Example
#5	<div><div></div><div>Invite members</div></div>	<div><div></div><div>High</div></div>	<div><div>In Development</div></div>	<div><div></div><div>Steven</div></div>	<div><div></div><div>Steven</div></div>	Example
#84	<div><div></div><div>Customer Service Response Portal Development</div></div>	<div><div></div><div>Me...</div></div>	<div><div>Not Started</div></div>	<div><div></div><div>Unspec...</div></div>	<div><div></div><div>Steven</div></div>	gogogo
#83	<div><div></div><div>Customer service response entrance design</div></div>	<div><div></div><div>Me...</div></div>	<div><div>Not Started</div></div>	<div><div></div><div>Unspec...</div></div>	<div><div></div><div>Steven</div></div>	Example
#82	<div><div></div><div>Location design of customer service response entrance</div></div>	<div><div></div><div>Me...</div></div>	<div><div>Not Started</div></div>	<div><div></div><div>Unspec...</div></div>	<div><div></div><div>Steven</div></div>	Example

Tile View

The tile view ignores the hierarchy levels of issues and displays all the issues (including sub-tasks and sub-requirements) matching the search criteria as a list. You can select whether to display sub-issues in the tile view.

Plan

Iteration

All Issues

Requirement

Task

Defect

☰

All Open

⌵

Issue Type

All

Status Type

Not started,In Progress

Assignee

All

+ Filter

Title or Descriptor

🔍

ID	Title	Priority	Status	Handler	Founder	Iteration
#13	<div><div>🔗</div><div>[Sample requirement] – Register as a team member by ...</div><div><div>🕒 0/4</div></div></div>	<div><div>🔴</div><div>Cri...</div></div>	<div><div>In Development</div></div>	<div><div><div>ad</div></div><div>admilk</div></div>	<div><div><div>👤</div></div><div>Steven</div></div>	Example
#9	<div><div>🔗</div><div>Invite members to the team by email</div><div><div>🕒 0/1</div></div></div>	<div><div>🟡</div><div>High</div></div>	<div><div>Not Started</div></div>	<div><div><div>👤</div></div><div>Steven</div></div>	<div><div><div>👤</div></div><div>Steven</div></div>	Example
#5	<div><div>🔗</div><div>Invite members</div></div>	<div><div>🟡</div><div>High</div></div>	<div><div>Not Started</div></div>	<div><div><div>👤</div></div><div>Steven</div></div>	<div><div><div>👤</div></div><div>Steven</div></div>	Example
#99	<div><div>🔗</div><div>sub-requirement B t...</div></div>	<div><div>🟡</div><div>Me...</div></div>	<div><div>In Development</div></div>	<div><div><div>👤</div></div><div>Unspec...</div></div>	<div><div><div>👤</div></div><div>Steven</div></div>	Example
#98	<div><div>🔗</div><div>sub-requirement A t...</div></div>	<div><div>🟡</div><div>Me...</div></div>	<div><div>In Development</div></div>	<div><div><div>👤</div></div><div>Unspec...</div></div>	<div><div><div>👤</div></div><div>Steven</div></div>	Example
#84	<div><div>🔗</div><div>Customer Service Response Portal Development</div></div>	<div><div>🟡</div><div>Me...</div></div>	<div><div>Not Started</div></div>	<div><div><div>👤</div></div><div>Unspec...</div></div>	<div><div><div>👤</div></div><div>Steven</div></div>	gogogo

Custom Issue Header

In the **tree view** and **tile view**, you can click the settings icon in the upper-right corner of the issue list to customize the issue list page.

Plan

Iteration

All Issues

Requirement

Task

Defect

☰

All Open

⌆

Issue Type

All

Status Type

Not started,In Progress

Assignee

All

+ Filter

Title or Descriptor

Q

ID	Title	Priority	Status	Handler	Founder	Iteration
#13	<div><div></div><div>[Sample requirement] – Register as a team member by ...</div><div><div>🕒</div><div>0/4</div></div></div>	<div><div></div><div>Cri...</div></div>	<div><div>In Development</div></div>	<div><div>ad</div><div>admilk</div></div>	<div><div></div><div>Steven</div></div>	Example
#9	<div><div></div><div>Invite members to the team by email</div><div><div>🕒</div><div>0/1</div></div></div>	<div><div></div><div>High</div></div>	<div><div>Not Started</div></div>	<div><div></div><div>Steven</div></div>	<div><div></div><div>Steven</div></div>	Example
#5	<div><div></div><div>Invite members</div></div>	<div><div></div><div>High</div></div>	<div><div>Not Started</div></div>	<div><div></div><div>Steven</div></div>	<div><div></div><div>Steven</div></div>	Example
#99	<div><div></div><div>sub-requirement B</div></div>	<div><div></div><div>Me...</div></div>	<div><div>In Development</div></div>	<div><div></div><div>Unspec...</div></div>	<div><div></div><div>Steven</div></div>	Example
#98	<div><div></div><div>sub-requirement A</div></div>	<div><div></div><div>Me...</div></div>	<div><div>In Development</div></div>	<div><div></div><div>Unspec...</div></div>	<div><div></div><div>Steven</div></div>	Example
#84	<div><div></div><div>Customer Service Response Portal Development</div></div>	<div><div></div><div>Me...</div></div>	<div><div>Not Started</div></div>	<div><div></div><div>Unspec...</div></div>	<div><div></div><div>Steven</div></div>	gogogo
#83	<div><div></div><div>Customer service response entrance design</div></div>	<div><div></div><div>Me...</div></div>	<div><div>Not Started</div></div>	<div><div></div><div>Unspec...</div></div>	<div><div></div><div>Steven</div></div>	Example

On the configuration page, you can change the display density of fields, show or hide the header fields, and drag fields to adjust display priority as needed. If you select **Restore Default**, the header is reset to the default configuration.

Plan

Iteration

All Issues

Requirement

Task

Defect

≡

All Open

⌵

Issue Type

All

Status Type

Not started,In Progress

Assignee

All

+ Filter

Title or Description

🔍

ID	Title	Priority	Status	Handler	Founder	Iteration
#13	<div><div>🔗</div><div>[Sample requirement] – Register as a team member ...</div><div>🕒 0/4</div></div>	<div>🔴</div> <div>Cri...</div>	<div>In Development</div>	<div>ad</div> <div>admilk</div>	<div>🇷🇺</div> <div>Steven</div>	Example
#98	<div><div>🔗</div><div>sub-requirement A</div></div>	<div>🟡</div> <div>Me...</div>	<div>Not Started</div>	<div>👤</div> <div>Unspec...</div>	<div>🇷🇺</div> <div>Steven</div>	Example
#99	<div><div>🔗</div><div>sub-requirement B</div></div>	<div>🟡</div> <div>Me...</div>	<div>Not Started</div>	<div>👤</div> <div>Unspec...</div>	<div>🇷🇺</div> <div>Steven</div>	Example
#9	<div><div>🔗</div><div>Invite members to the team by email</div><div>🕒 0/1</div></div>	<div>🔴</div> <div>High</div>	<div>In Development</div>	<div>🇷🇺</div> <div>Steven</div>	<div>🇷🇺</div> <div>Steven</div>	Example
#5	<div><div>🔗</div><div>Invite members</div></div>	<div>🔴</div> <div>High</div>	<div>In Development</div>	<div>🇷🇺</div> <div>Steven</div>	<div>🇷🇺</div> <div>Steven</div>	Example
#84	<div><div>🔗</div><div>Customer Service Response Portal Development</div></div>	<div>🟡</div> <div>Me...</div>	<div>Not Started</div>	<div>👤</div> <div>Unspec...</div>	<div>🇷🇺</div> <div>Steven</div>	gogogo
#83	<div><div>🔗</div><div>Customer service response entrance design</div></div>	<div>🟡</div> <div>Me...</div>	<div>Not Started</div>	<div>👤</div> <div>Unspec...</div>	<div>🇷🇺</div> <div>Steven</div>	Example
#82	<div><div>🔗</div><div>Location design of customer service response entrance</div></div>	<div>🟡</div> <div>Me...</div>	<div>Not Started</div>	<div>👤</div> <div>Unspec...</div>	<div>🇷🇺</div> <div>Steven</div>	Example
#81	<div><div>🔗</div><div>Customer service response entrance development style sca...</div></div>	<div>🟡</div> <div>Me...</div>	<div>Not Started</div>	<div>👤</div> <div>Unspec...</div>	<div>🇷🇺</div> <div>Steven</div>	Example
#80	<div><div>🔗</div><div>Customer service entrance planning and page design</div></div>	<div>🟡</div> <div>Me...</div>	<div>Not Started</div>	<div>👤</div> <div>Unspec...</div>	<div>🇷🇺</div> <div>Steven</div>	Example
#79	<div><div>🔗</div><div>Mobile app development</div></div>	<div>🟡</div> <div>Me...</div>	<div>Not Started</div>	<div>🇷🇺</div> <div>Steven</div>	<div>🇷🇺</div> <div>Steven</div>	Example
#75	<div><div>🔗</div><div>Q3 User Conversion Rate Reporting Guidelines</div></div>	<div>🟡</div> <div>Me...</div>	<div>Not Started</div>	<div>👤</div> <div>Unspec...</div>	<div>🇷🇺</div> <div>Steven</div>	
#74	<div><div>🔗</div><div>User portrait analysis of invited members</div></div>	<div>🟡</div> <div>Me...</div>	<div>Not Started</div>	<div>👤</div> <div>Unspec...</div>	<div>🇷🇺</div> <div>Steven</div>	
#12	<div><div>🔗</div><div>[Sample requirement] – In the member management module...</div></div>	<div>🟡</div> <div>Me...</div>	<div>Not Started</div>	<div>ad</div> <div>admilk</div>	<div>🇷🇺</div> <div>Steven</div>	Example

On the issue details page, you can drag the borders to adjust the display width of fields. (Each column has a minimum and maximum width.) Changes are saved by default. Any changes you make to the settings apply to your view only, and will not affect other team members' views.

Plan

Iteration

All Issues

Requirement

Task

Defect

☰

All Open

⬆

Issue Type

All

Status Type

Not started,In Progress

Assignee

All

+ Filter

Title or Descriptor

🔍

ID	Title	↔	Priority	Status	Handler	Founder	Iteration
#13	<div><div>🔗</div><div>[Sample requirement] – Register as a team member by ...</div><div><div>🔒</div><div>0/4</div></div></div>		<div><div>🔴</div><div>Cri...</div></div>	<div><div>In Development</div></div>	<div><div>ad</div><div>admilk</div></div>	<div><div>🇷🇺</div><div>Steven</div></div>	Example
#9	<div><div>🔗</div><div>Invite members to the team by email</div><div><div>🔒</div><div>0/1</div></div></div>		<div><div>🟠</div><div>High</div></div>	<div><div>Not Started</div></div>	<div><div>🇷🇺</div><div>Steven</div></div>	<div><div>🇷🇺</div><div>Steven</div></div>	Example
#5	<div><div>🔗</div><div>Invite members</div></div>		<div><div>🟠</div><div>High</div></div>	<div><div>Not Started</div></div>	<div><div>🇷🇺</div><div>Steven</div></div>	<div><div>🇷🇺</div><div>Steven</div></div>	Example
#99	<div><div>🔗</div><div>sub-requirement B 🔗</div></div>		<div><div>🟡</div><div>Me...</div></div>	<div><div>In Development</div></div>	<div><div>👤</div><div>Unspec...</div></div>	<div><div>🇷🇺</div><div>Steven</div></div>	Example
#98	<div><div>🔗</div><div>sub-requirement A 🔗</div></div>		<div><div>🟡</div><div>Me...</div></div>	<div><div>In Development</div></div>	<div><div>👤</div><div>Unspec...</div></div>	<div><div>🇷🇺</div><div>Steven</div></div>	Example
#84	<div><div>🔗</div><div>Customer Service Response Portal Development</div></div>		<div><div>🟡</div><div>Me...</div></div>	<div><div>Not Started</div></div>	<div><div>👤</div><div>Unspec...</div></div>	<div><div>🇷🇺</div><div>Steven</div></div>	gogogo
#83	<div><div>🔗</div><div>Customer service response entrance design</div></div>		<div><div>🟡</div><div>Me...</div></div>	<div><div>Not Started</div></div>	<div><div>👤</div><div>Unspec...</div></div>	<div><div>🇷🇺</div><div>Steven</div></div>	Example
#82	<div><div>🔗</div><div>Location design of customer service response entrance</div></div>		<div><div>🟡</div><div>Me...</div></div>	<div><div>Not Started</div></div>	<div><div>👤</div><div>Unspec...</div></div>	<div><div>🇷🇺</div><div>Steven</div></div>	Example
#81	<div><div>🔗</div><div>Customer service response entrance development style scaffold...</div></div>		<div><div>🟡</div><div>Me...</div></div>	<div><div>Not Started</div></div>	<div><div>👤</div><div>Unspec...</div></div>	<div><div>🇷🇺</div><div>Steven</div></div>	Example
#80	<div><div>🔗</div><div>Customer service entrance planning and page design</div></div>		<div><div>🟡</div><div>Me...</div></div>	<div><div>Not Started</div></div>	<div><div>👤</div><div>Unspec...</div></div>	<div><div>🇷🇺</div><div>Steven</div></div>	Example
#79	<div><div>🔗</div><div>Mobile app development</div></div>		<div><div>🟡</div><div>Me...</div></div>	<div><div>Not Started</div></div>	<div><div>🇷🇺</div><div>Steven</div></div>	<div><div>🇷🇺</div><div>Steven</div></div>	Example
#75	<div><div>🔗</div><div>Q3 User Conversion Rate Reporting Guidelines</div></div>		<div><div>🟡</div><div>Me...</div></div>	<div><div>Not Started</div></div>	<div><div>👤</div><div>Unspec...</div></div>	<div><div>🇷🇺</div><div>Steven</div></div>	
#74	<div><div>🔗</div><div>User portrait analysis of invited members</div></div>		<div><div>🟡</div><div>Me...</div></div>	<div><div>Not Started</div></div>	<div><div>👤</div><div>Unspec...</div></div>	<div><div>🇷🇺</div><div>Steven</div></div>	
#12	<div><div>🔗</div><div>[Sample requirement] – In the member management module, y...</div></div>		<div><div>🟡</div><div>Me...</div></div>	<div><div>Not Started</div></div>	<div><div>ad</div><div>admilk</div></div>	<div><div>🇷🇺</div><div>Steven</div></div>	Example