CODING Project Management

Operation Guide

Product Documentation

Contents

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:

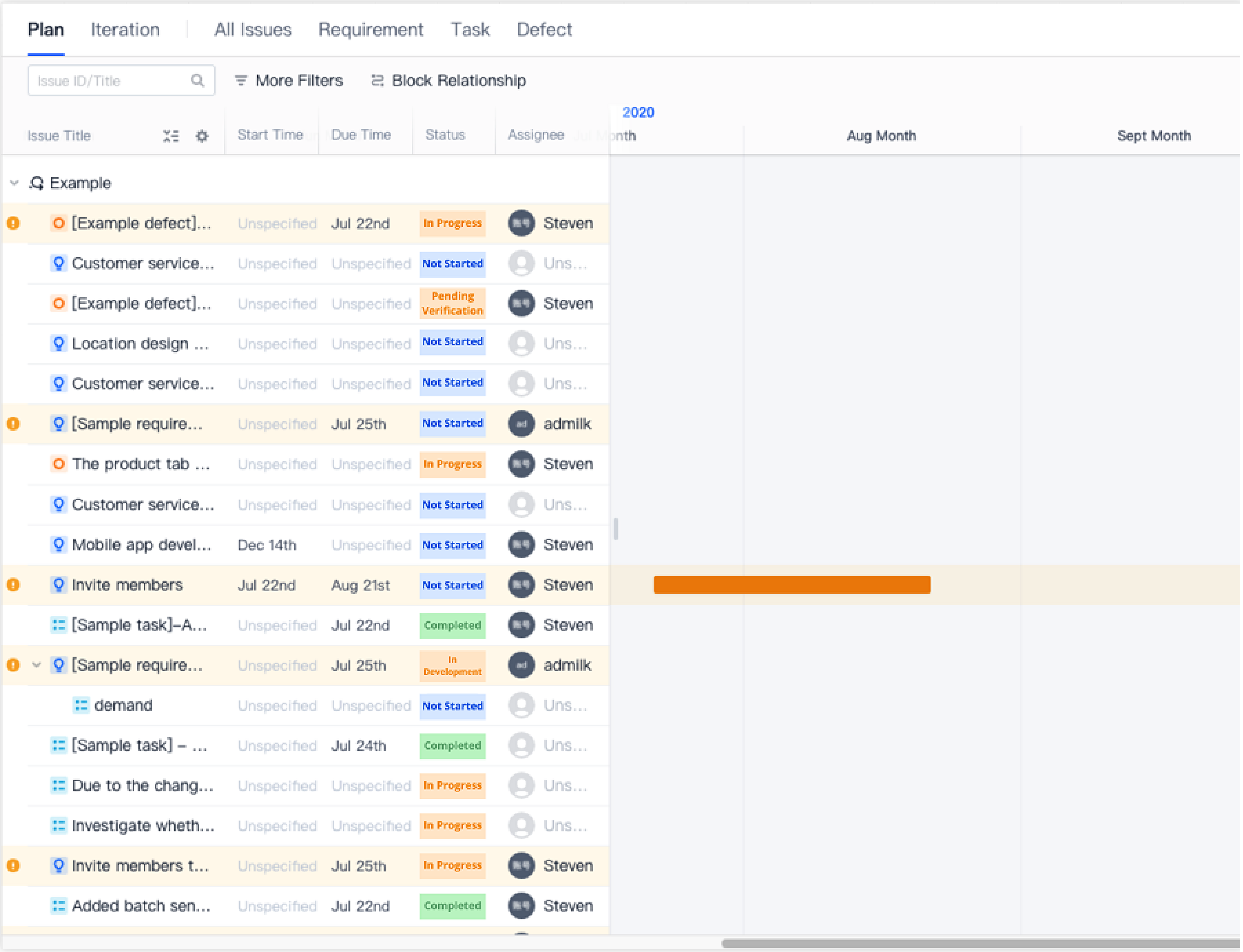
Centralized collaboration: Information on different stages and functions is gathered on a single platform.

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.

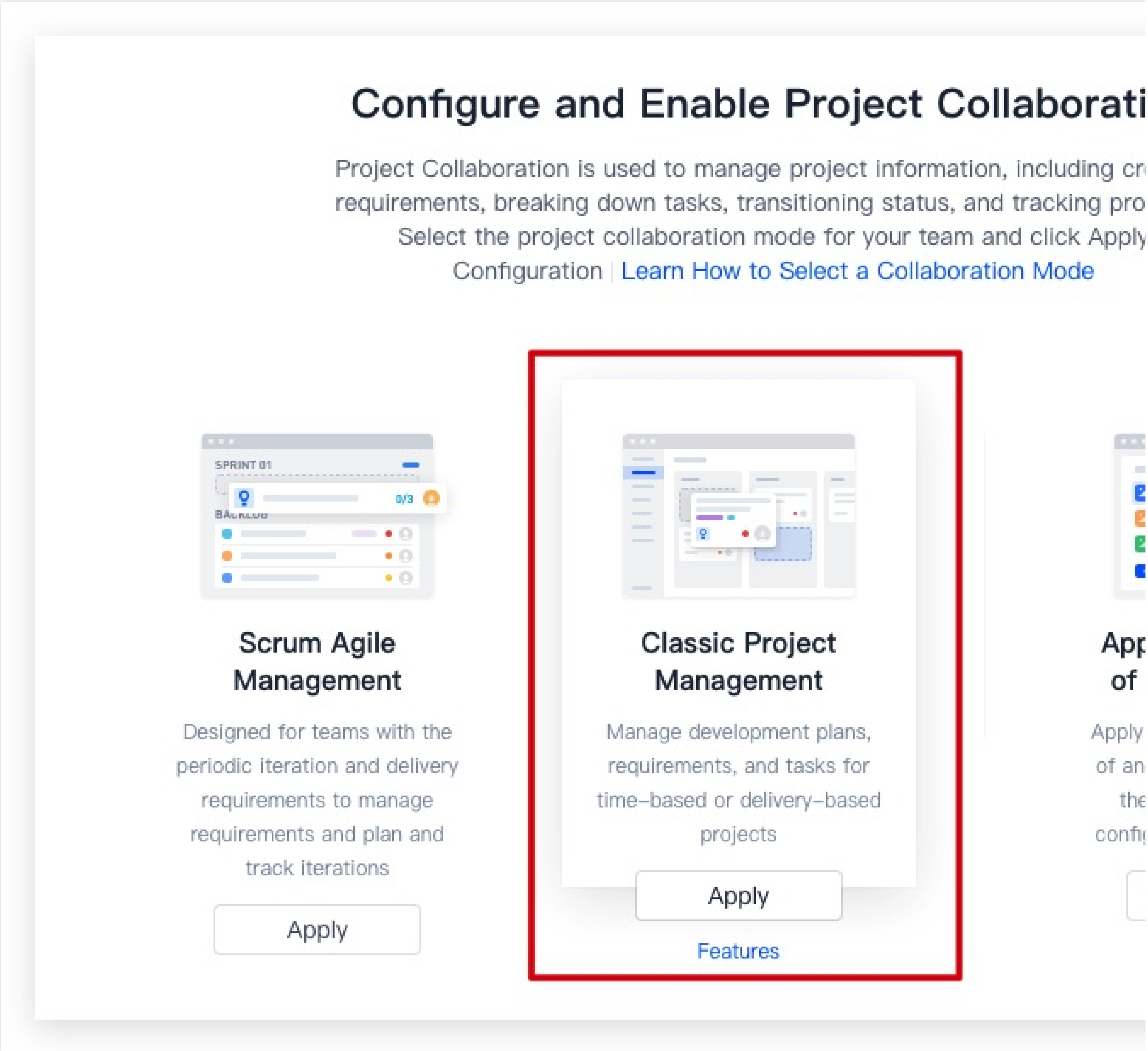
Quality control: Track test and bug resolution progress with test and bug management.



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

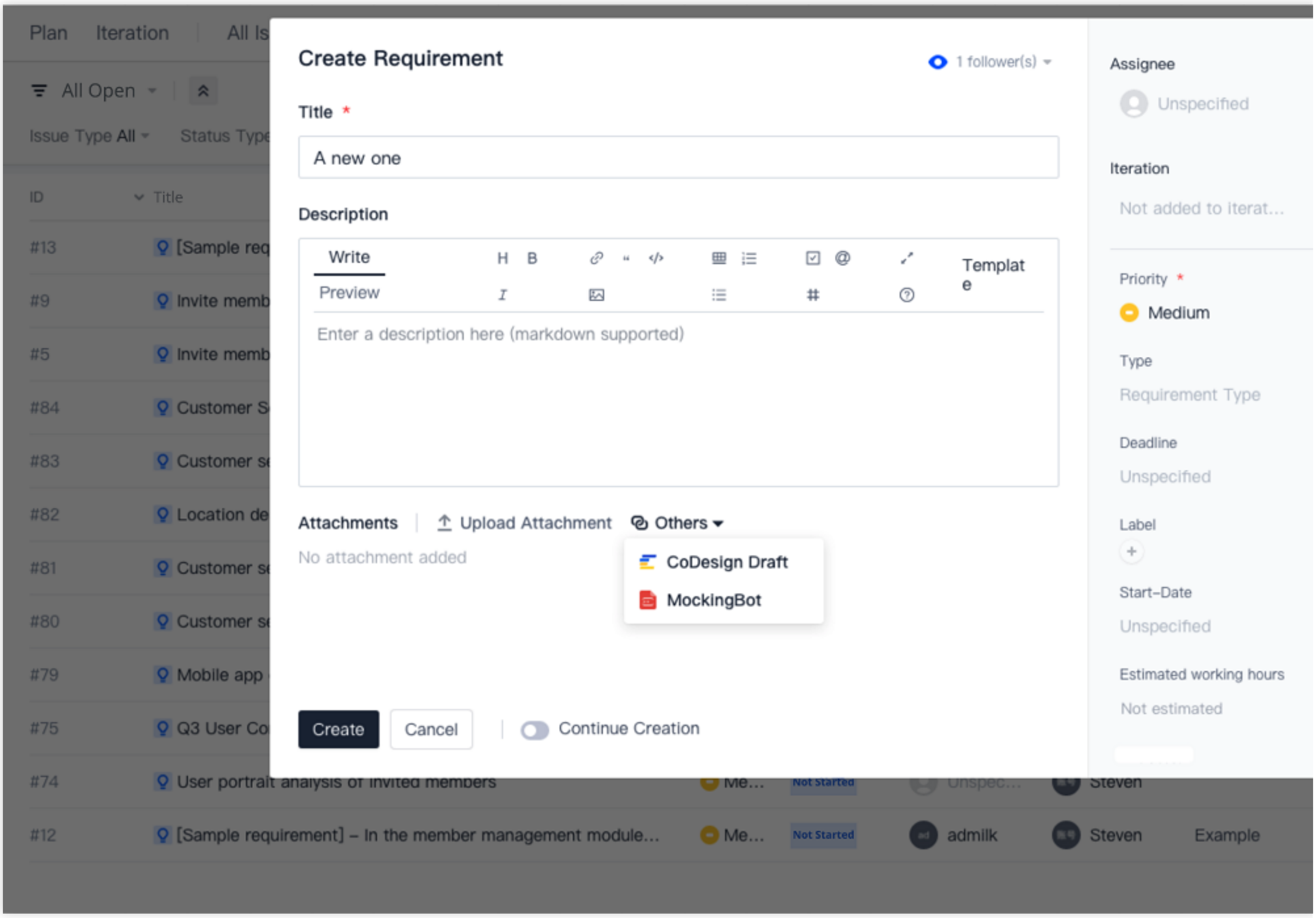
Enable classic project management mode

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



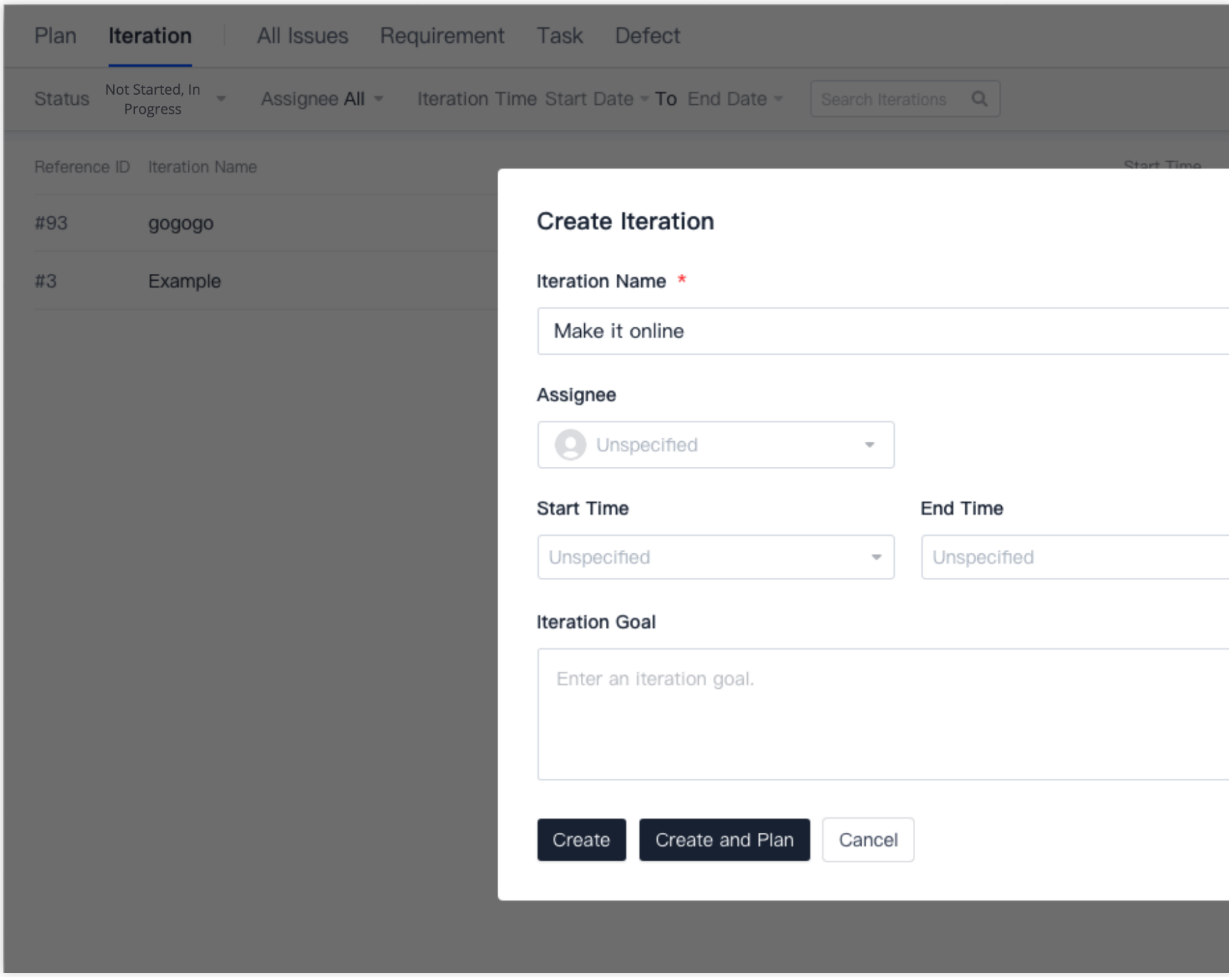
Create requirement

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.

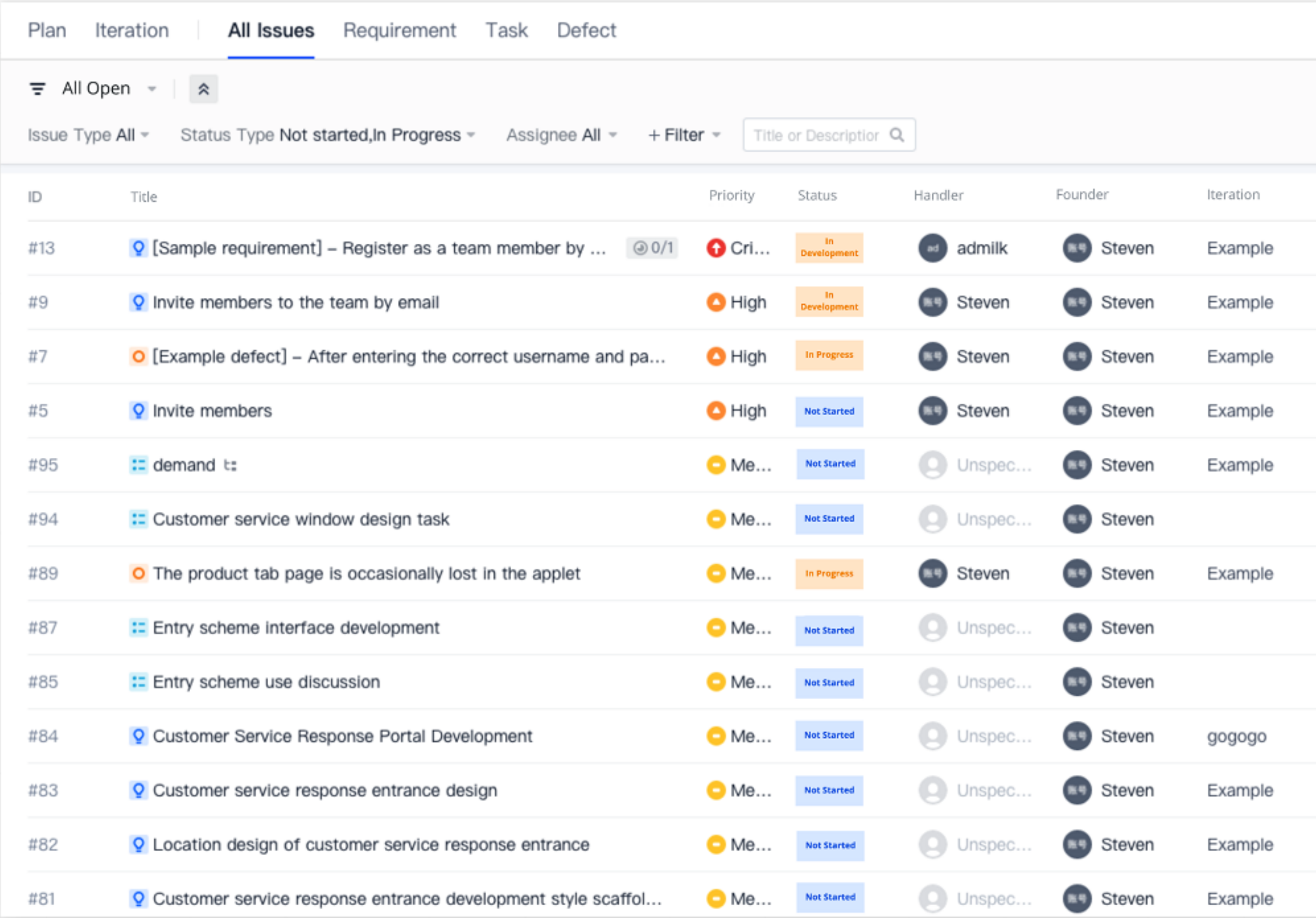


Coordinate development plan

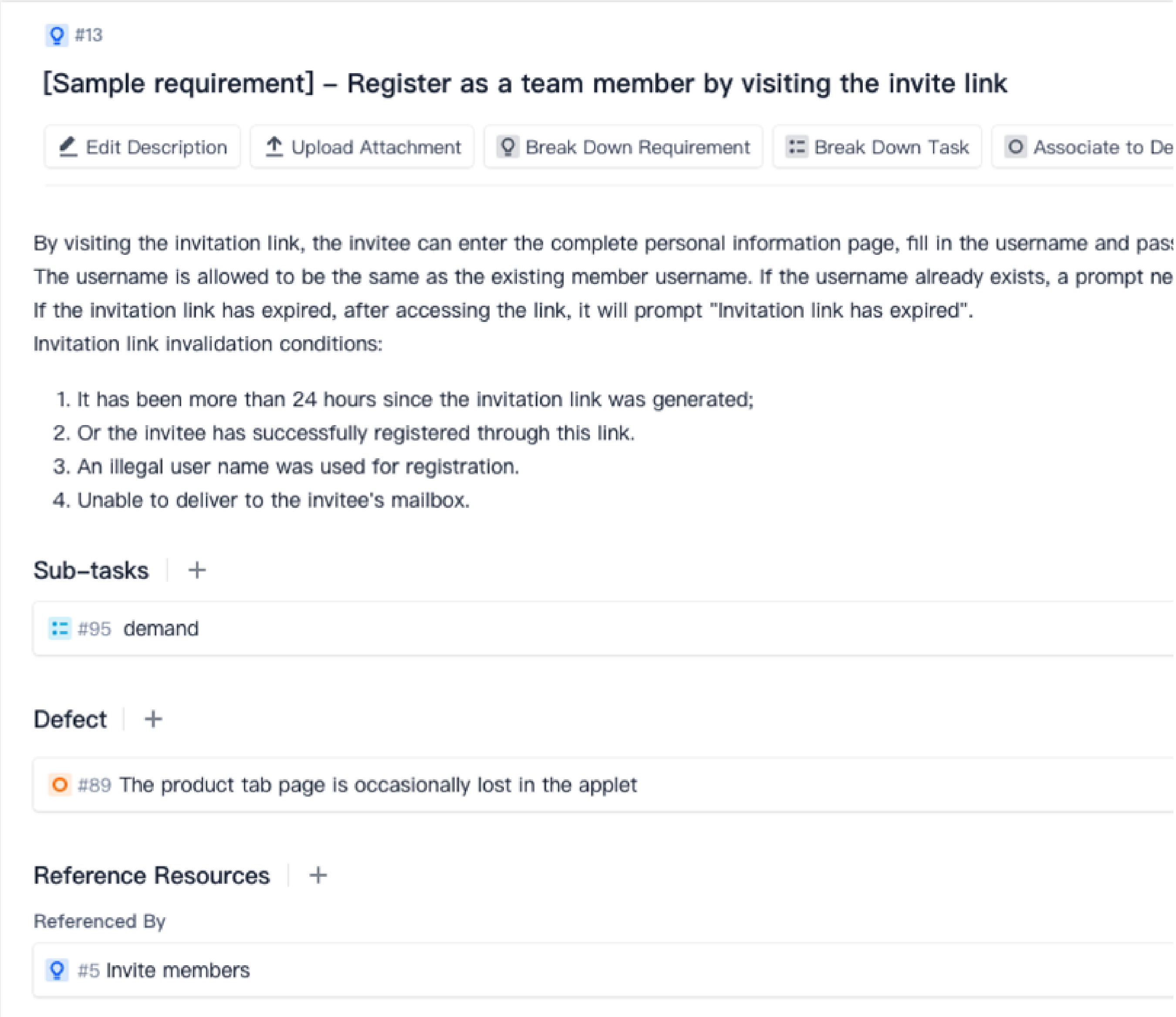
After the requirement research is completed, a requirement pool review meeting is held. After the requirements gathered are discussed and reviewed, the project leader approves the development plan. An **iteration** can serve as the unit of the development plan.



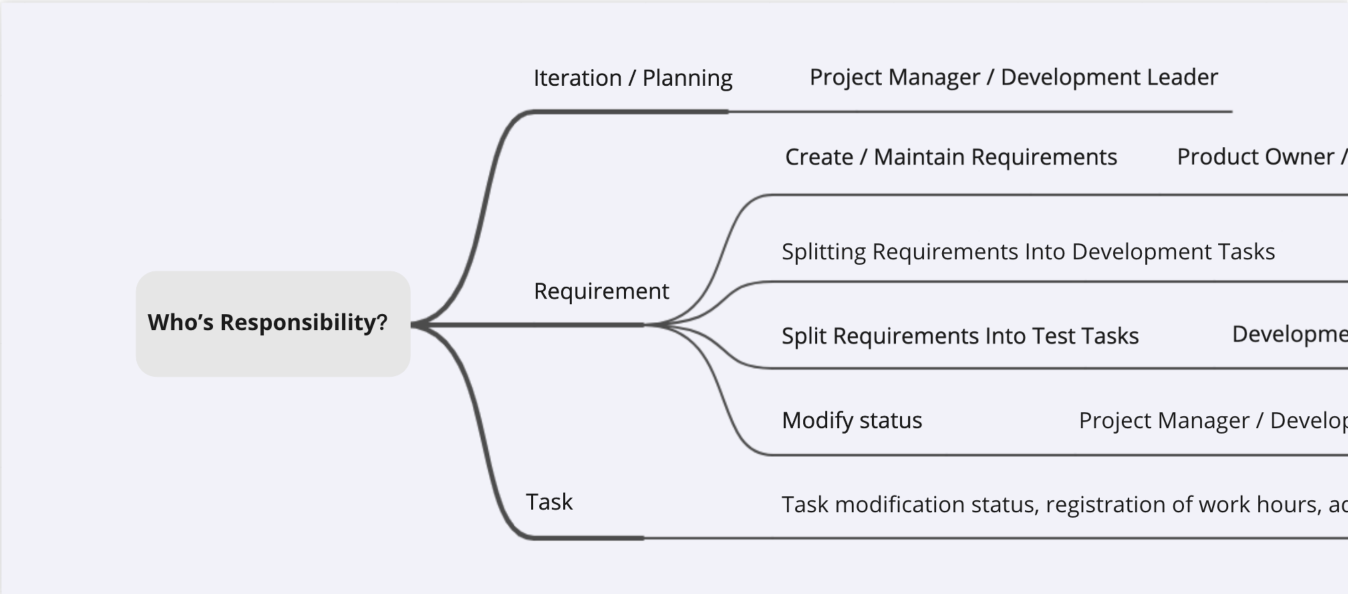
Using this feature, you can split larger plans (including but not limited to development plans) into specific issues (such as requirements and tasks) assigned to specific assignees. All requirements created by the product manager in the early phase can also be seamlessly integrated into the iteration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



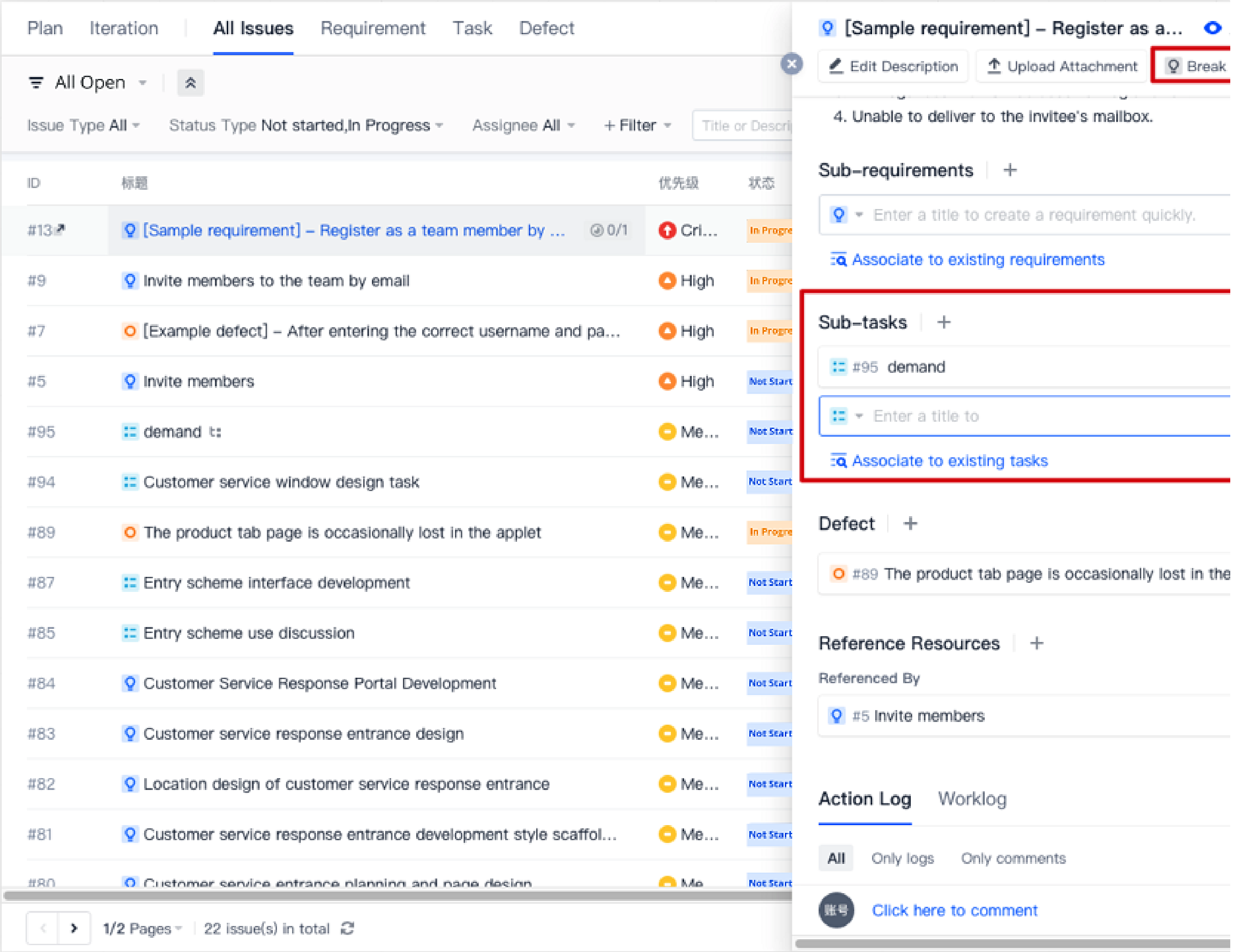
Requirements can be broken down into sub-requirements or sub-tasks and associated with bugs and test cases. You can configure other resources required to implement a requirement as a pre-issue, check if a requirement is blocked by another issue, reference other requirements or tasks as resources of this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



Assign development task

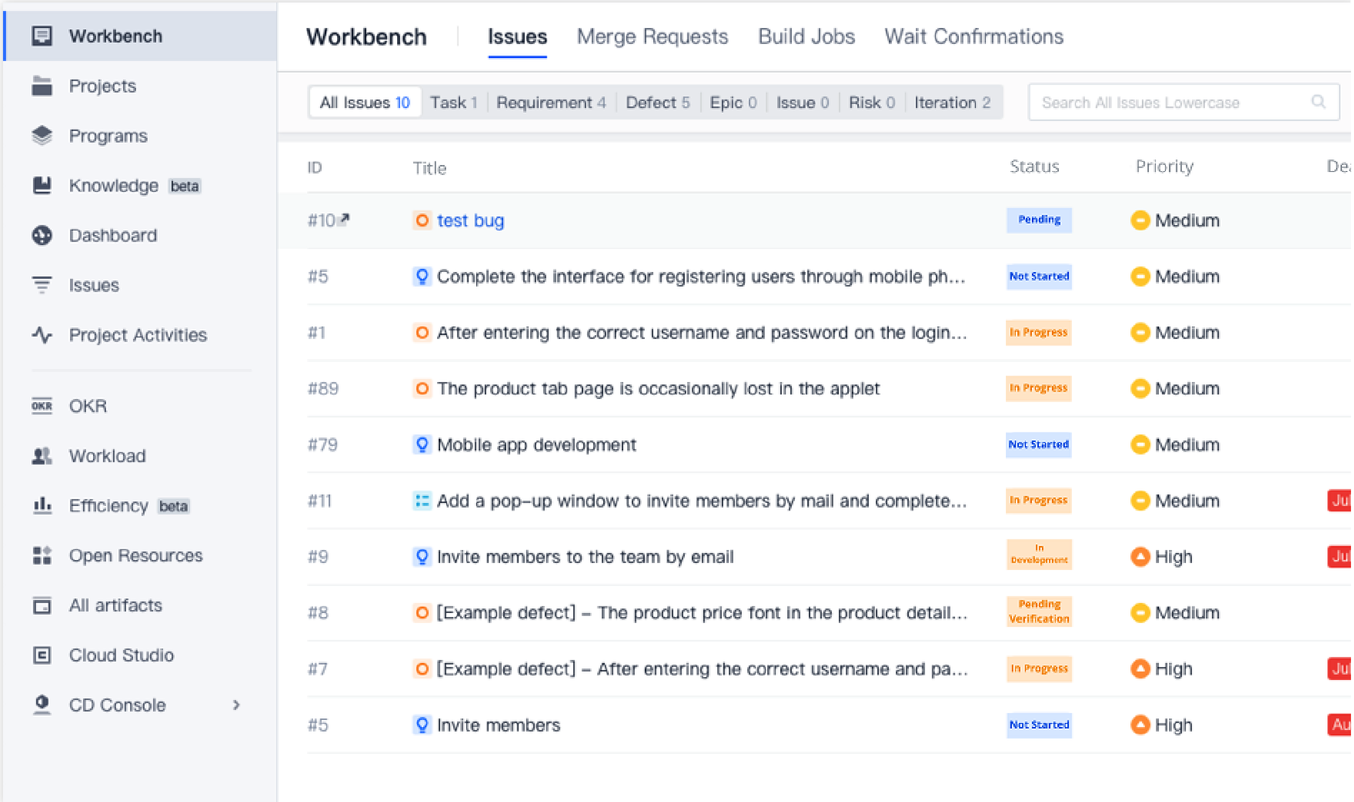


In an iteration plan, team members can collaborate by creating issues or accepting issues assigned by others. For example, you can break down a requirement to launch a **customer service entry** into development and test tasks. After the development has been completed, you can continue breaking down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

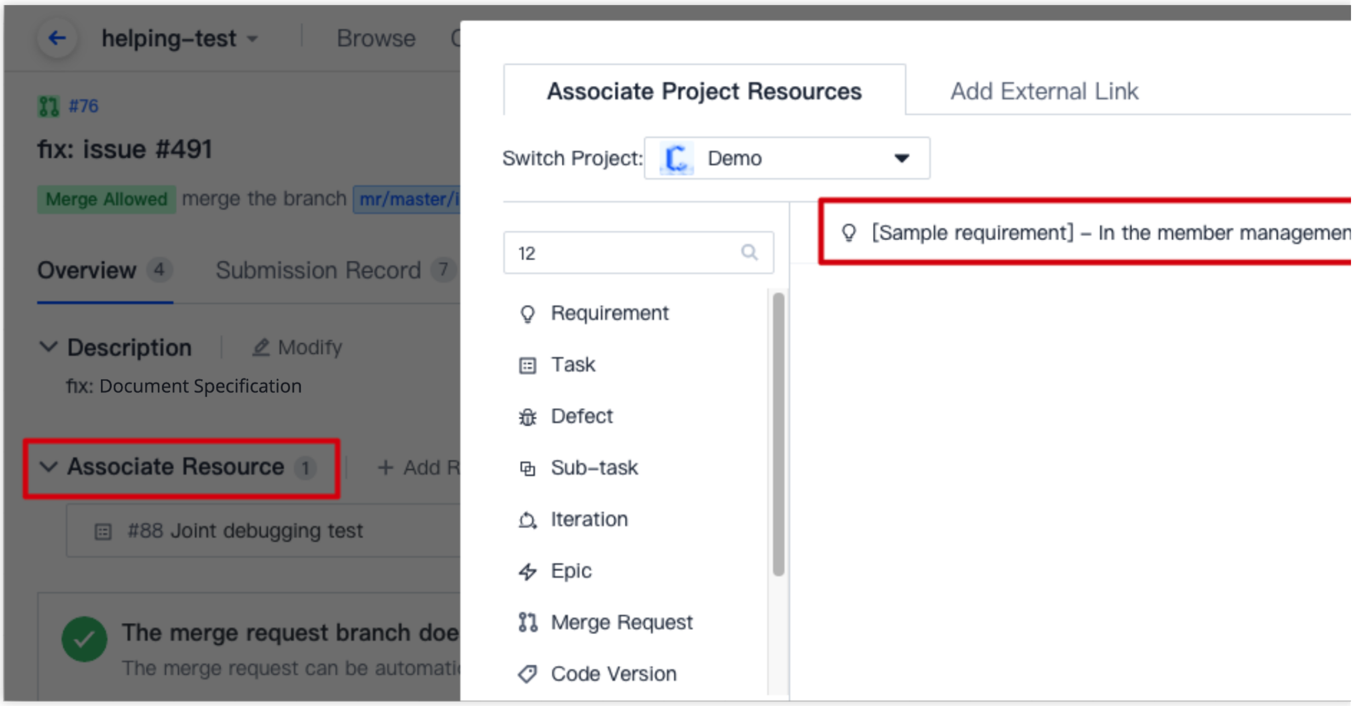


Execute plan

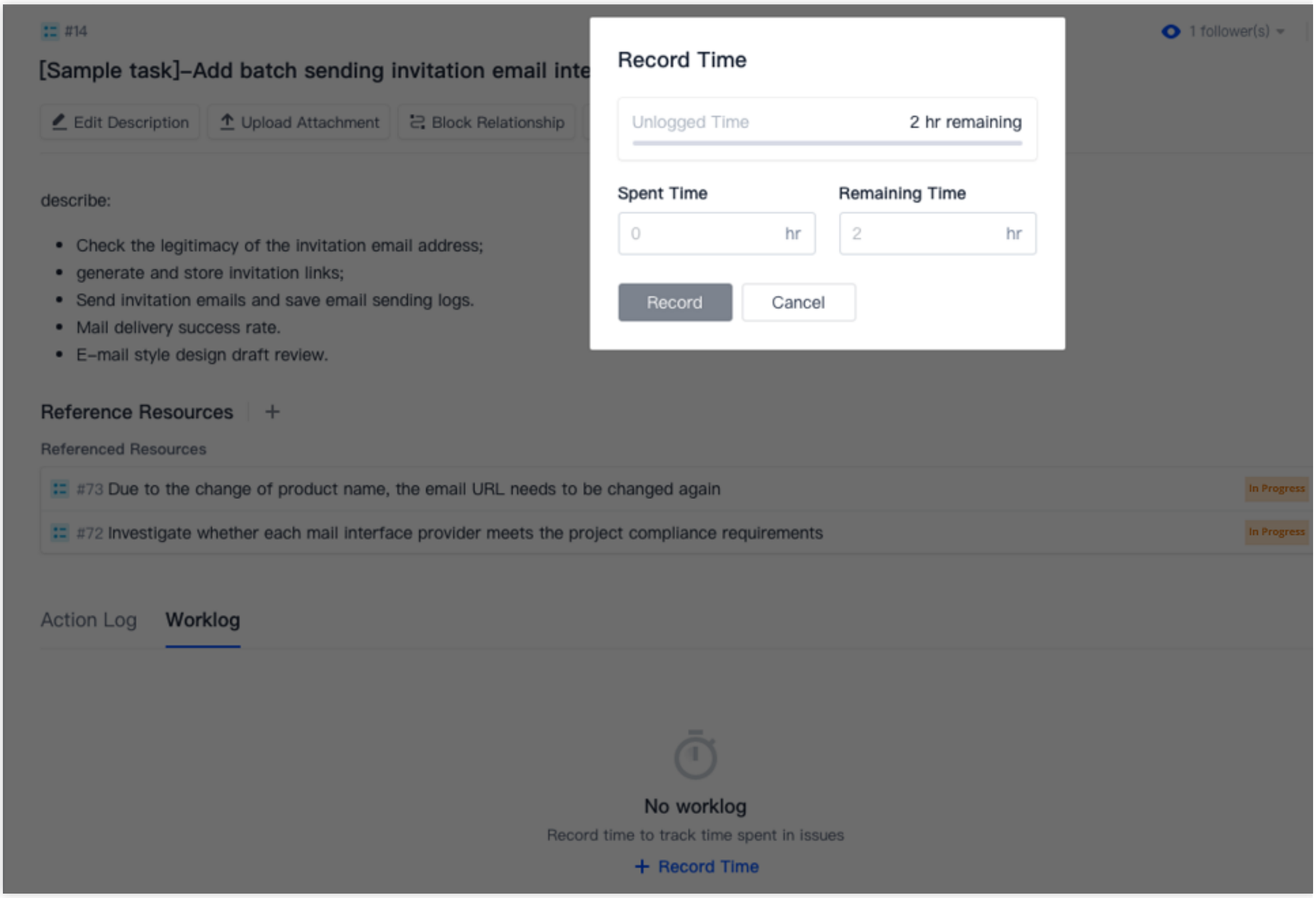
After the various plans have been created and assigned to the specific assignees, in **Workspace** > **My Issues** on the team homepage, team members can view the issues to be completed, merge requests initiated by them or merge requests to be inspected, build tasks in continuous integration, and continuous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



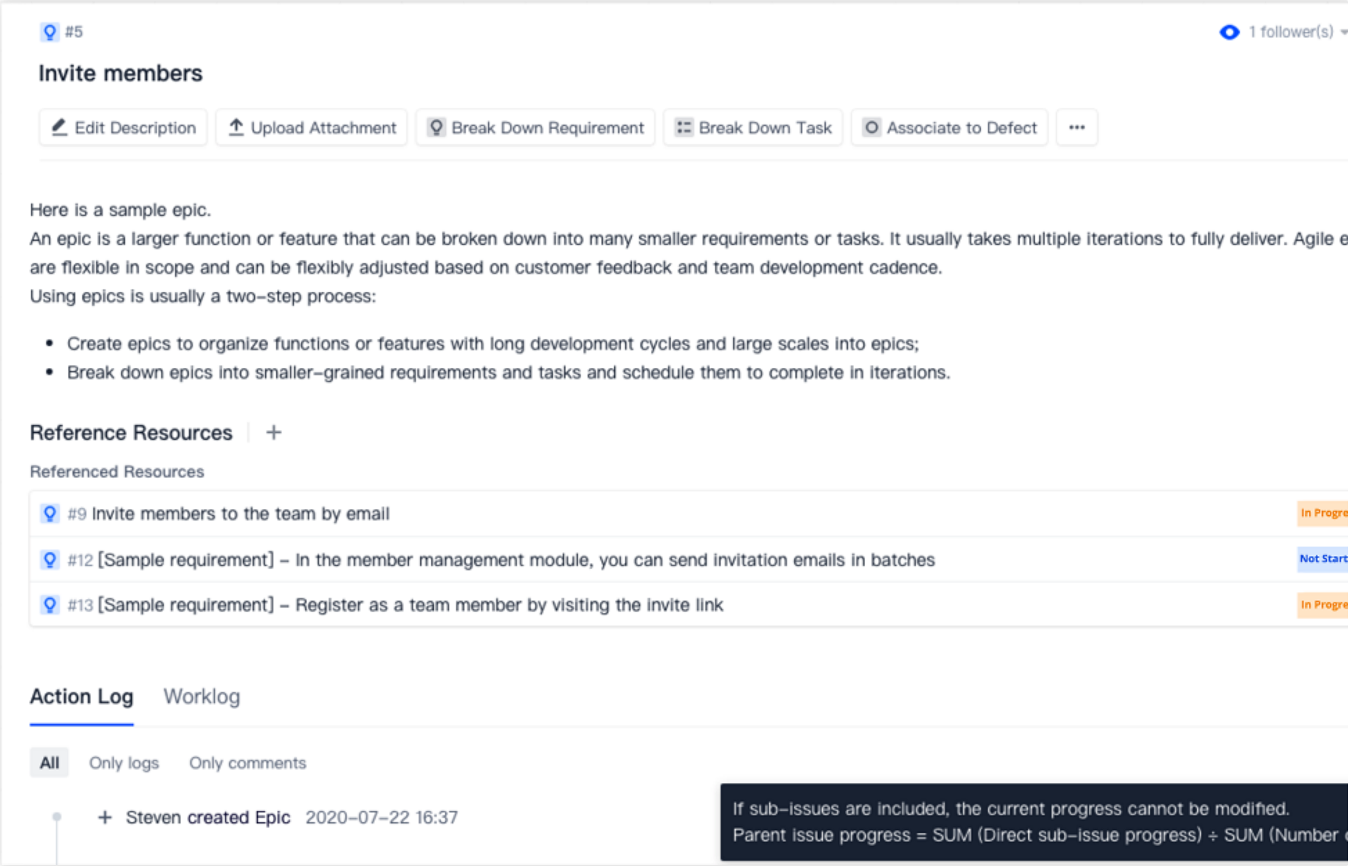
For a development task, you can also directly reference merge request records in code repositories. For details, see Reference Resources and Upload Attachments. After associating the items, you can see the code commit record and development status in the development task.



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.

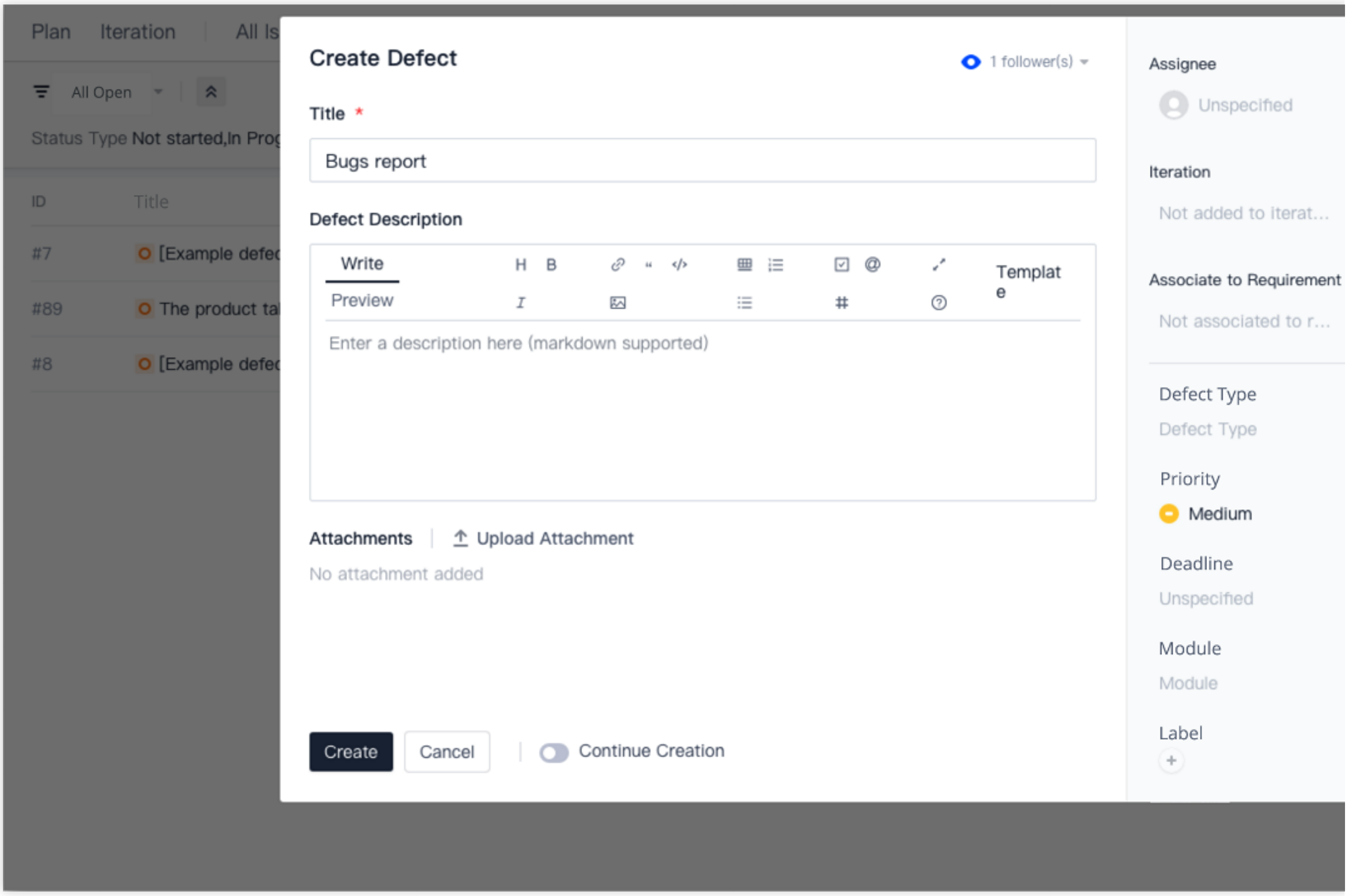


Before leaving work, members can change the status of the daily task to **completed** and update the development progress. The iteration progress will update as each issue progresses.

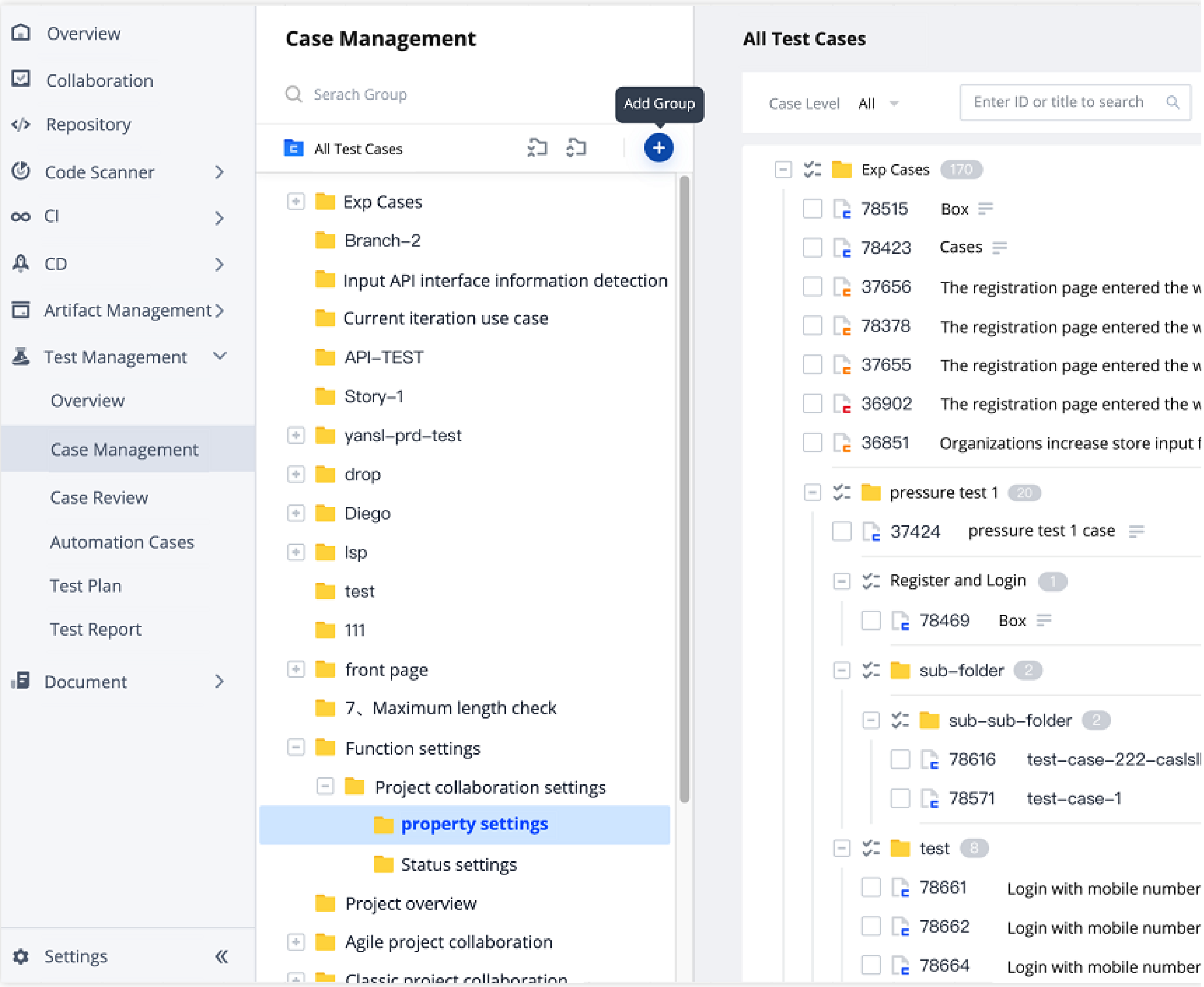


Test stage

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.



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

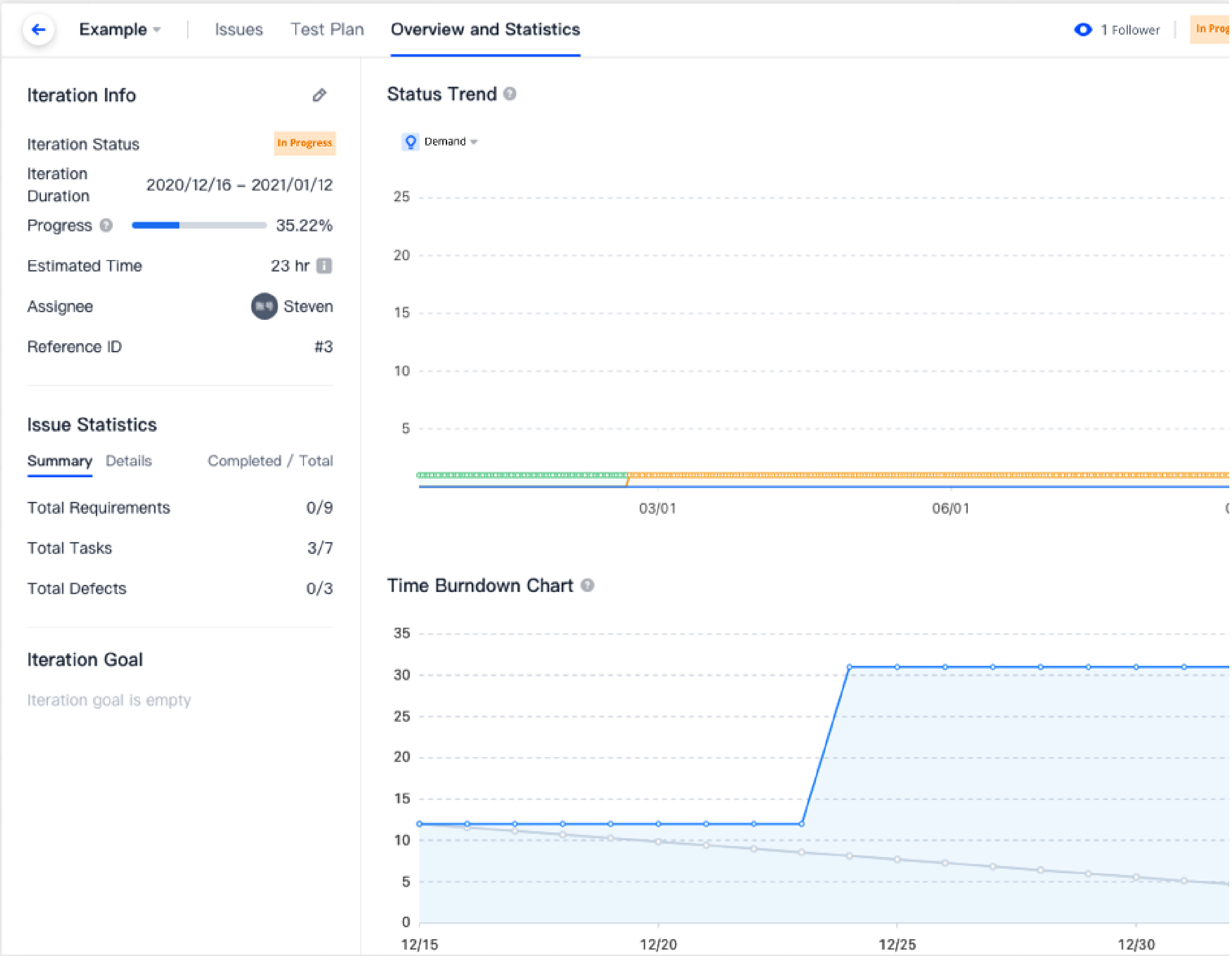
After the basic development task has been completed, you can use CODING's continuous integration/deployment services to quickly validate the code.

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

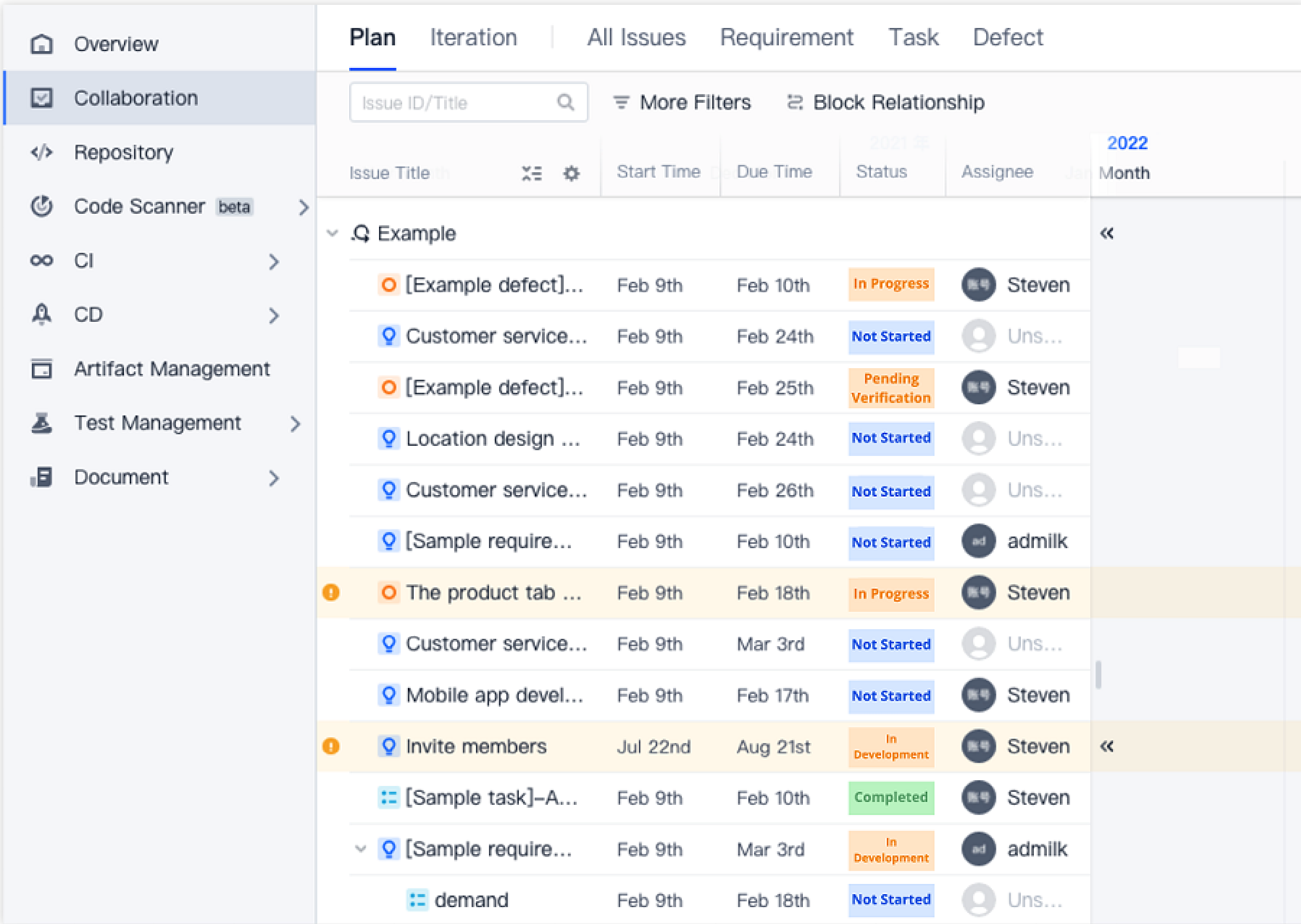
This document describes plans in classic project management.

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**.

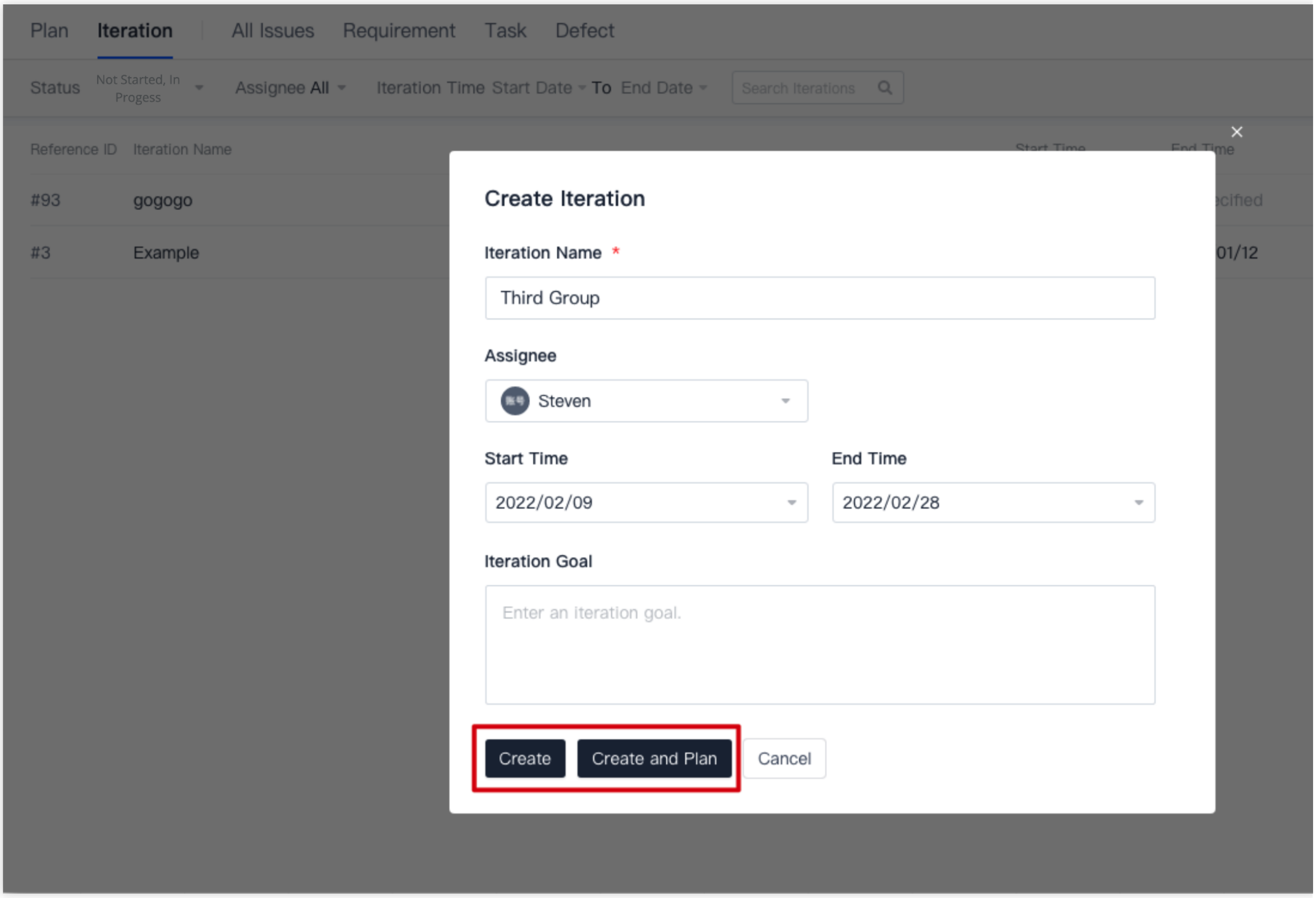
Feature Overview

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.

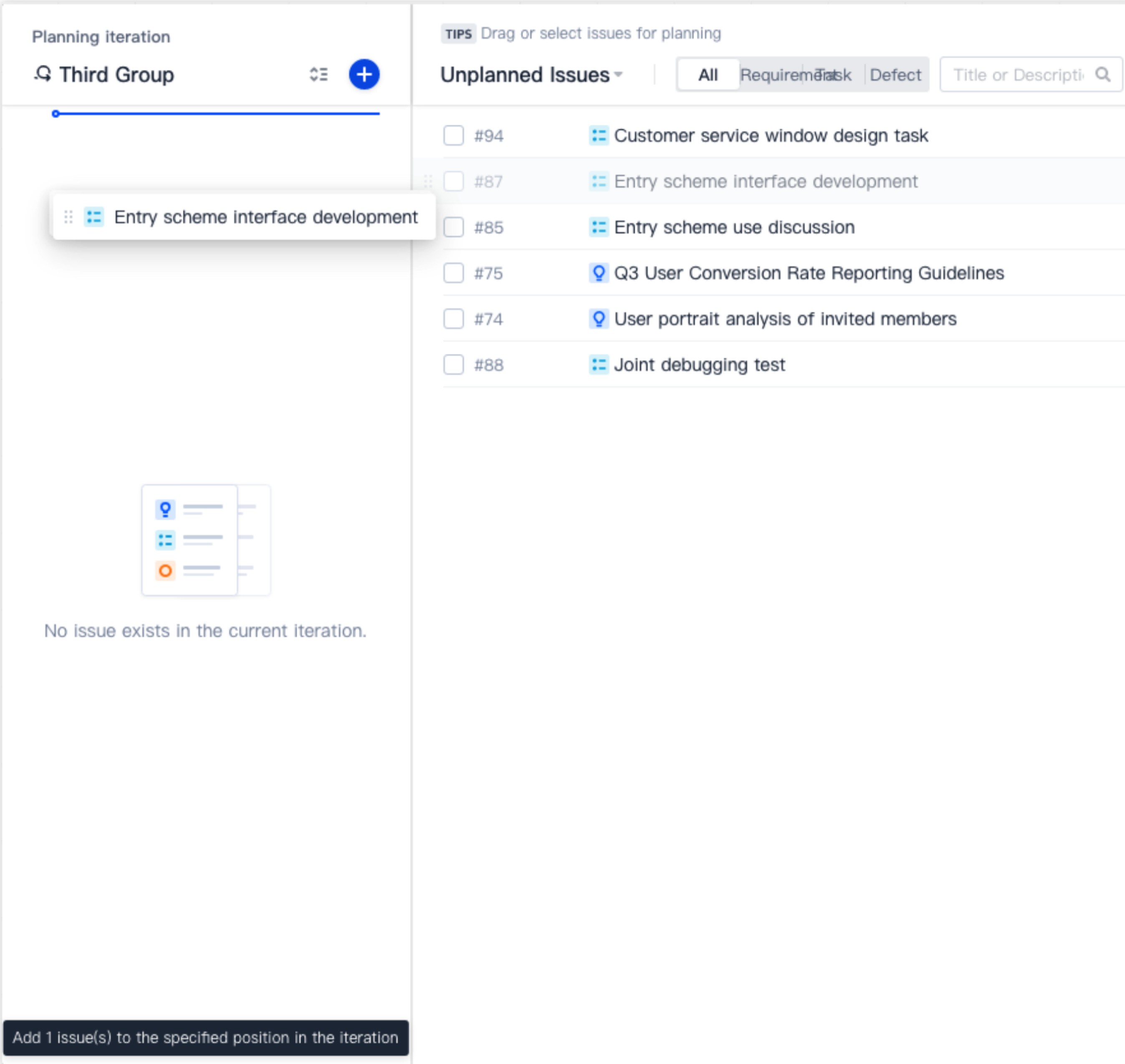


Planning according to iterations

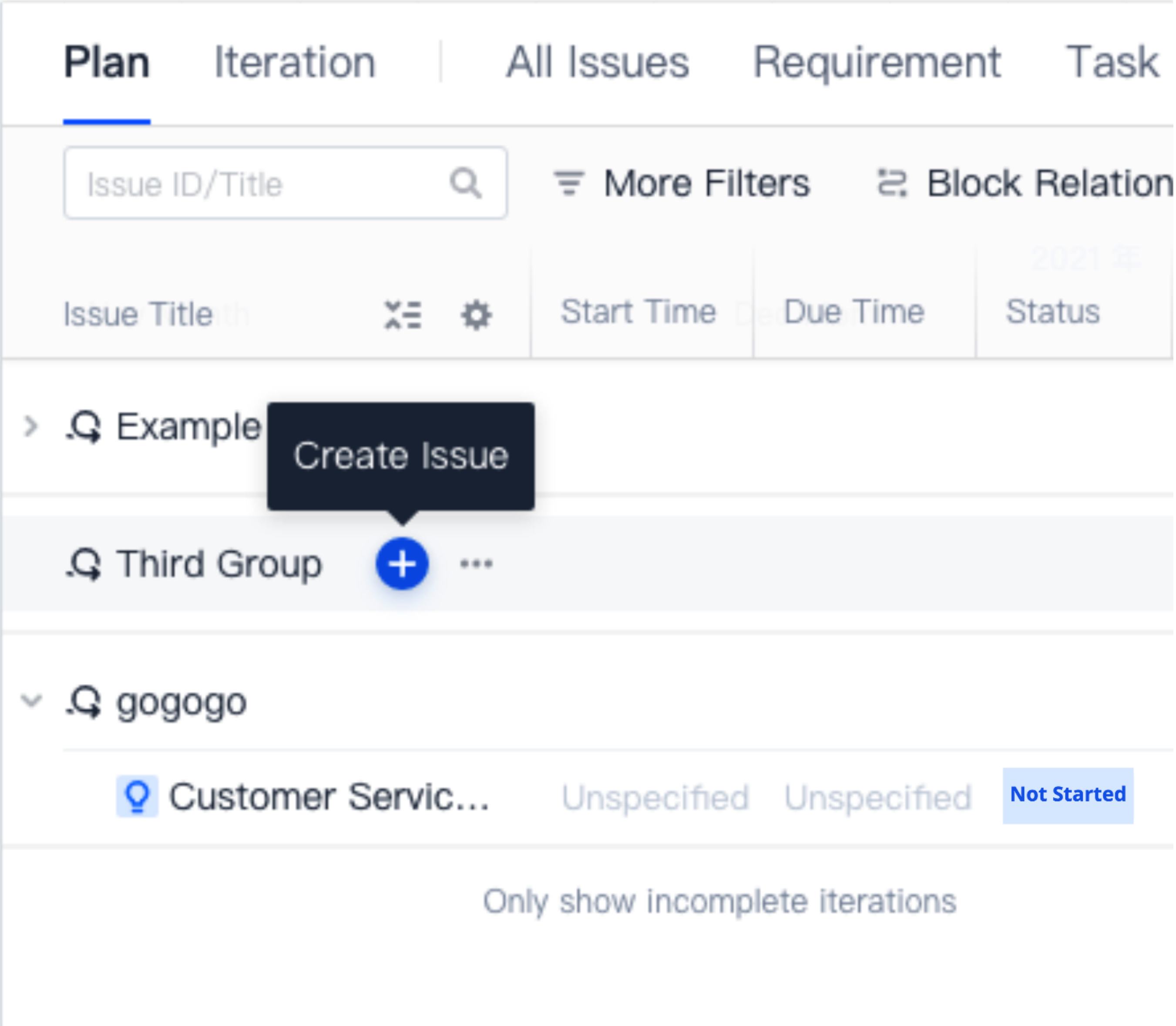
According to the classic project management workflow, after a team has reviewed the requirements and the project leader has approved the development plan, an **iteration** serves as the unit of development schedule plans derived. On the **Plans** page, you can select Create Iteration in the upper-right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



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



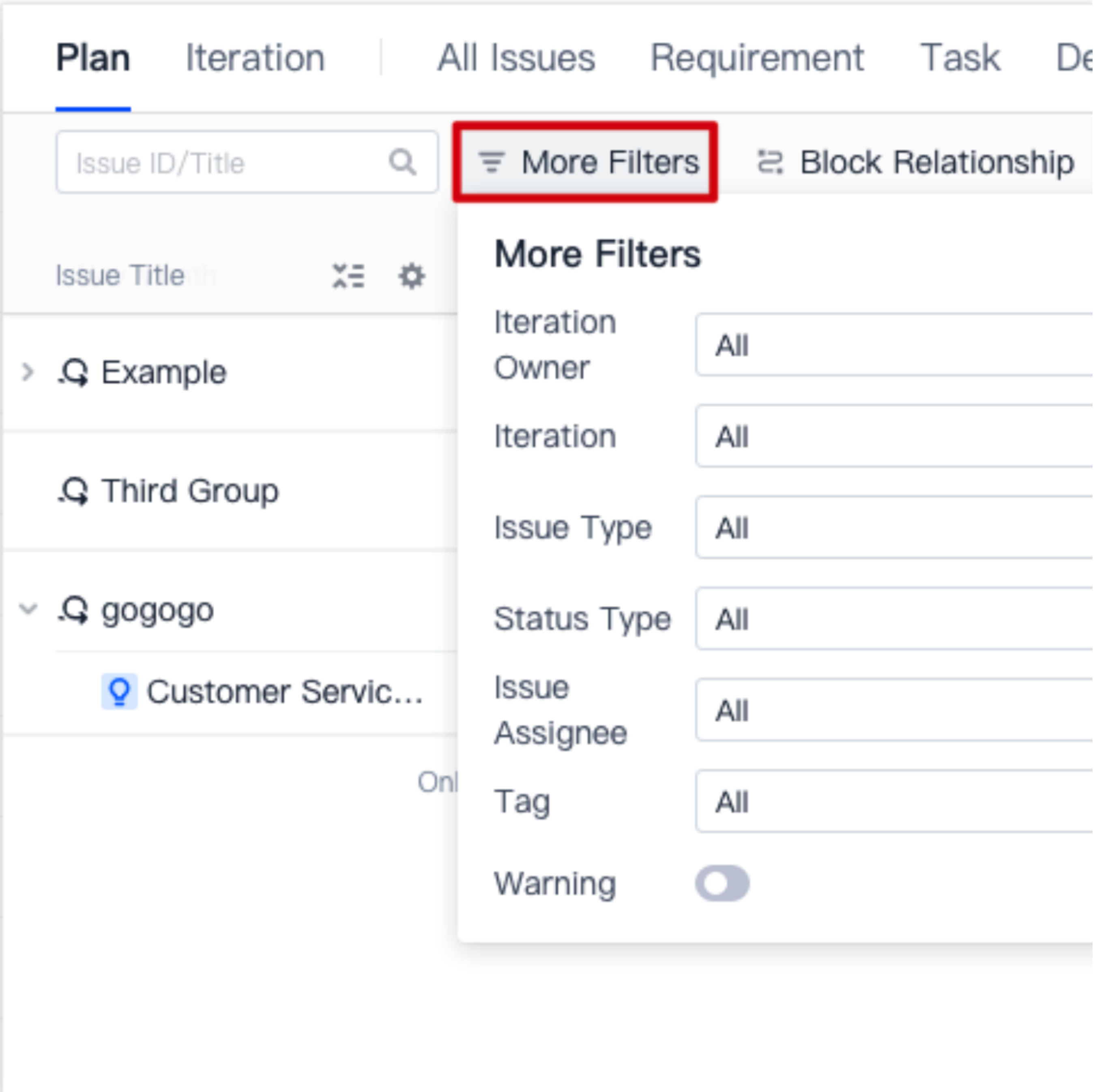
After you have created an iteration, it will be shown in **Plans**. To complete arrangements for the plan, select **+** to create issues (requirements, tasks, and bugs) to add to the iteration. See Plan Iteration for details.



View plan

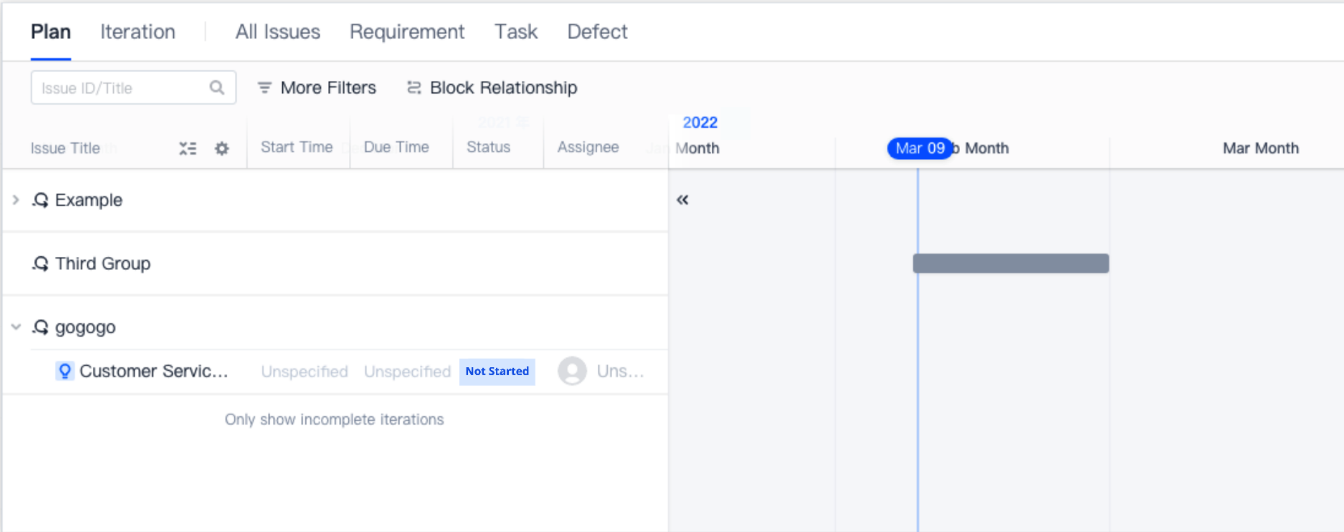
View by filters

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

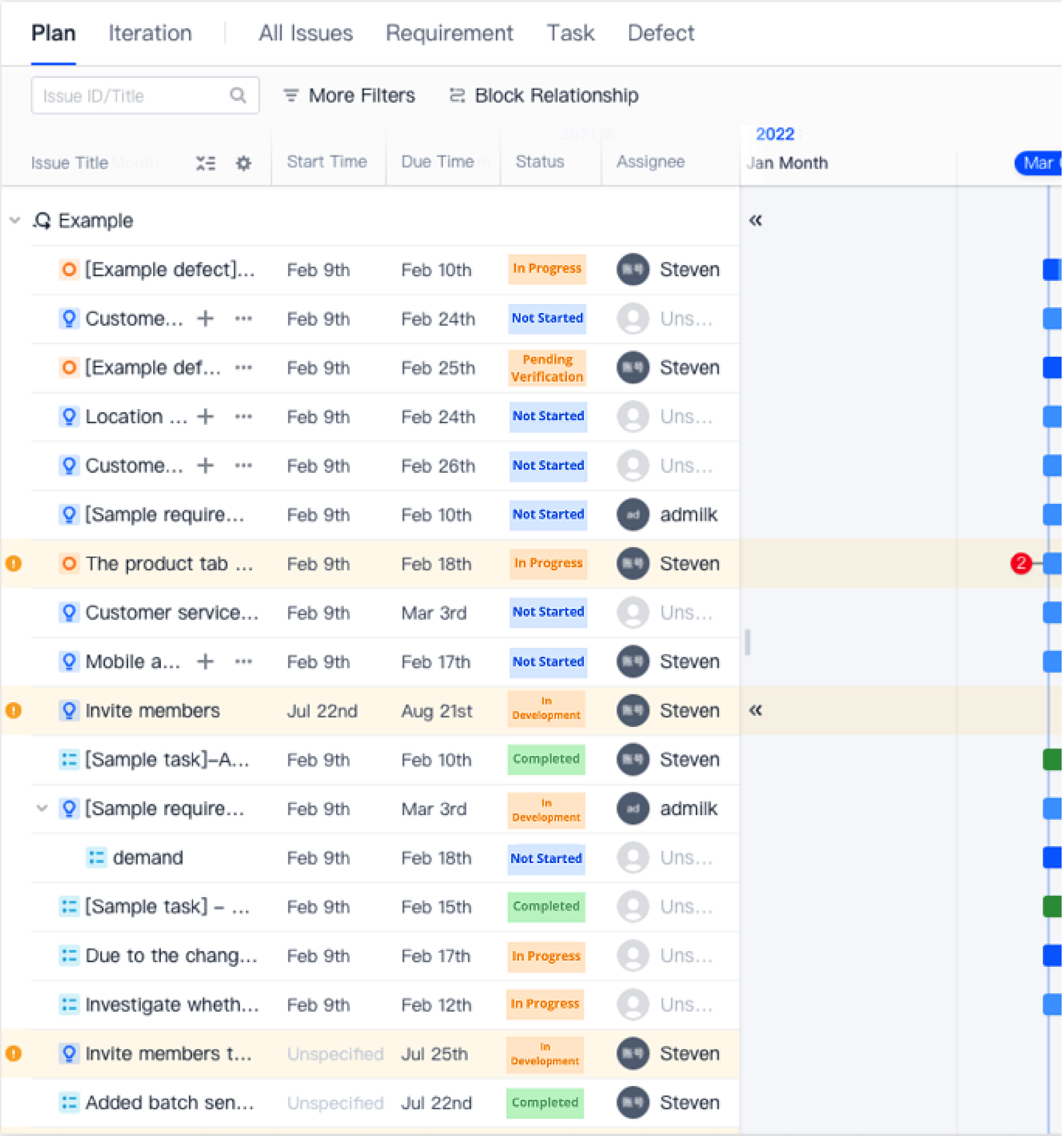
In **Plans**, set the time period using the filter in the upper-right corner to show by day, week, or month. The system automatically saves the filters set for the next search.



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.



Color description

Completed: green

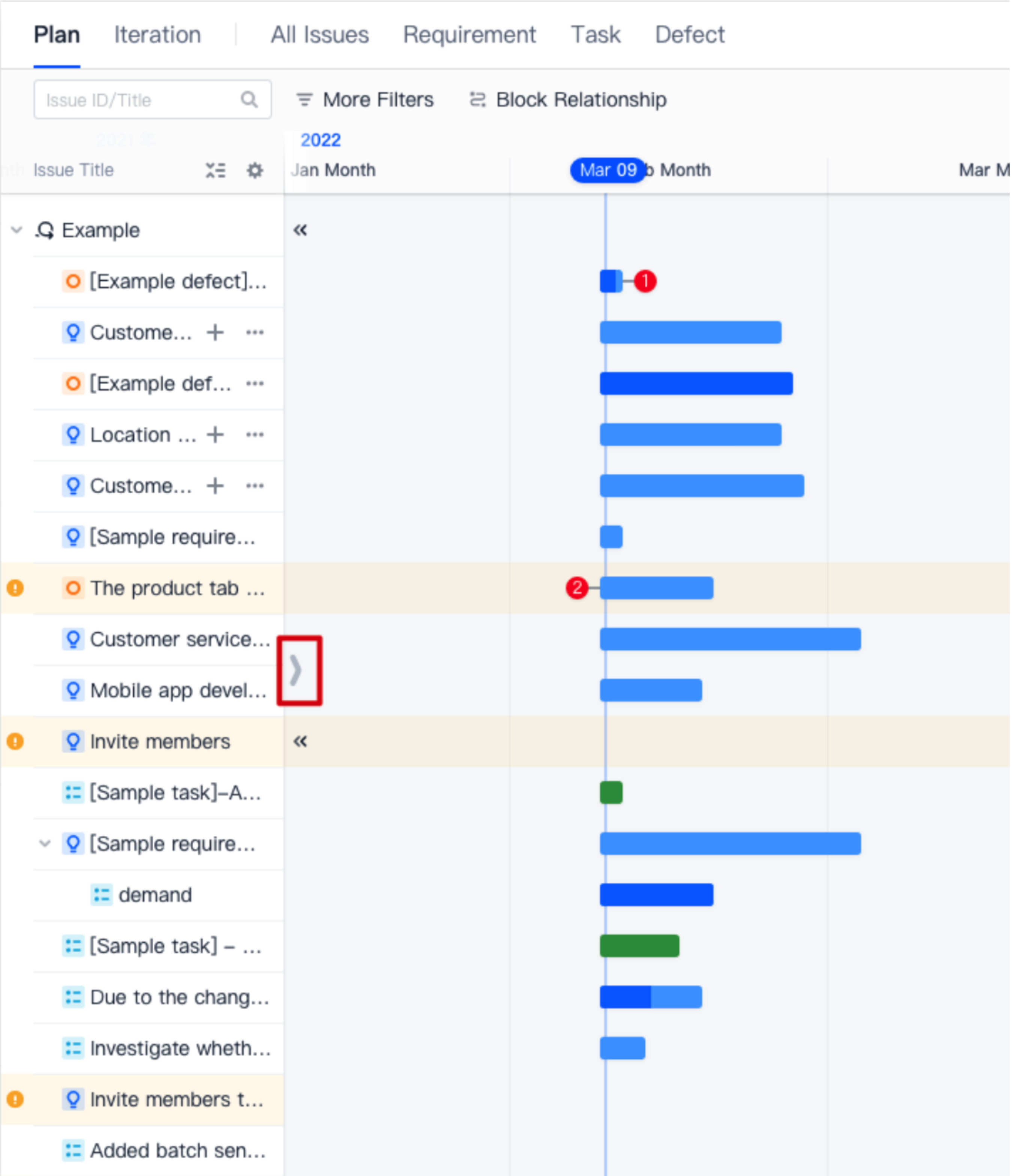
Incomplete and not progressing: gray

Incomplete but progressing: blue

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

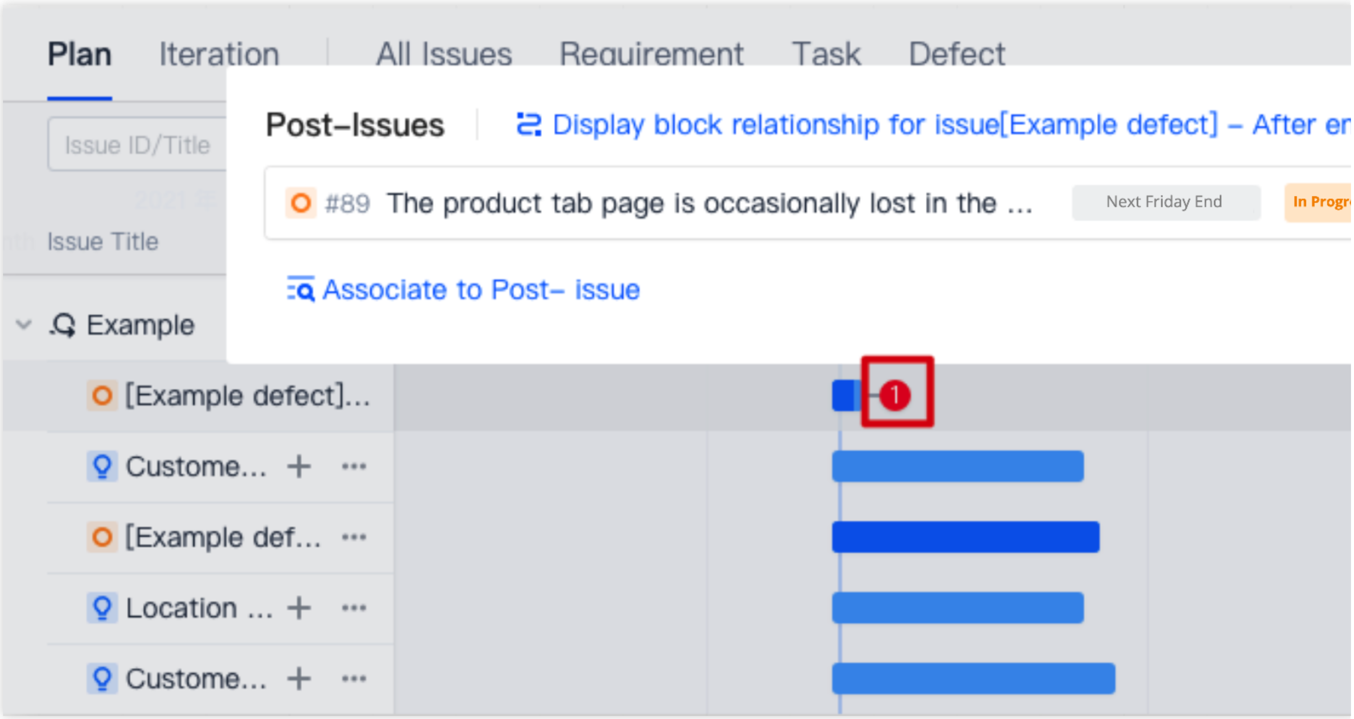
Overdue and incomplete: orange

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

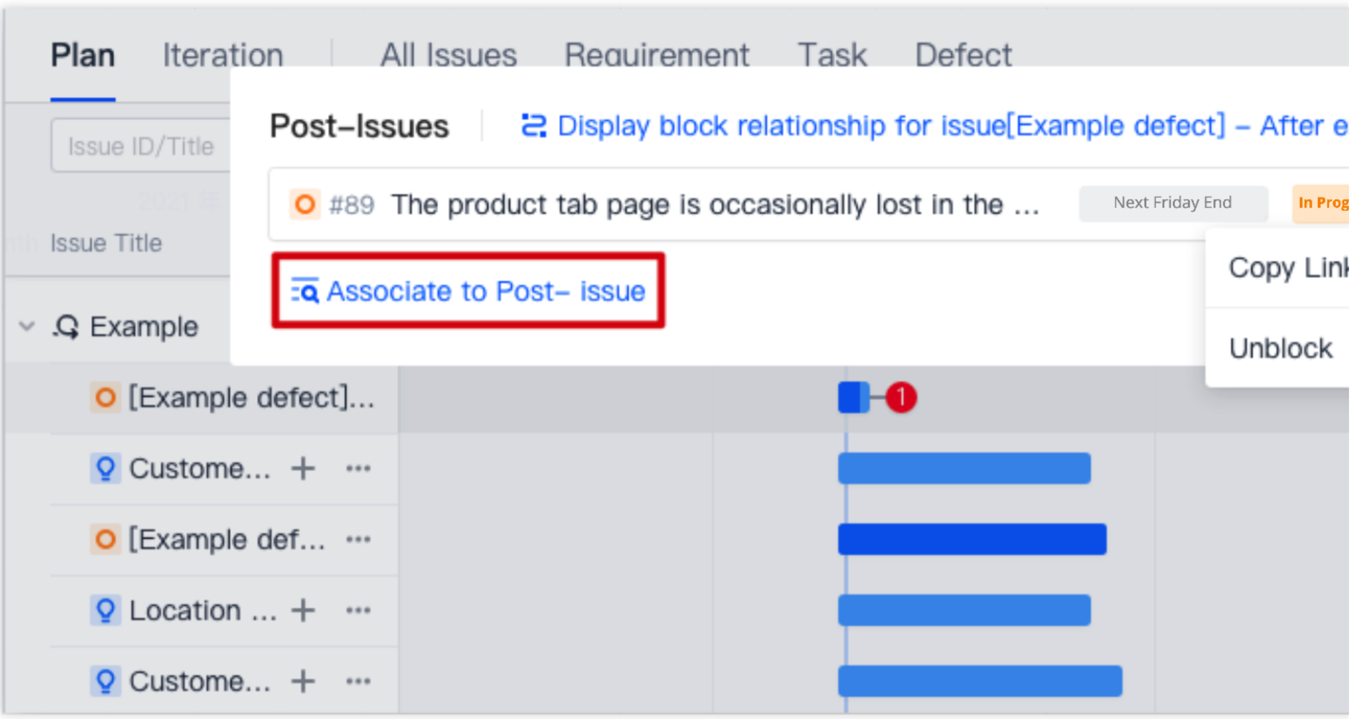


View block relationships

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.

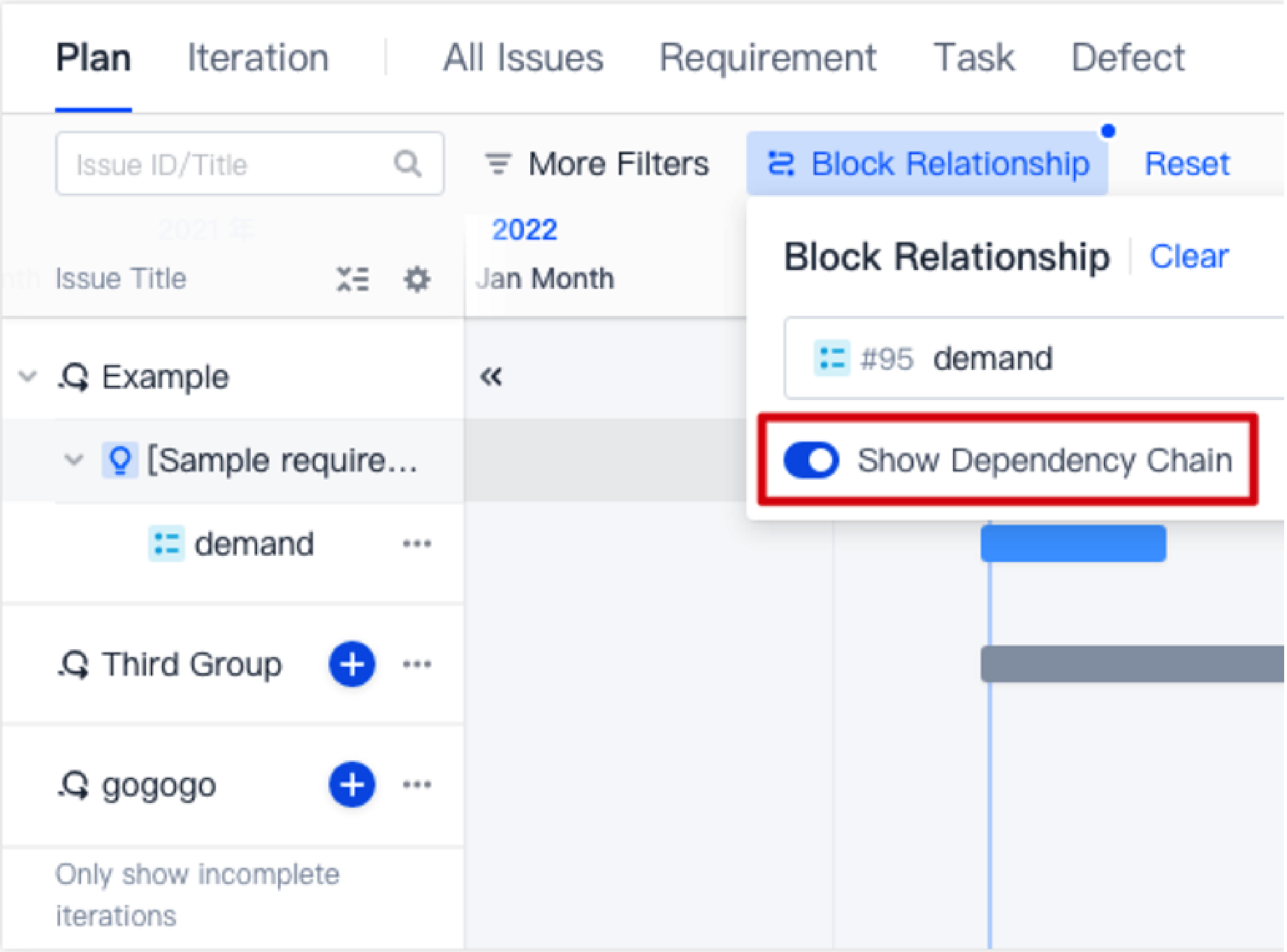


Select ··· > **Unblock** to the right of an issue with a block relationship to remove the issue. Alternatively, you can click **Associate Pre-Issue**/**Post-Issue** to add an issue with a block relationship.



View block relationships

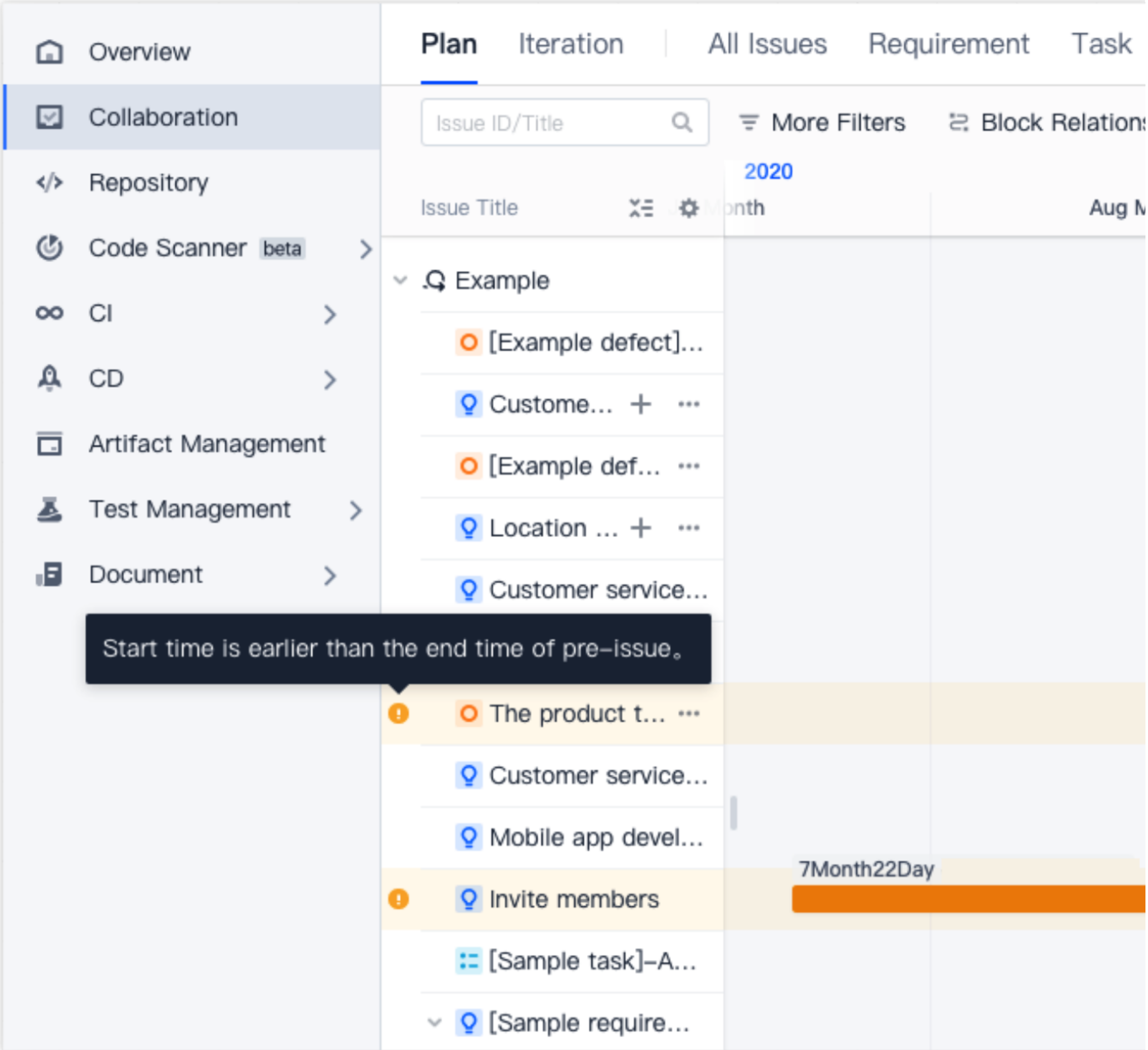
To show pre-issues and post-issues with block relationships for an issue in **Plans**, select **Block Relationships** at the top to enable the mode and the filters will be automatically cleared. If **Show Dependency Chain** is toggled on, all issue dependencies related to the current issue dependencies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



Risk control

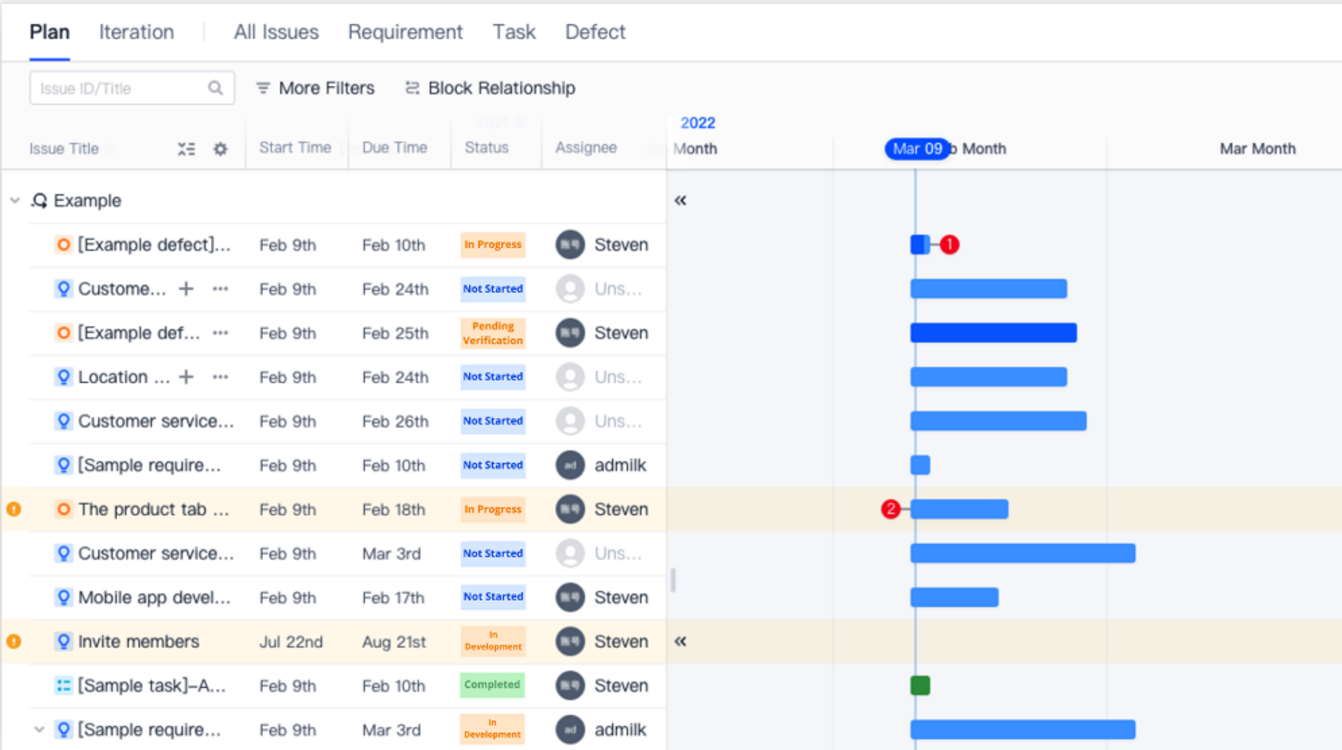
Overdue warning

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.



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.


Plan
Iteration
All Issues
Requirement
Task
Defect
Issue ID/Title
More Filters
Block Relationship
2022
Issue Title
Start Time
Due Time
Status
Assignee
Month
Mar 09
Mar Month
Example
[Example defect]... Feb 9th Feb 10th In Progress Steven
Custome... Feb 9th Feb 24th Not Started Uns...
[Example def... Feb 9th Feb 25th Pending Verification Steven
Location ... Feb 9th Feb 24th Not Started Uns...
Customer service... 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 app devel... 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

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

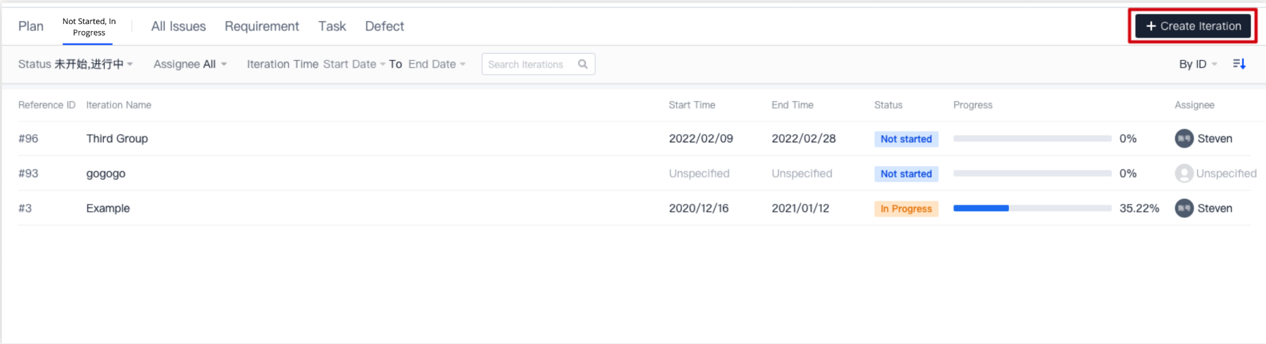
 in the upper-right corner to open the project list page and click a project icon to open the project.
3. In the menu on the left, click **Project Collaboration**.

Feature Overview

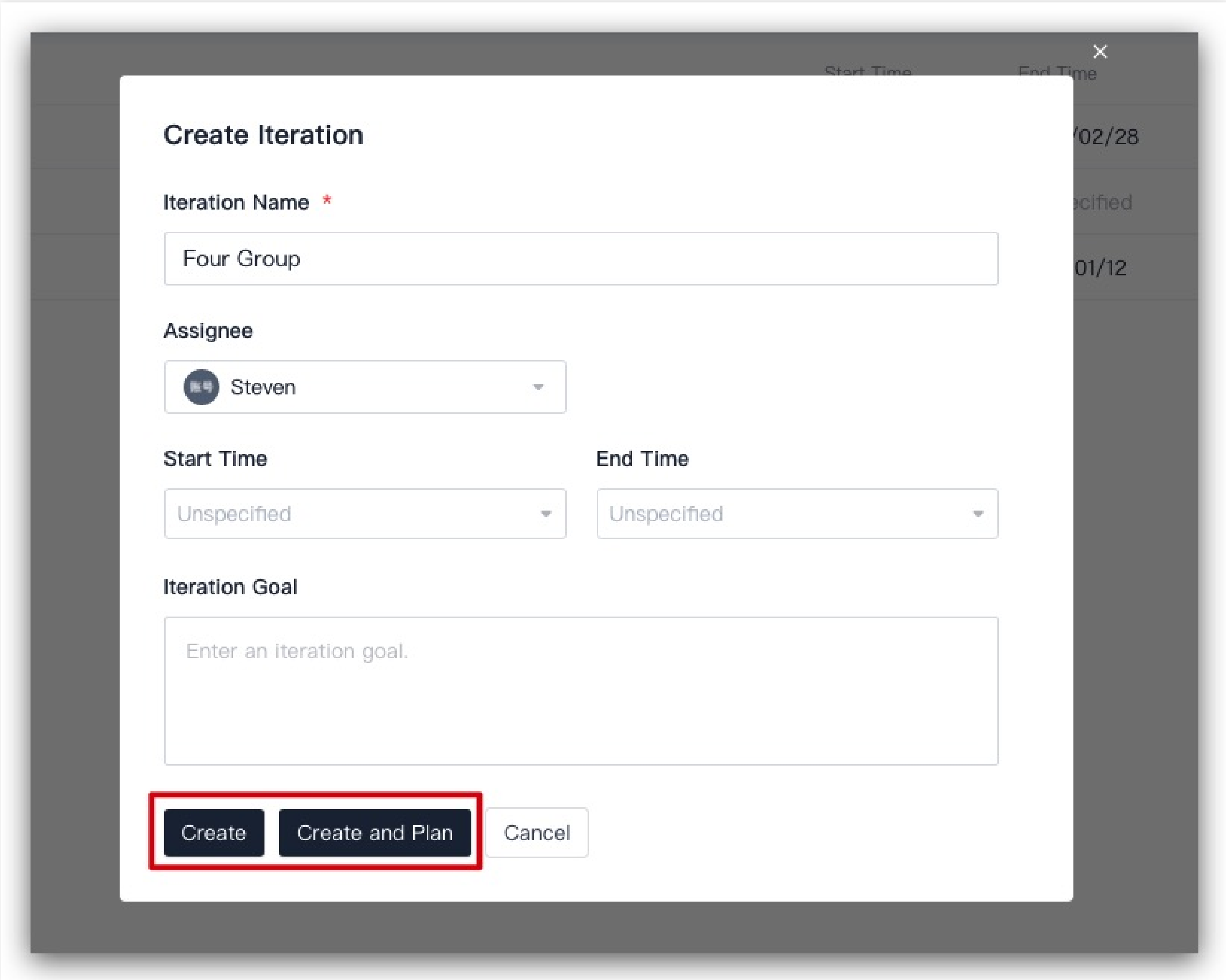
Based on your team's development performance, you can divide development into iterations, each lasting two to three weeks, and use the planning feature to add requirements or bugs to the iterations. After an iteration begins, you can check its details and progress on the Iteration Overview page and view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



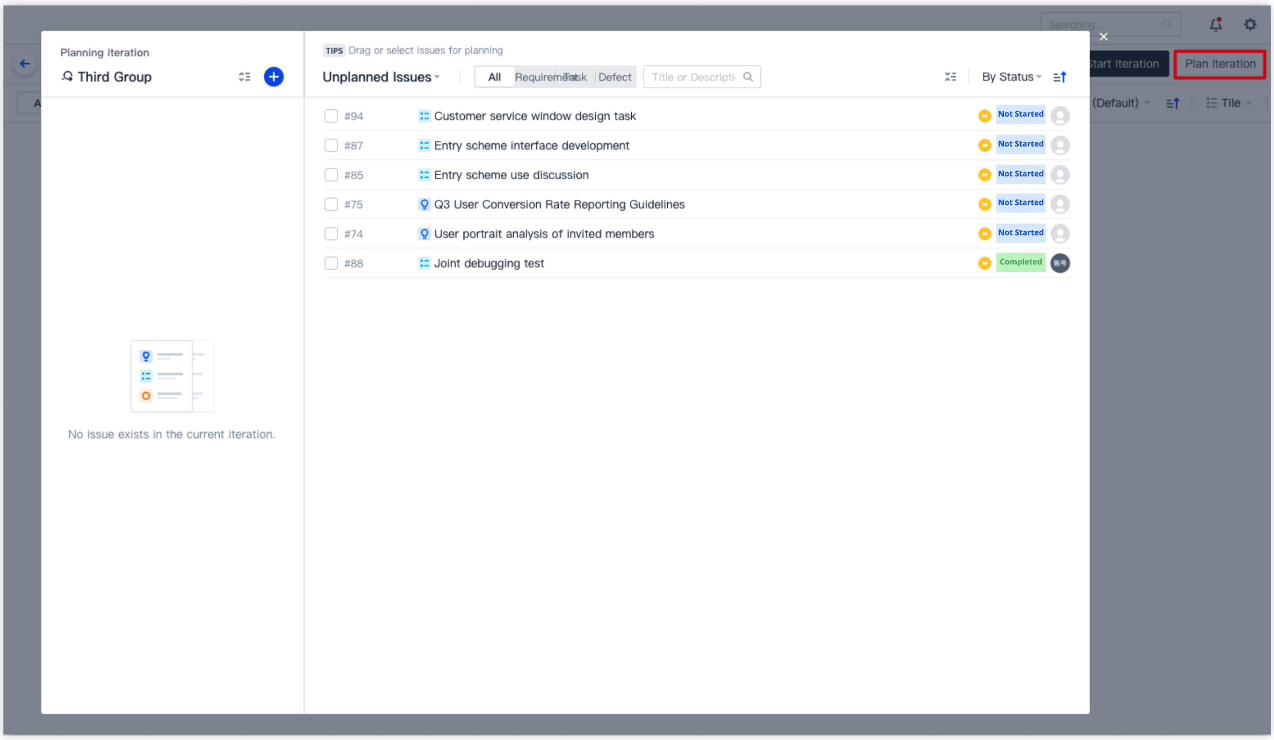
2. Enter the iteration title, owner, start time, end time, and iteration goal, and select **Create**. You can also click **Create and Plan** to drag or select add created issues to add them to the current iteration.



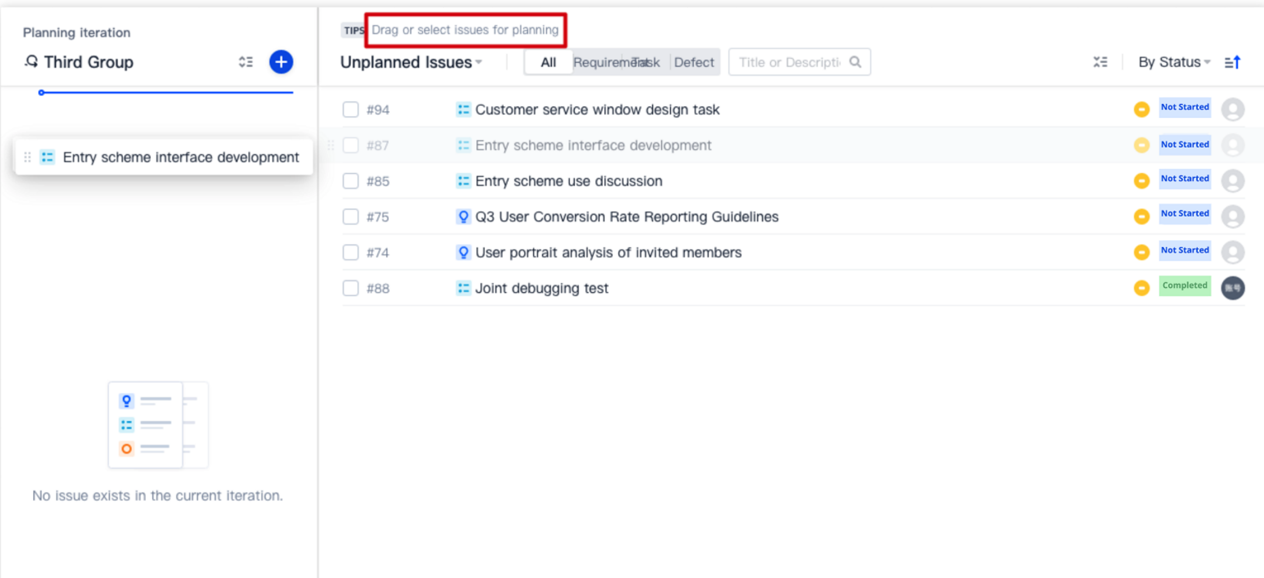
Plan Iteration Issues

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.



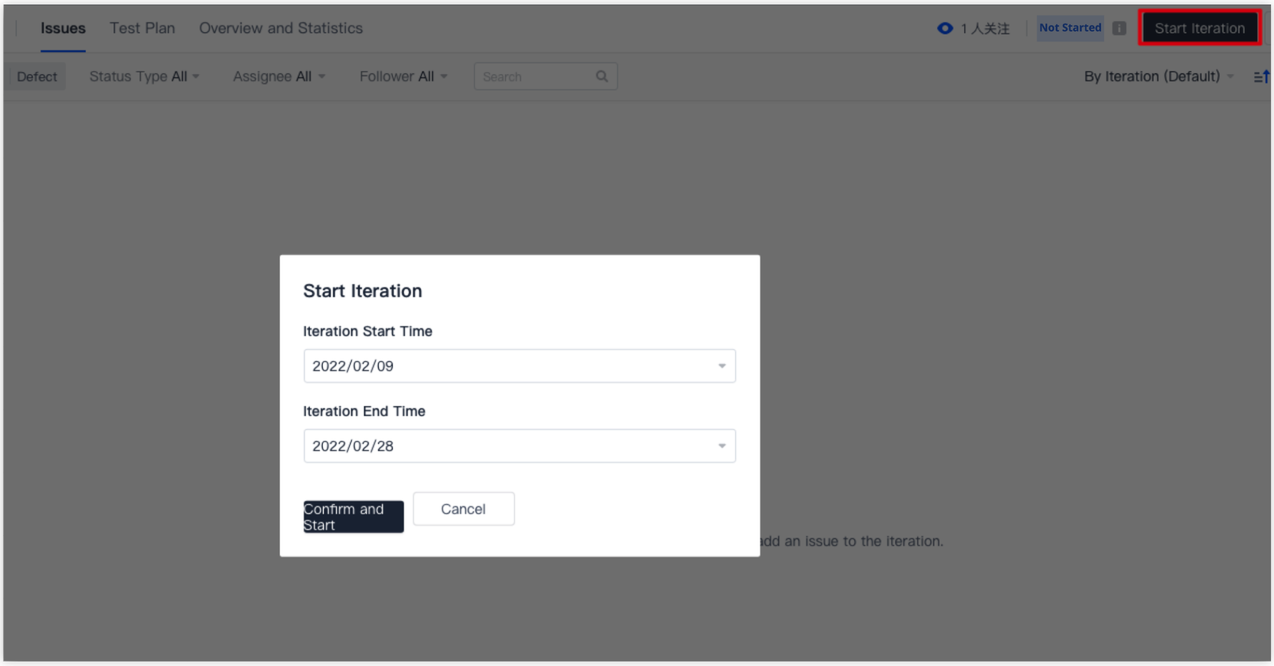
2. On the planning page, issues in the current iteration are shown on the left and unplanned issues are shown on the right. You can drag or select issues on the right to add them to the current iteration, or drag issues on the left to remove them from the current iteration. After this, close the Iteration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



Note:

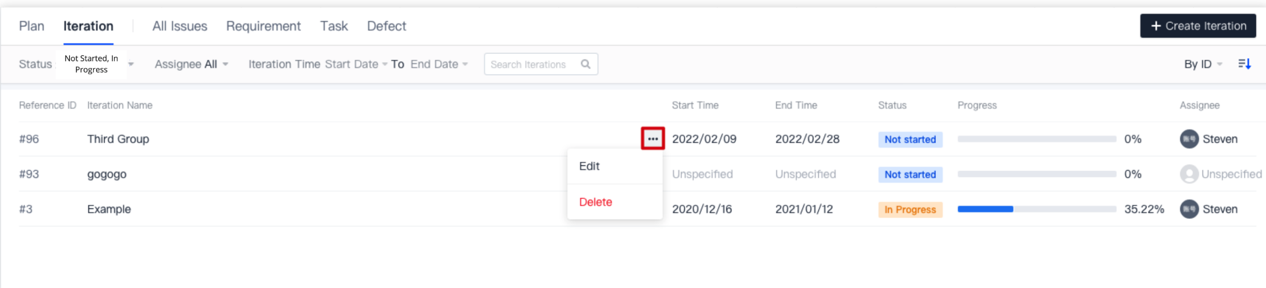
1. Unplanned issues are those with an **Unspecified** status in the current iteration.
2. Descriptions and statistics on issues in Iteration Planning include sub-requirements. If a sub-requirement is added to an iteration, it is upgraded to a parent issue.
3. Descriptions and statistics on issues in 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**.

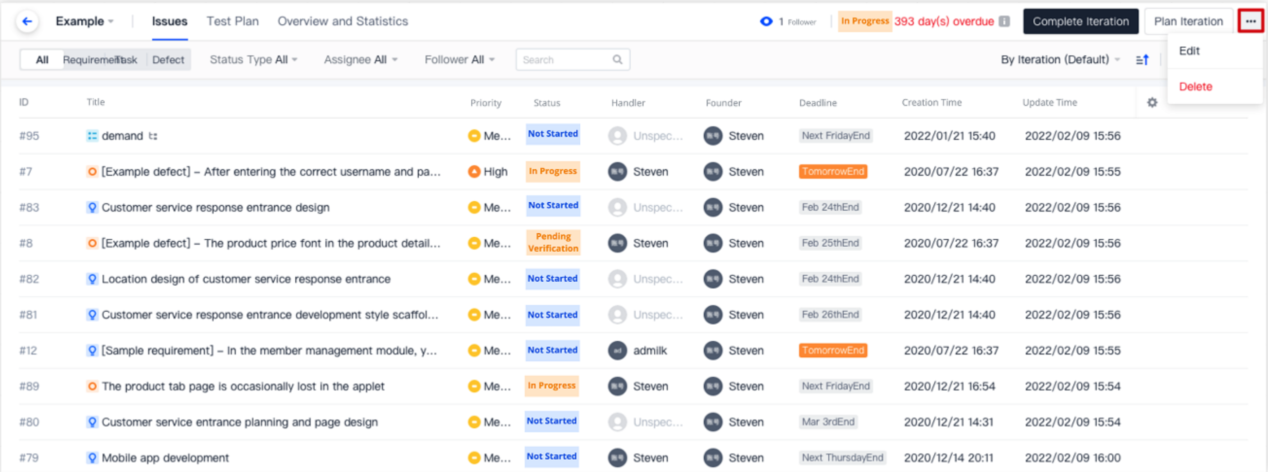


Edit or Delete Iterations

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.



Manage Requirements

Last updated：2023-12-26 18:02:33

This document describes requirements in classic project management.

Open Project

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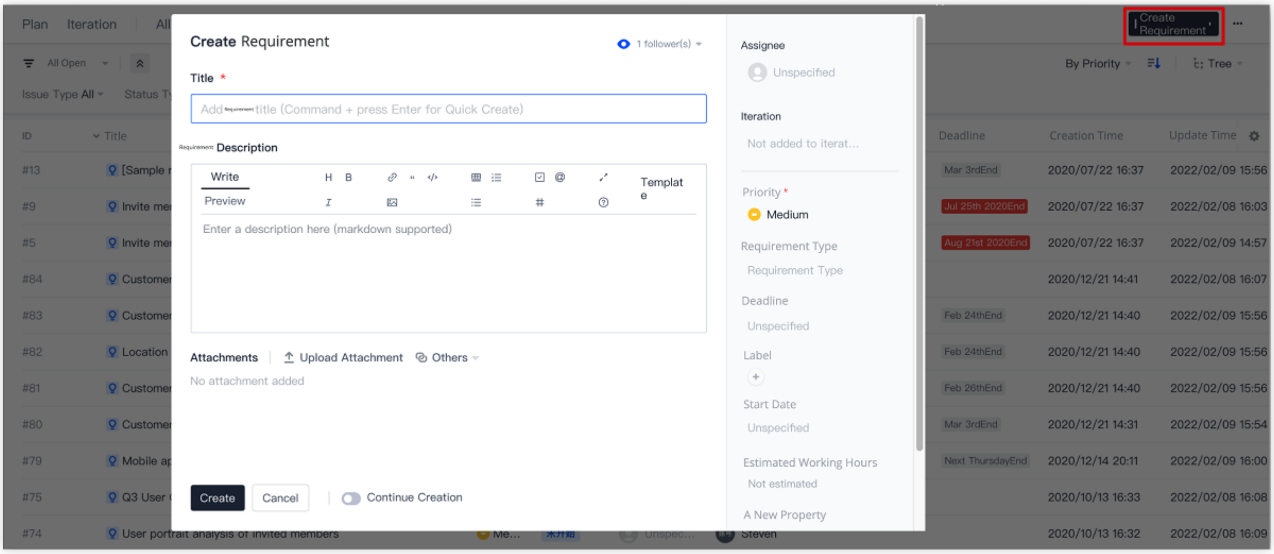
2. Click

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**.

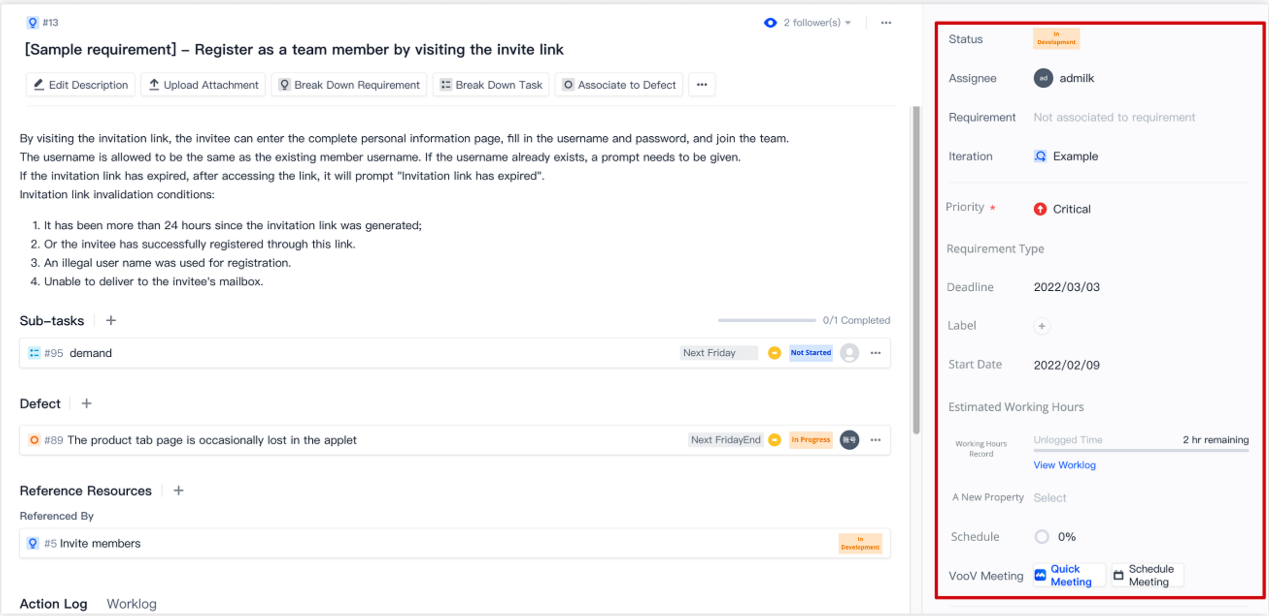
A requirement refers to a software feature that users need in order to solve a certain problem or achieve a certain goal. In the **Requirements** module in CODING Classic Project Management, teams can quickly break down and assign development tasks. You can create requirements and break down larger ones 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.



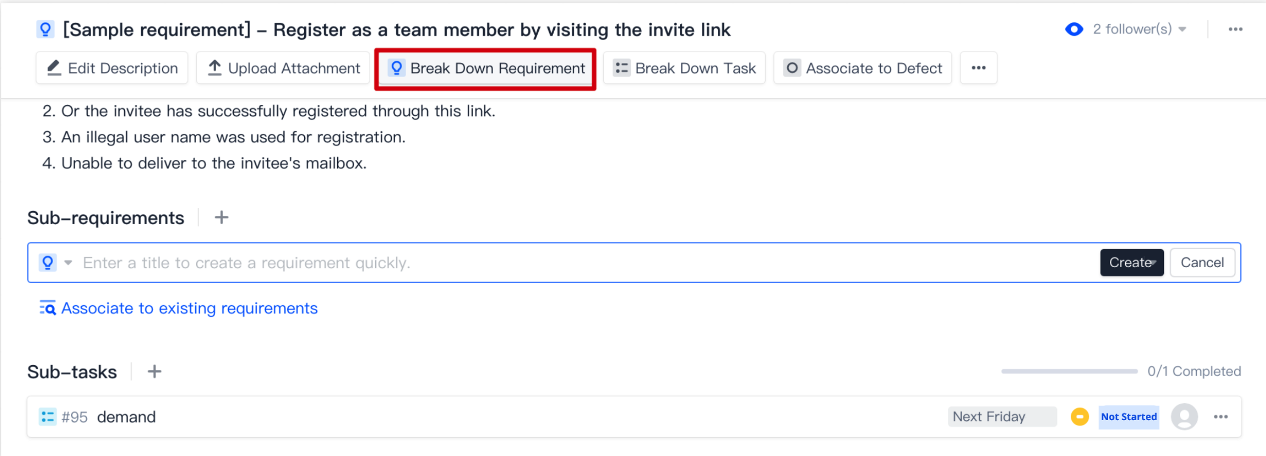
Break Down Requirement

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.

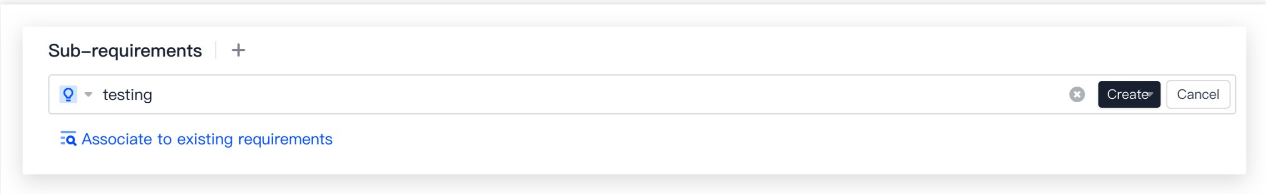
Break down sub-requirement

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.

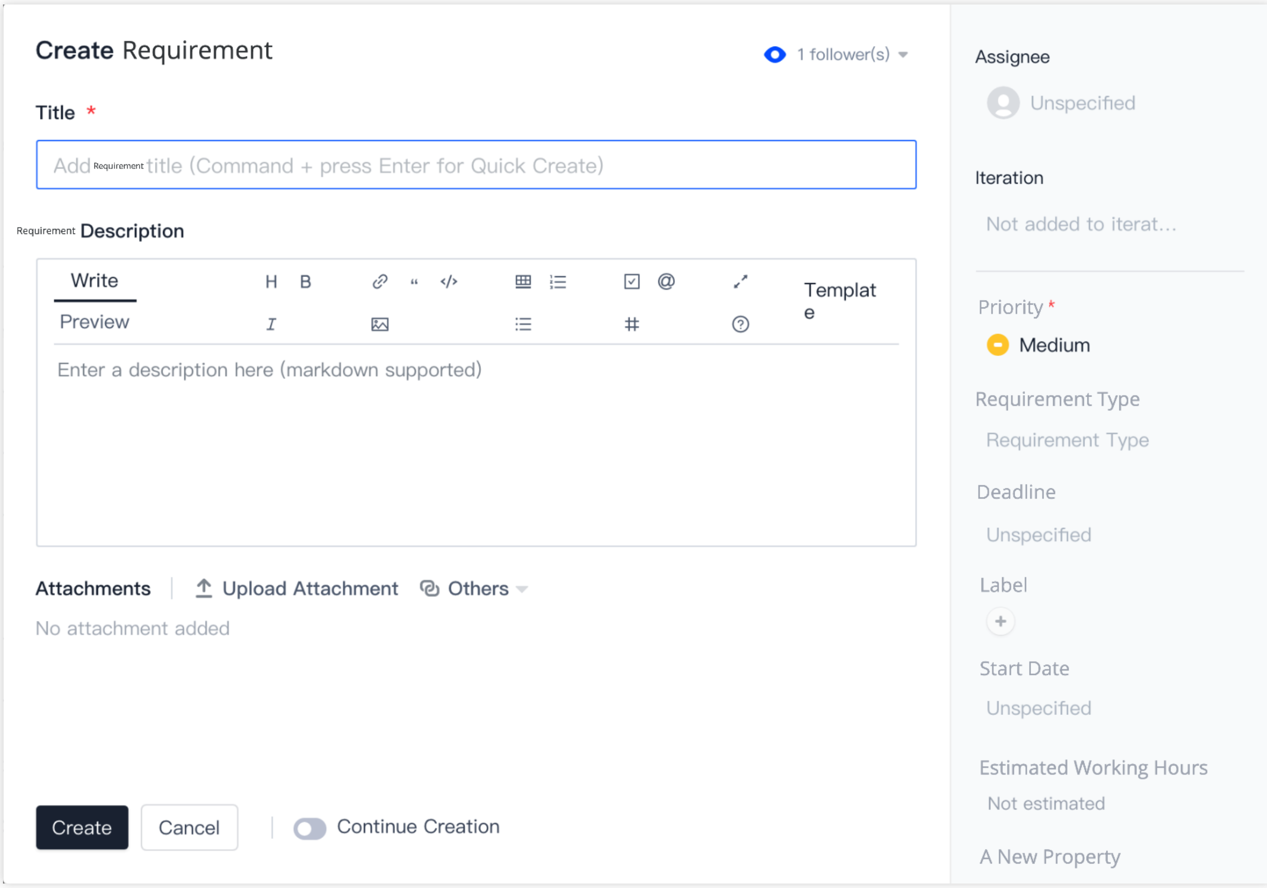
1. On the requirement details page, select **Break Down Requirement**.



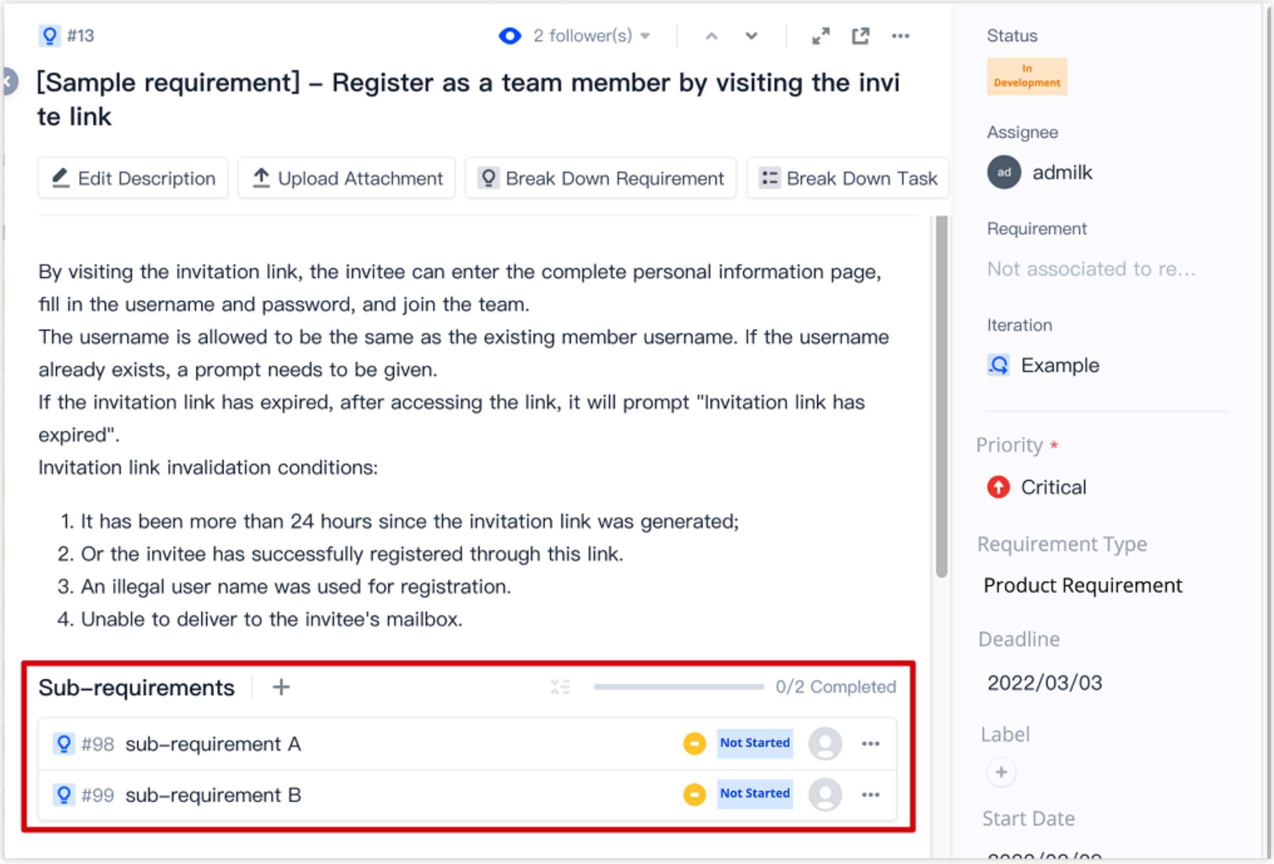
2. You can simply enter a title to quick create a sub-requirement. You can also select **Create** and click **Full Create** in the dropdown menu (keyboard shortcut: Shift + Enter) and enter details before creating a sub-requirement.



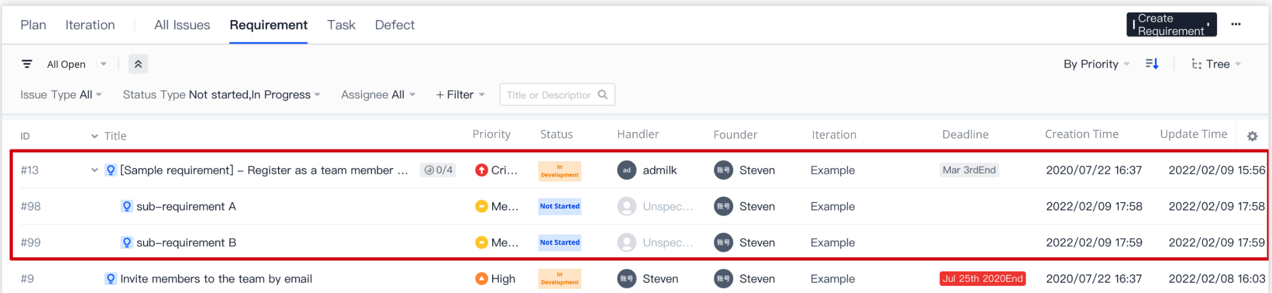
To associate an existing requirement, do a quick search by issue ID or title.



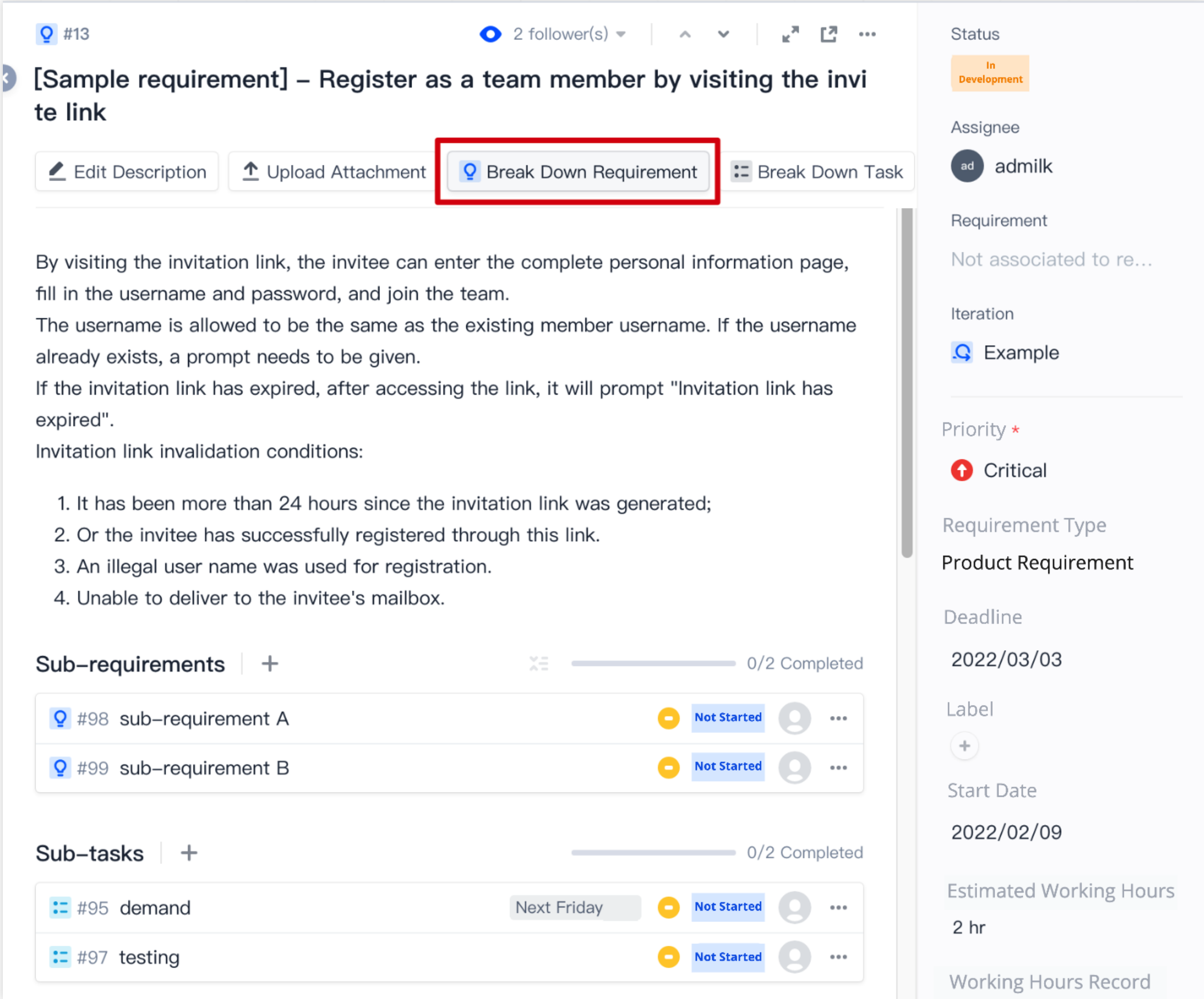
3. After you have created the sub-requirement successfully, you can view it on the details page of the parent requirement. You can also view the sub-requirement in the requirement list.



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



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

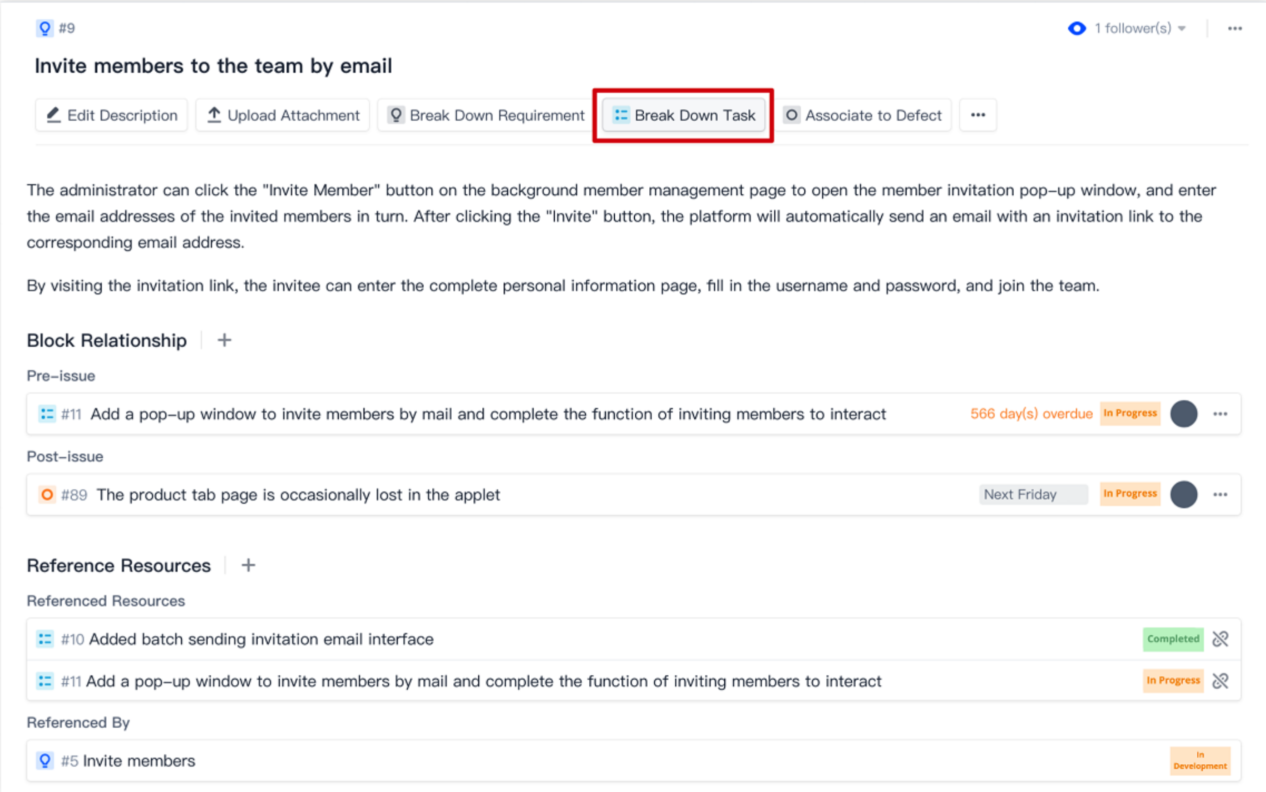


5. On the requirement details page, you can select `···` to the right of a sub-requirement and click **Change Parent Requirement** in the menu.You can also select **Disassociate**.

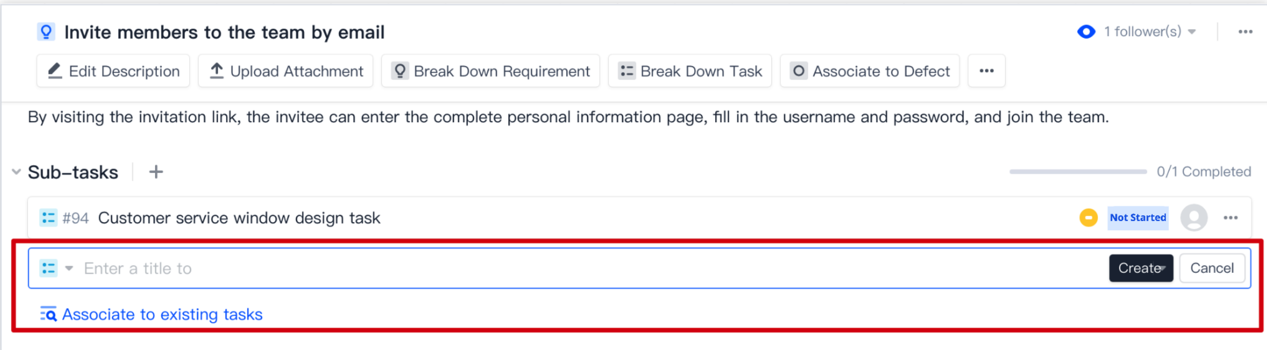
Break down sub-task

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

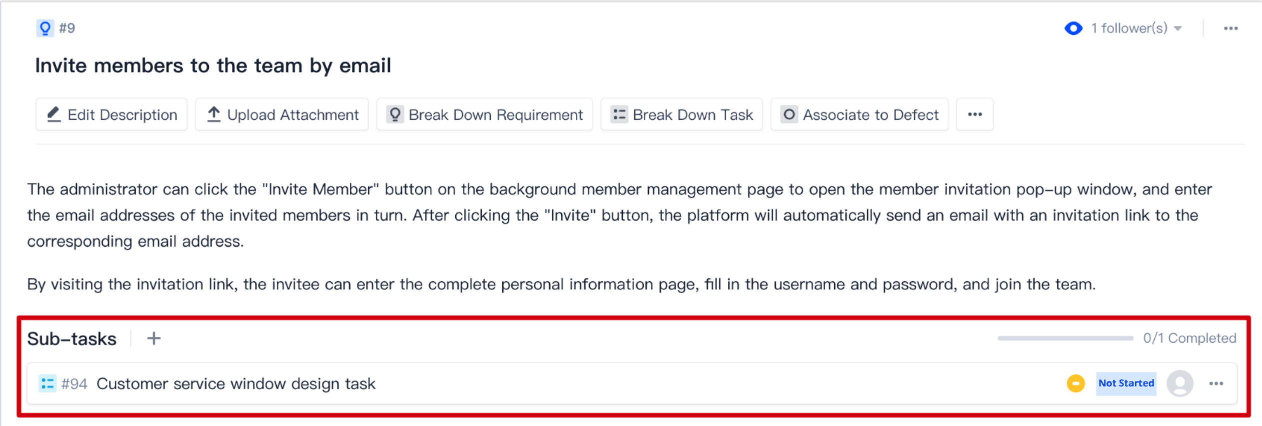
1. On the requirement details page, select **Break Down Task**.

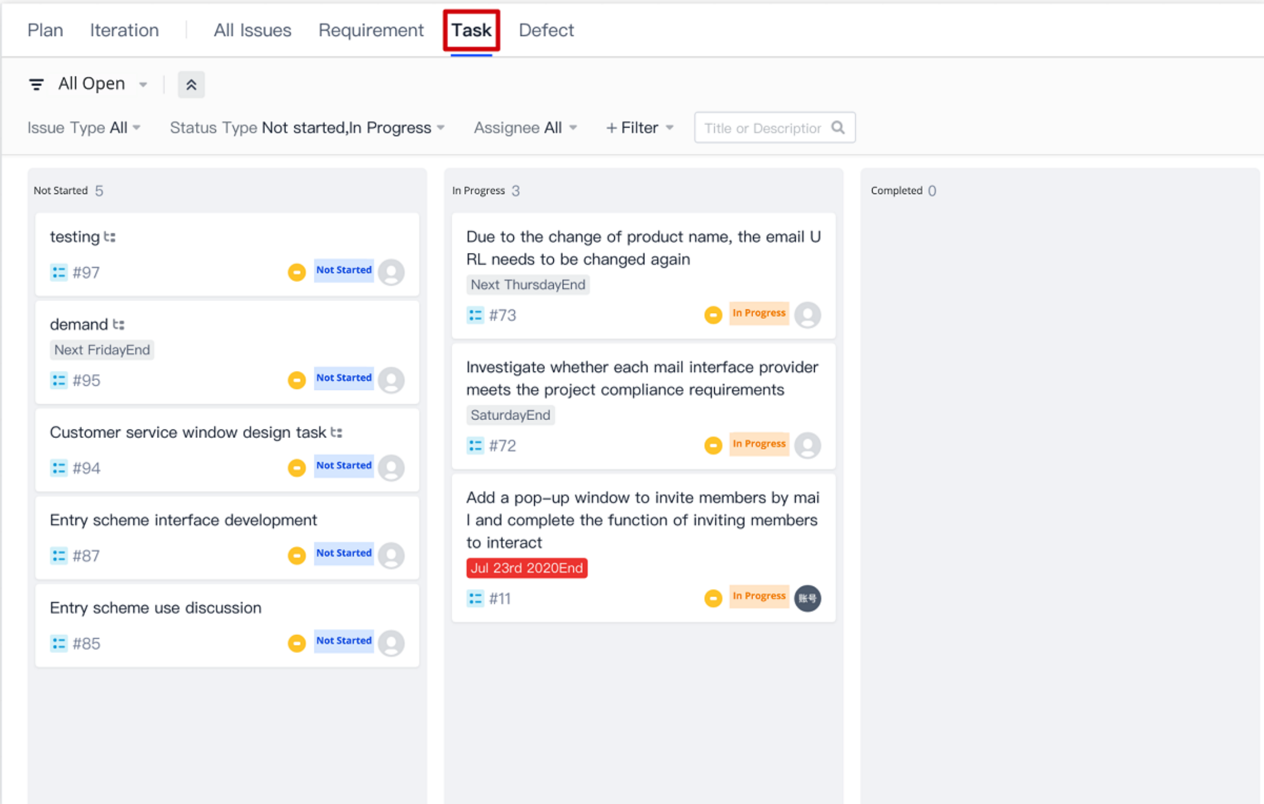


2. You can simply enter a title to quick create a sub-task. You can also select **Create** and click **Full Create** in the dropdown menu (keyboard shortcut: Shift + Enter) and enter details before creating a sub-task. To associate an existing task, do a quick search by issue ID or title.



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.





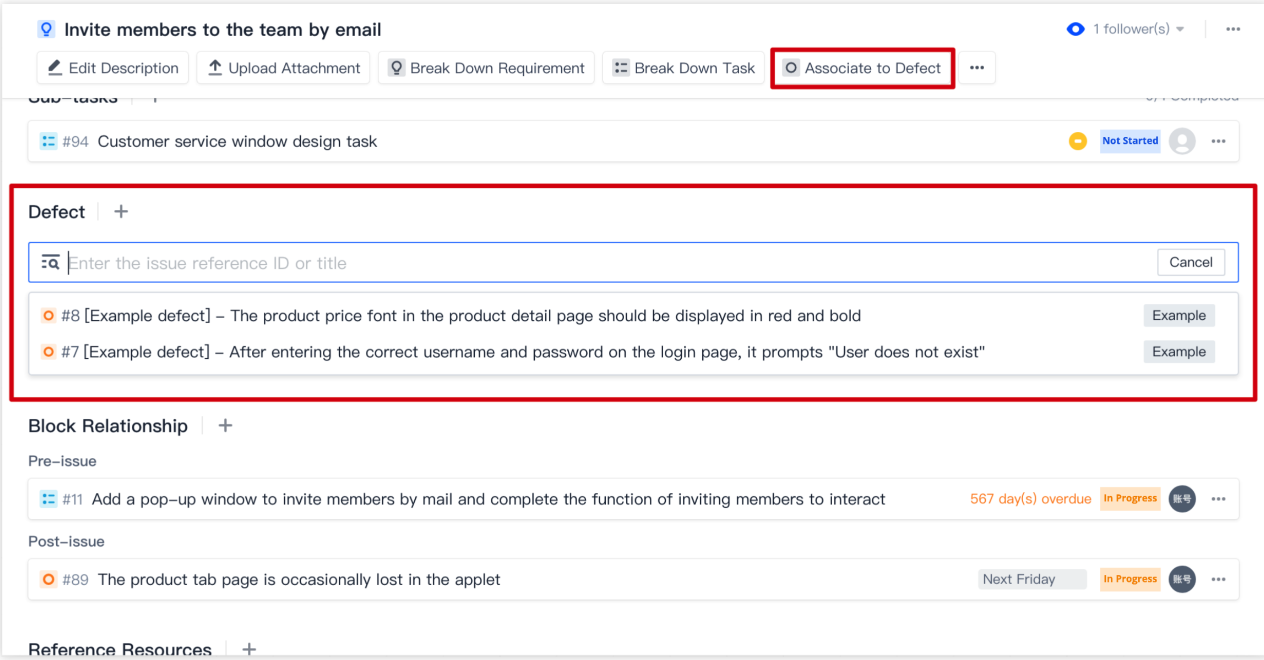
4. On the requirement details page, you can select `···` to the right of a sub-task and click **Change Parent Requirement** in the menu. You can also select **Disassociate**.

Associate Resource

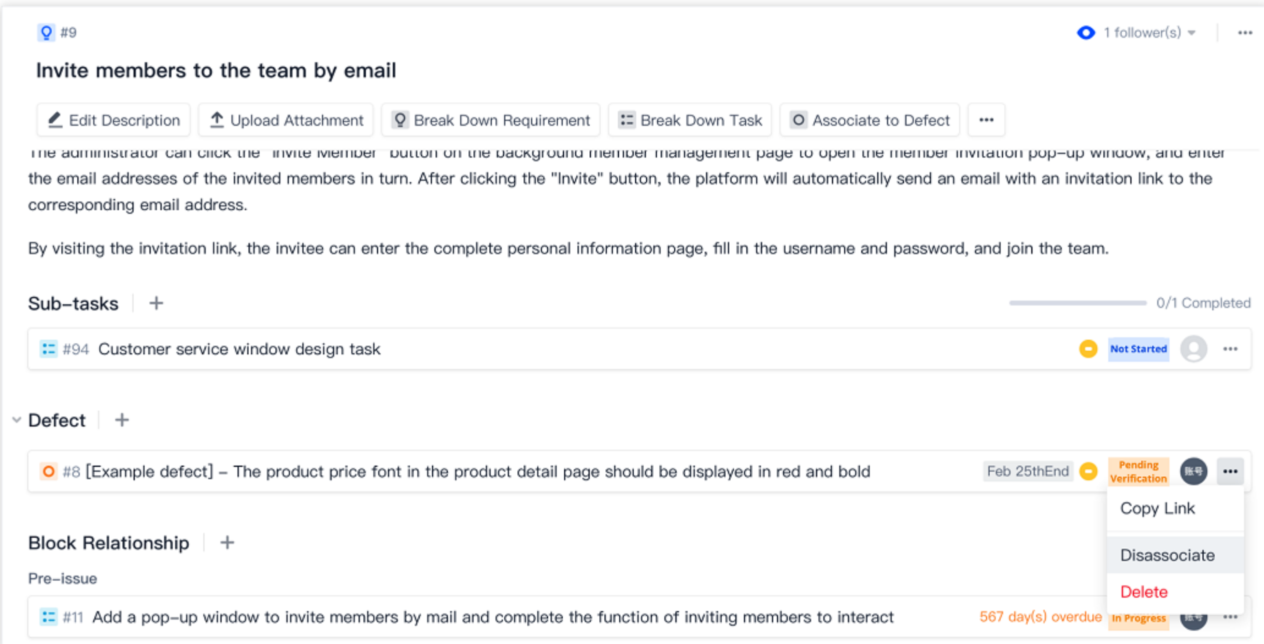
Associate bug

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

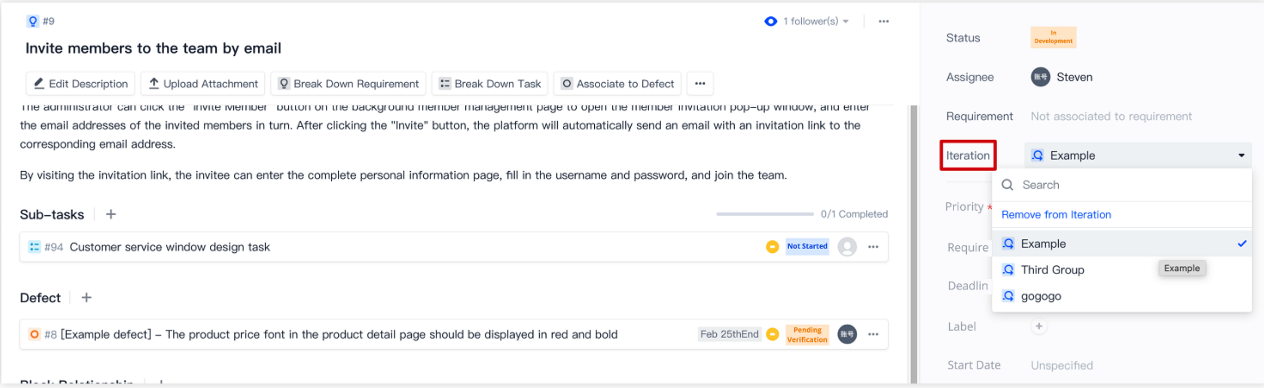
1. On the requirement list page, select **Associate Bug** at the top and click Associate to Existing Bugs or quick create a new bug and associate it.



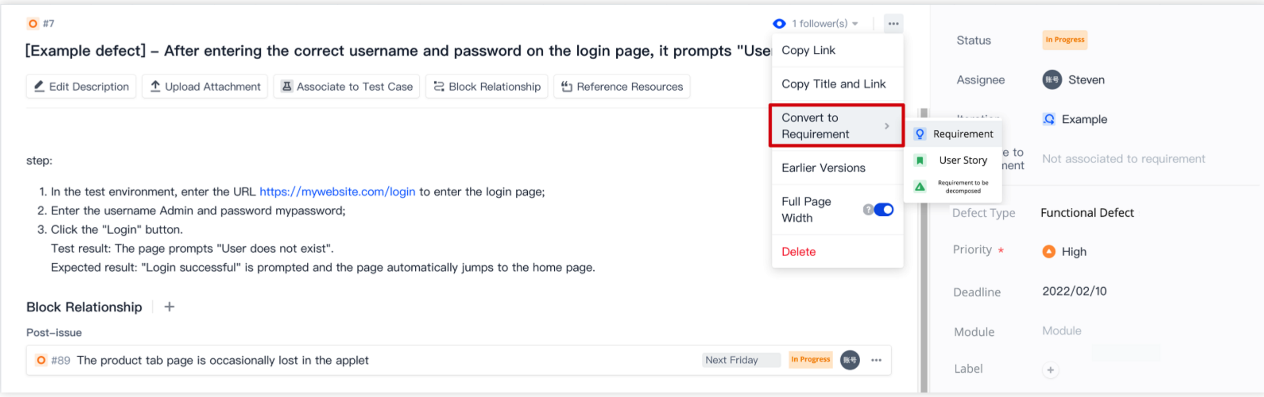
2. On the requirement details page, you can select · · · to the right of an associated bug and click **Disassociate**. You can also select Disassociate in the menu on the right of the bug details page.



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

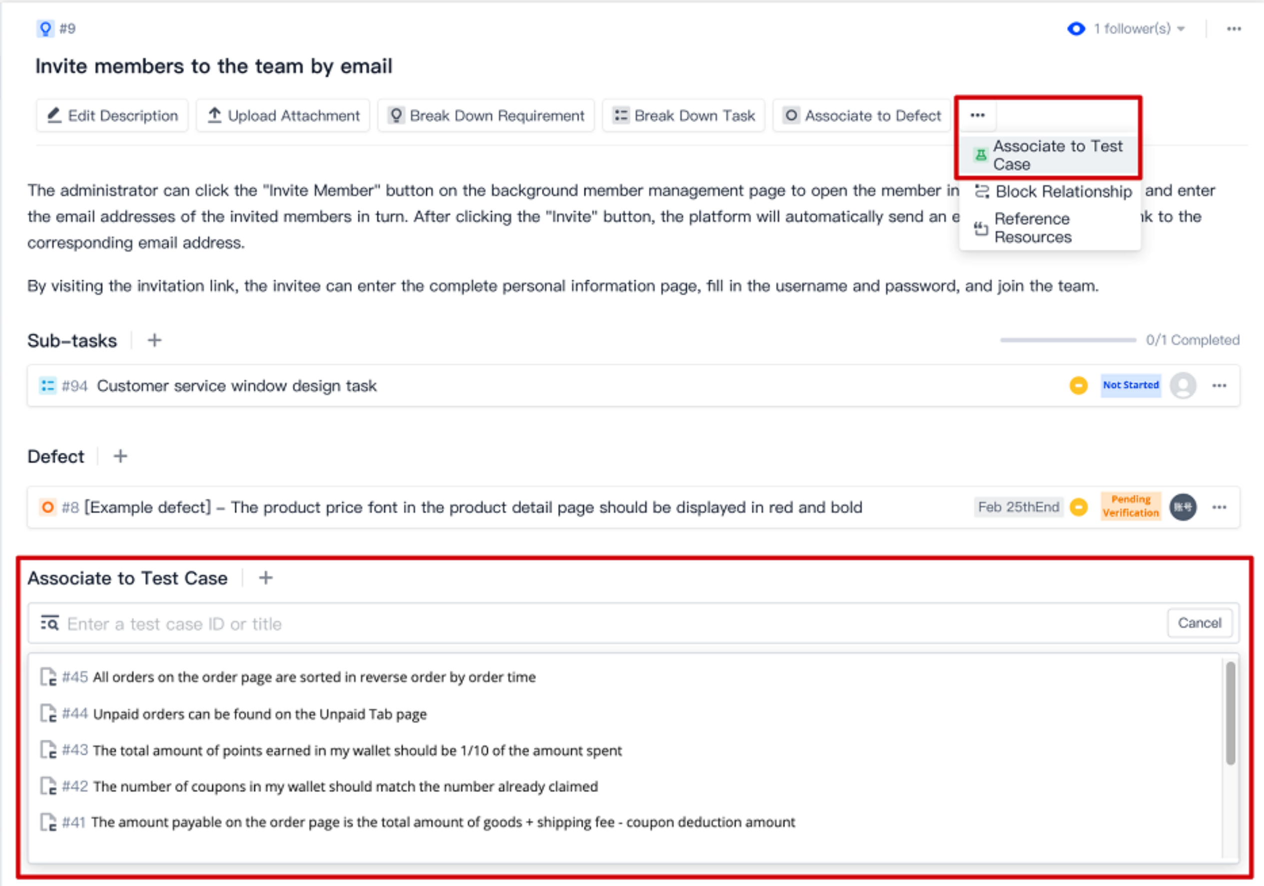


3. On the bug details page, select `···` in the upper-right corner and click Convert to Requirement.



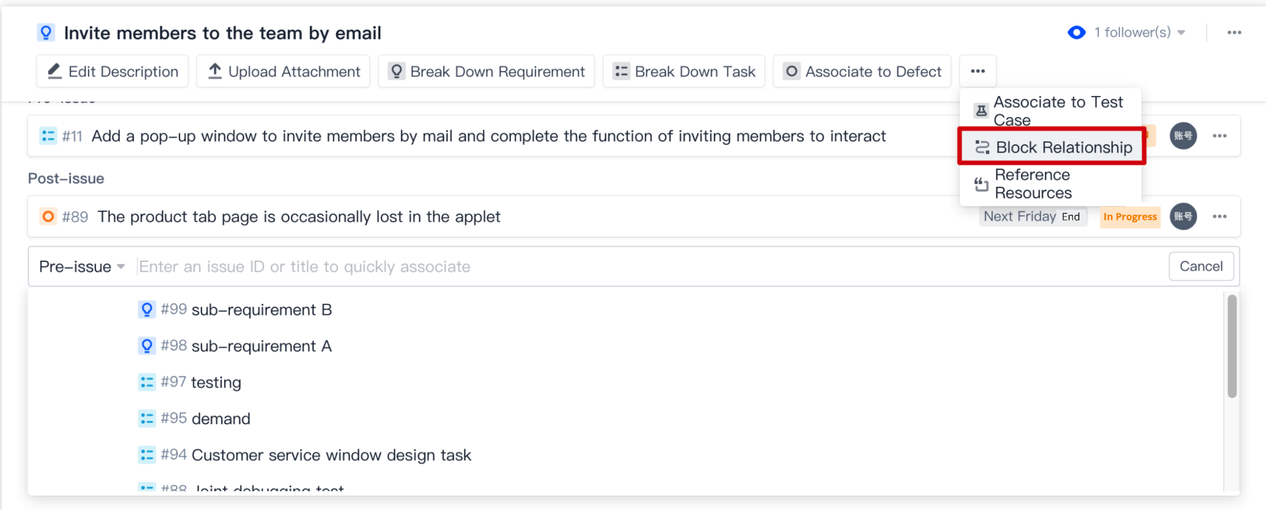
Associate with test case

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.



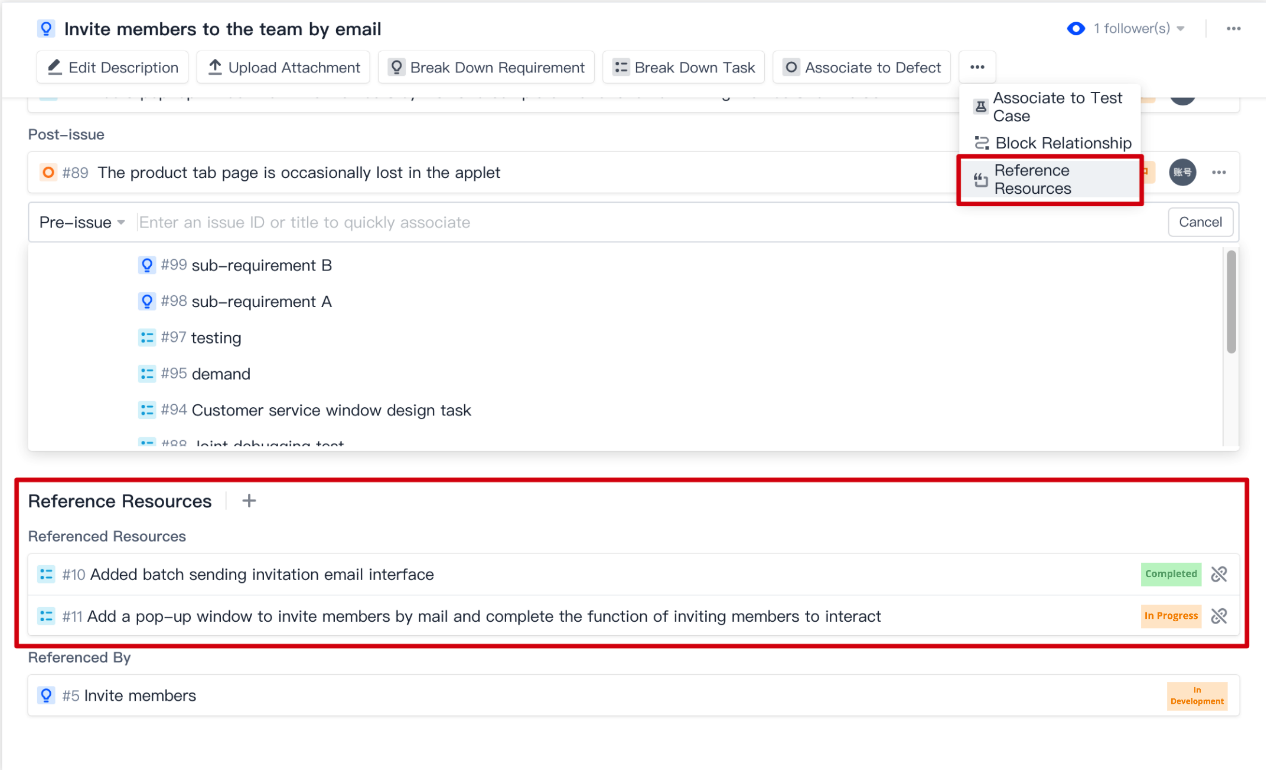
Associate block relationship

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.



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.

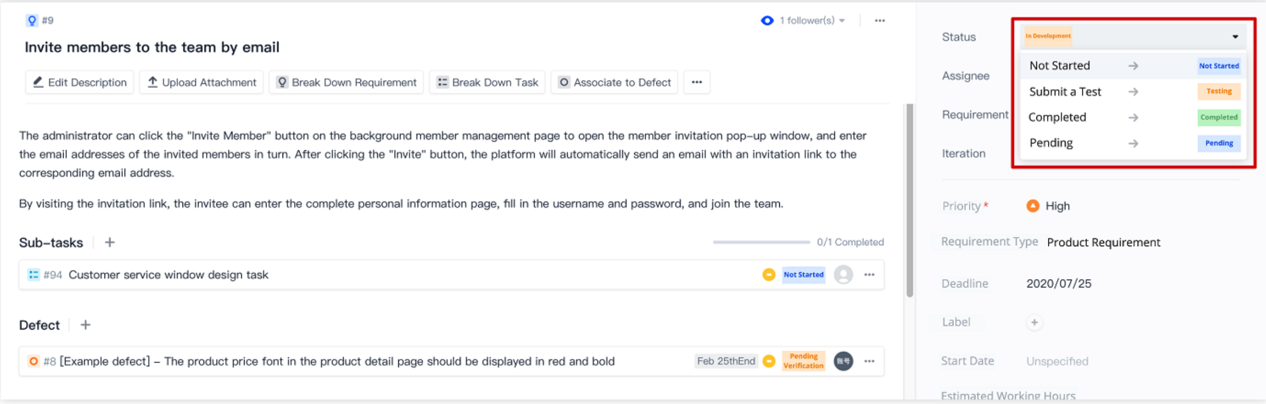


You can also associate a **code commit** with an issue. When committing code, add the `# + ID/title to reference` of the issue to the commit information (for example, this is a commit #3). See Reference Resources and Upload Attachments for details.

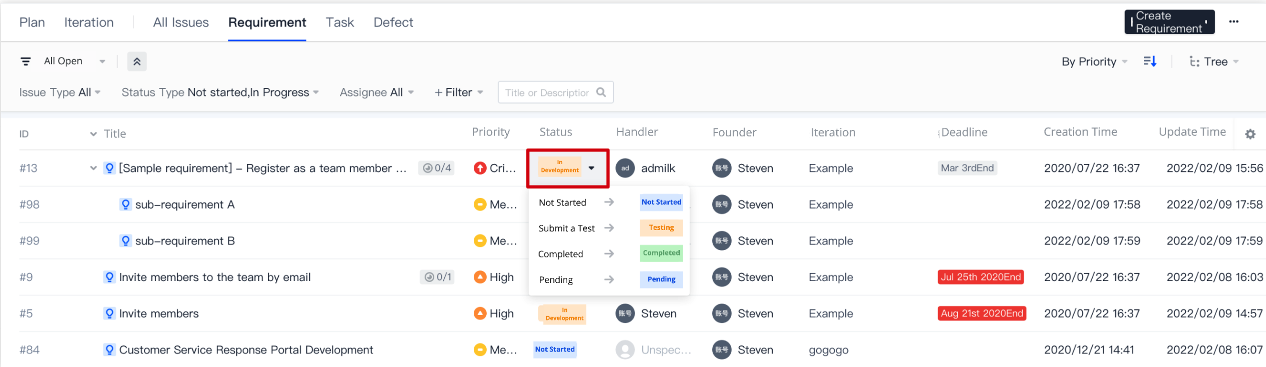
Transition Requirement Status

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".

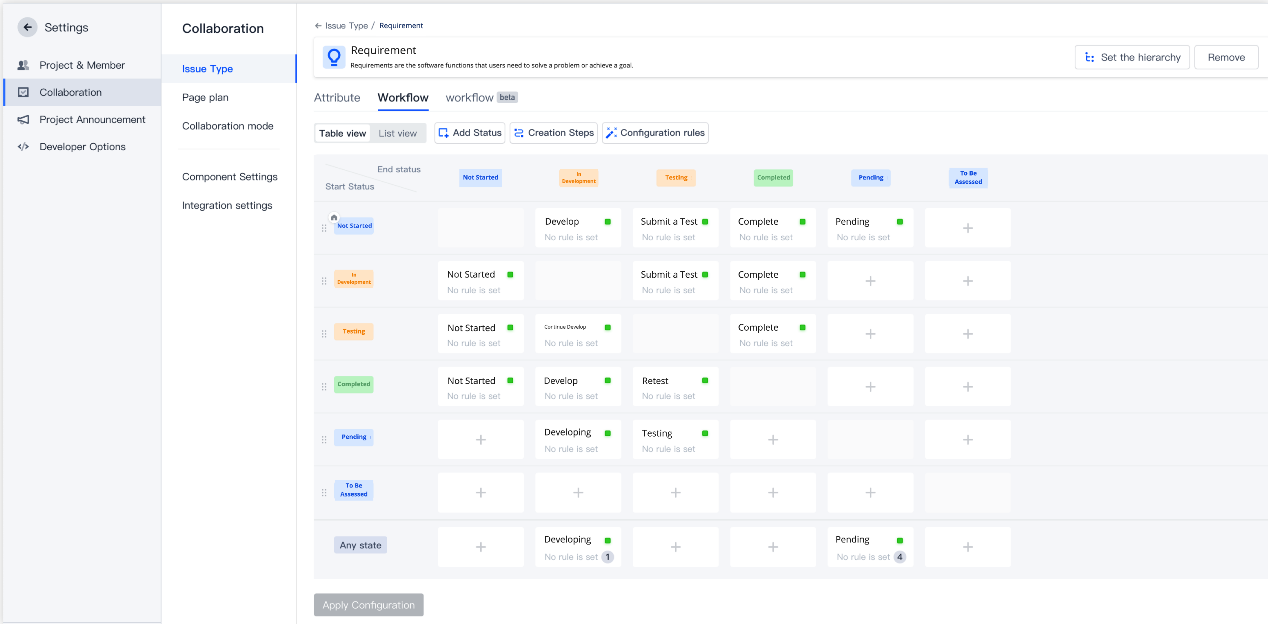
1. After **creating a requirement** on the requirement list page, go to the requirement details page. The requirement status is **Not started** by default. Select options from the dropdown menu on the right to switch its status.



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

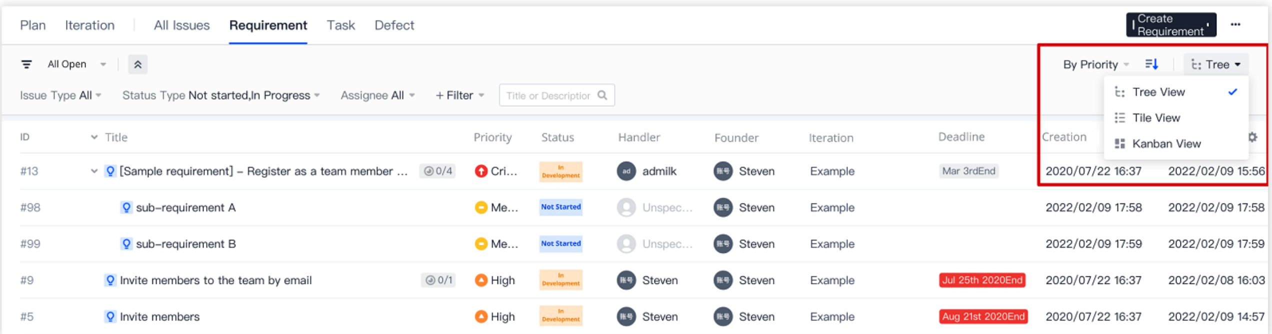


3. Select **Project Settings** > **Project Collaboration** > **Issue Types** > **Requirements**, and then select **Workflows** to set custom requirement workflows. For more information, see Custom Workflows.



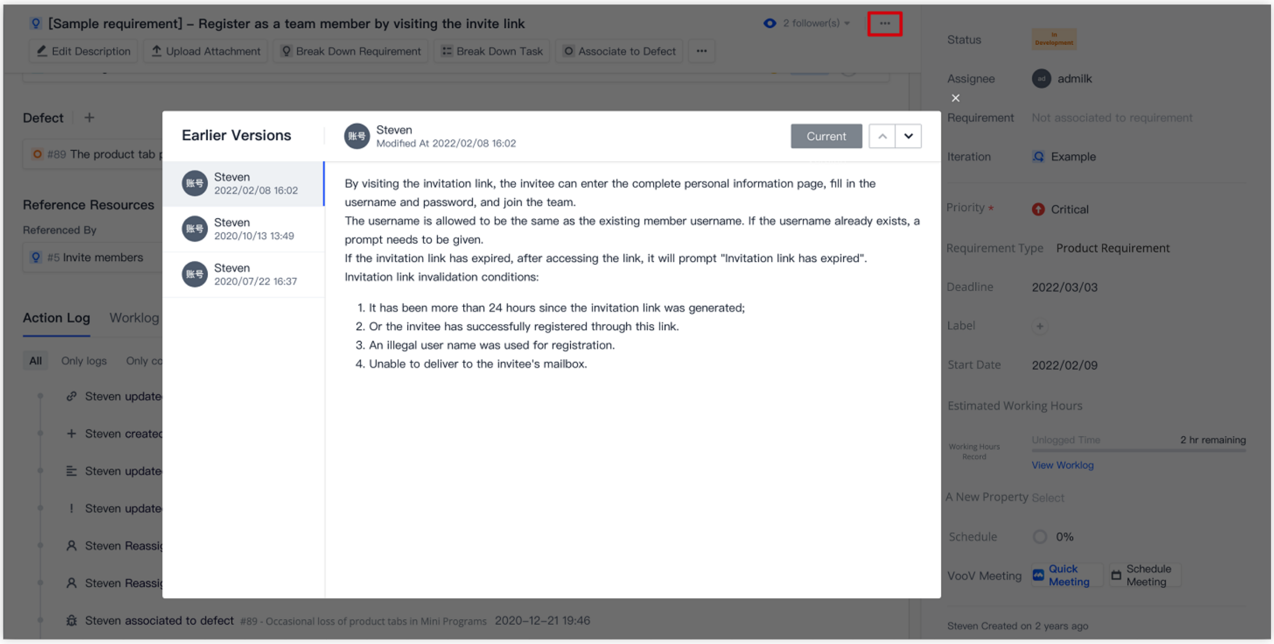
Requirement View

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.



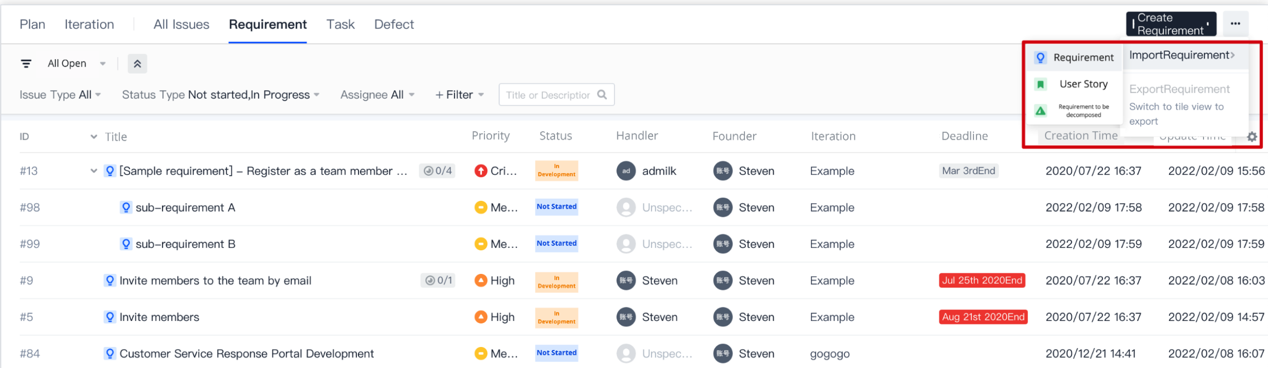
Version Backtracking

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.



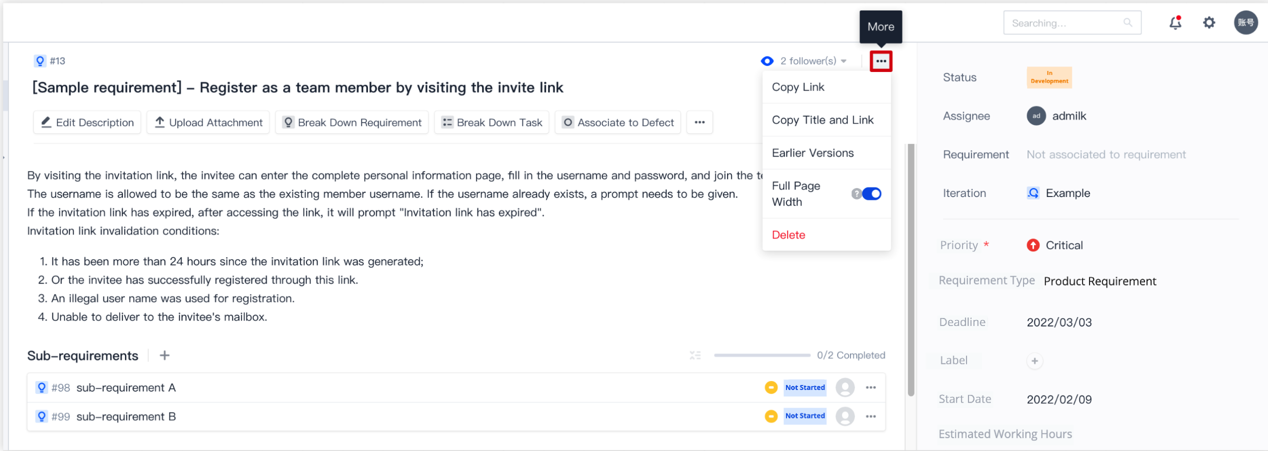
Import and Export Requirements

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

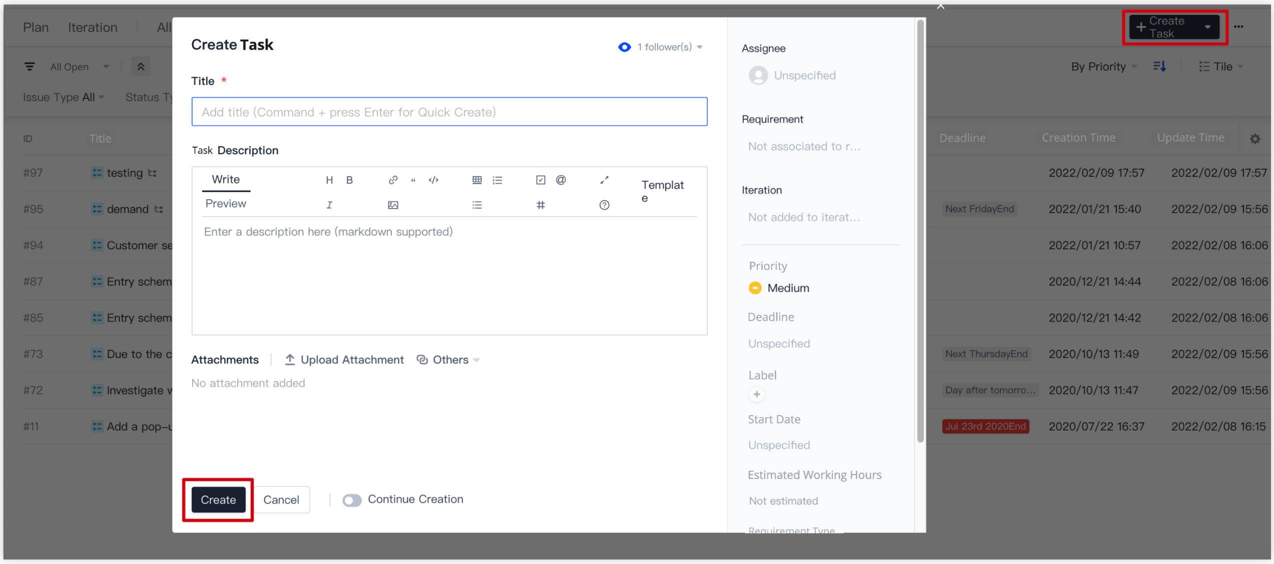
1. Log in to the CODING Console and click **Use Now** to go to CODING page.
2. Click

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

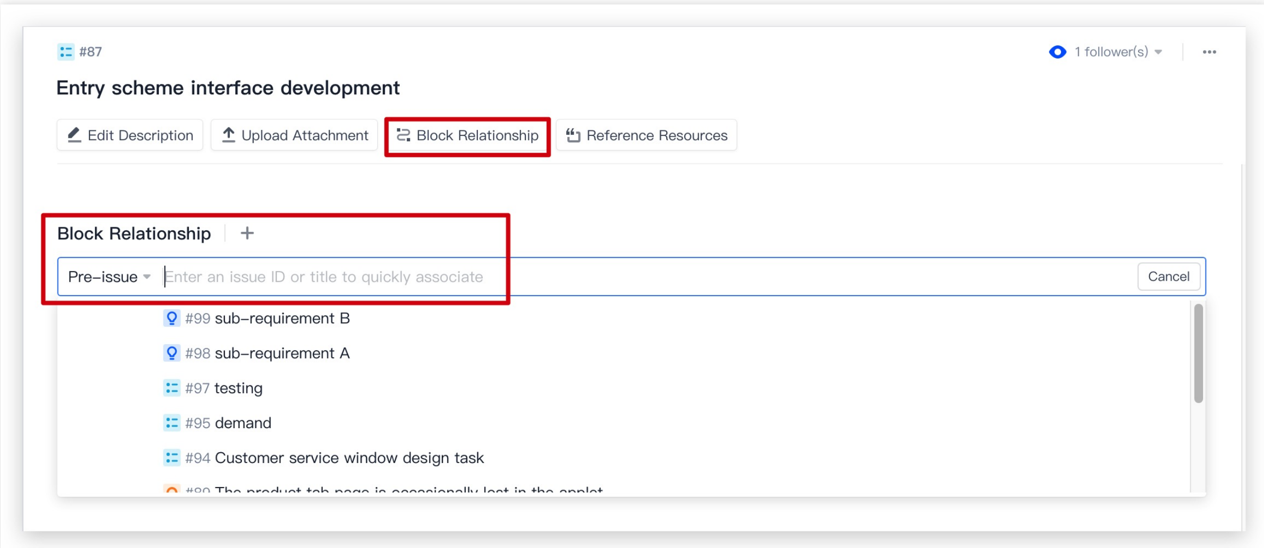
1. Open any project and select **Project Collaboration** > **Tasks**. Click **Create Task** in the upper-right corner of the module and enter a task title, task description, and other basic information to create the task.



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.

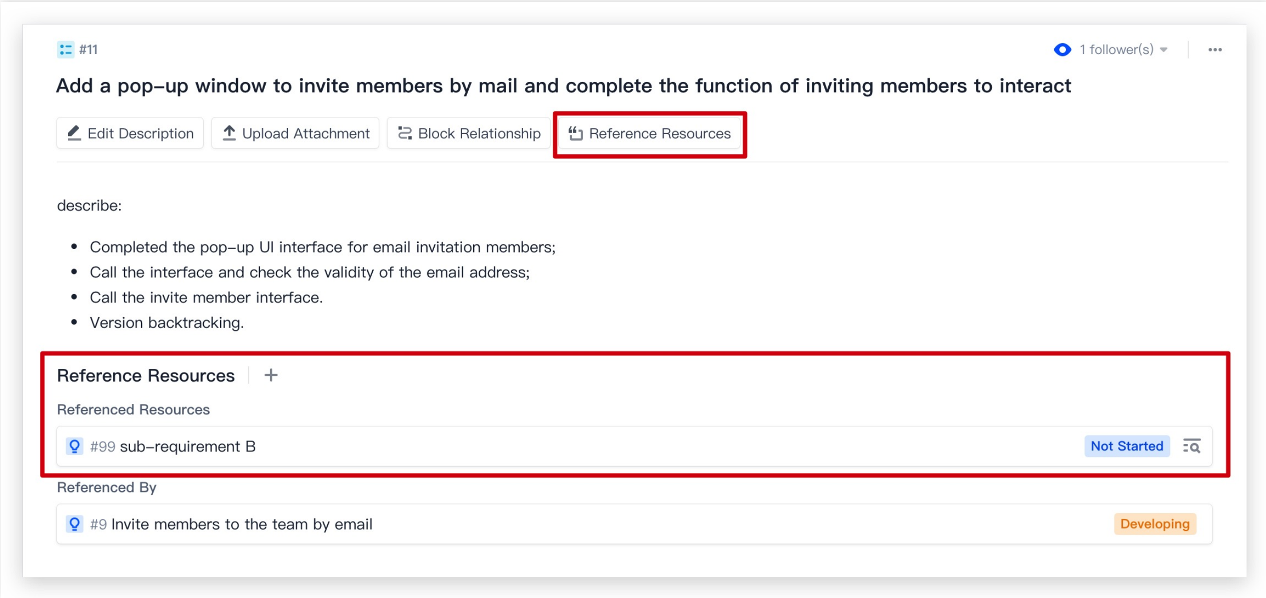
Associate Block Dependency

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.

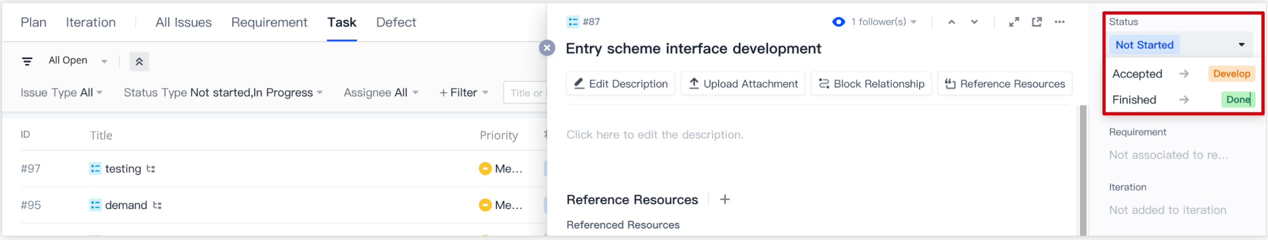


You can also associate a **code commit** with an issue. When committing code, add the `# + ID/title to reference` of the issue to the commit information (for example, this is a commit #3). See Reference Resources and Upload Attachments for details.

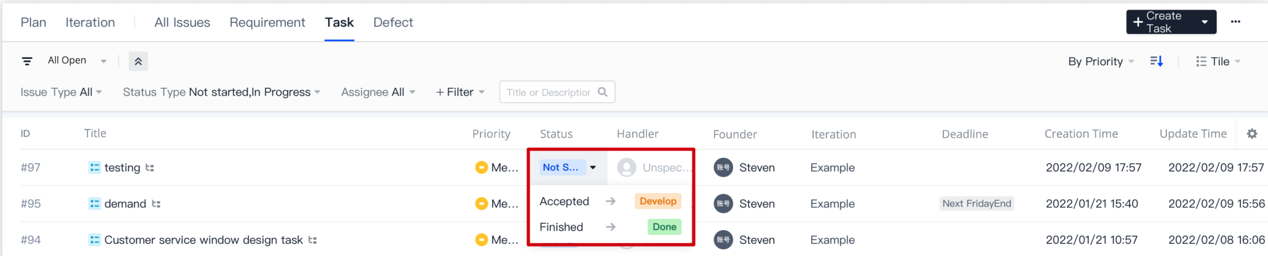
Transition Task Status

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.



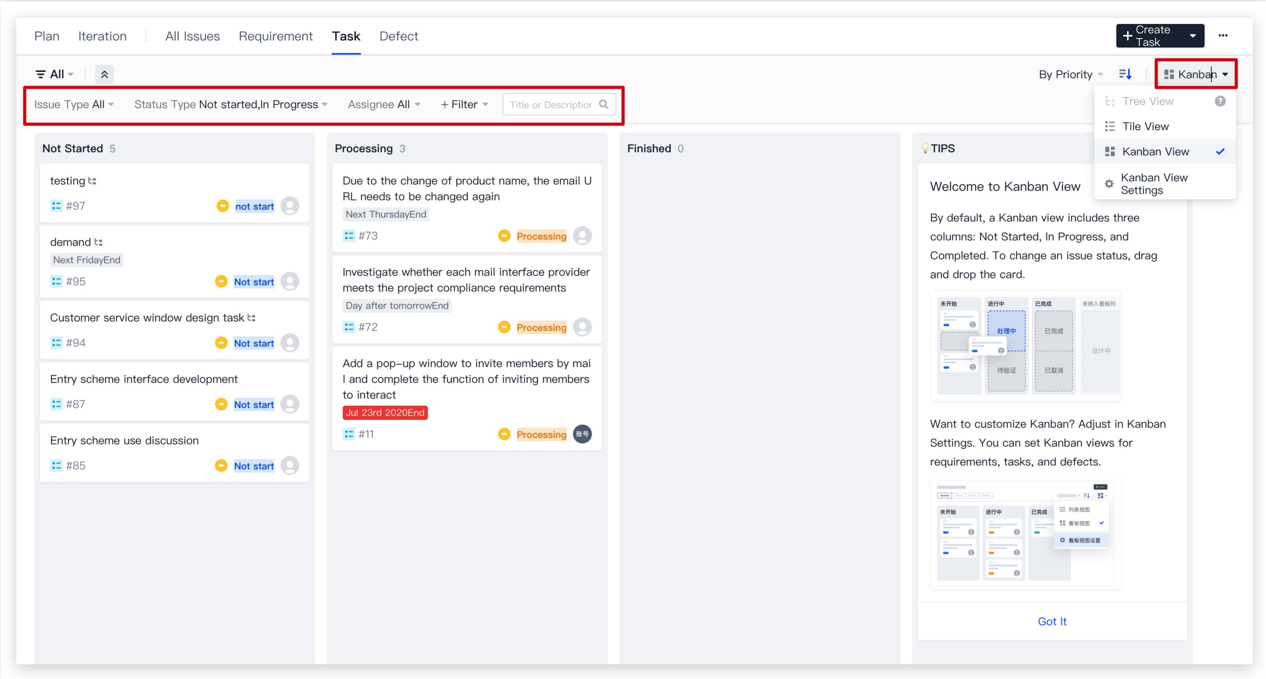
2. On the task list page, you can switch the status to the current stage of the task in the **Status** column.



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

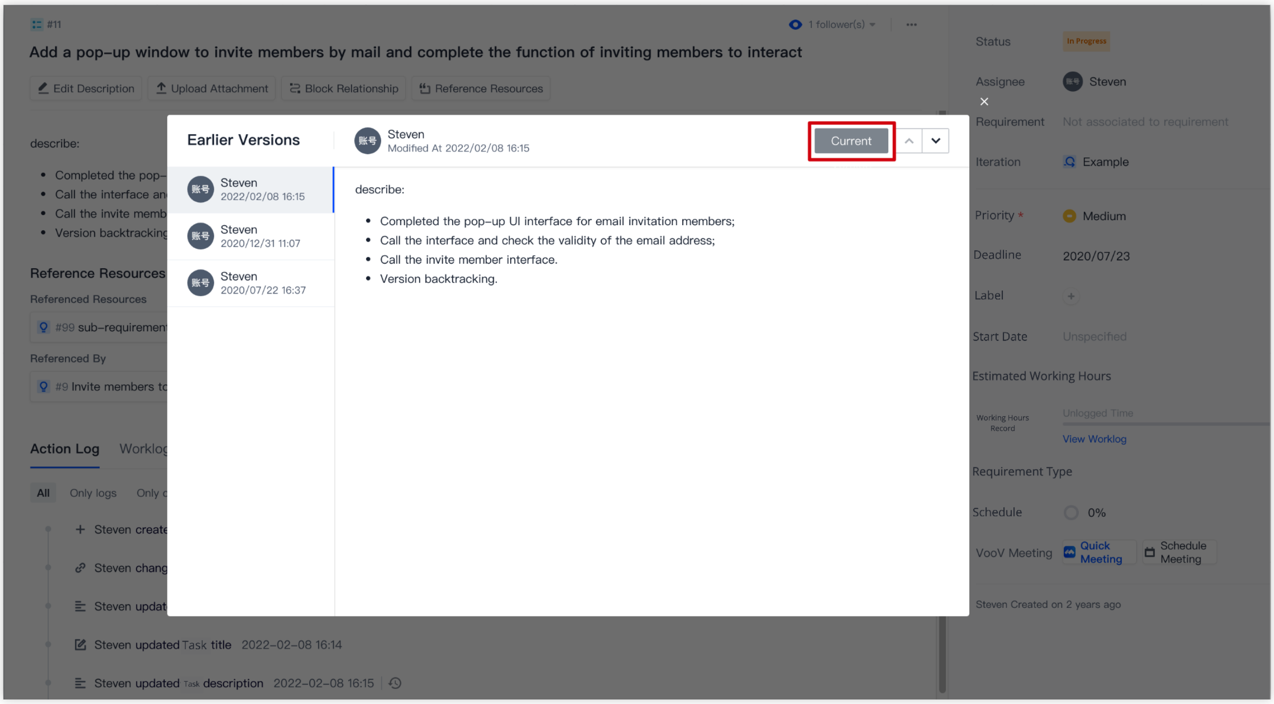
Task View

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.



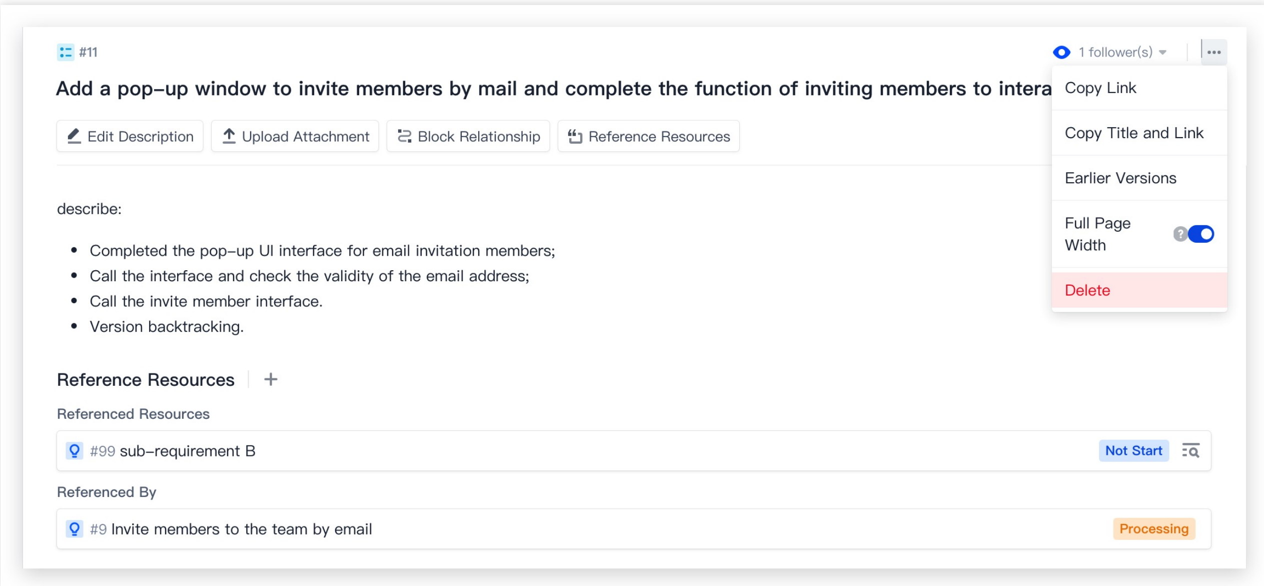
Version Backtracking

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

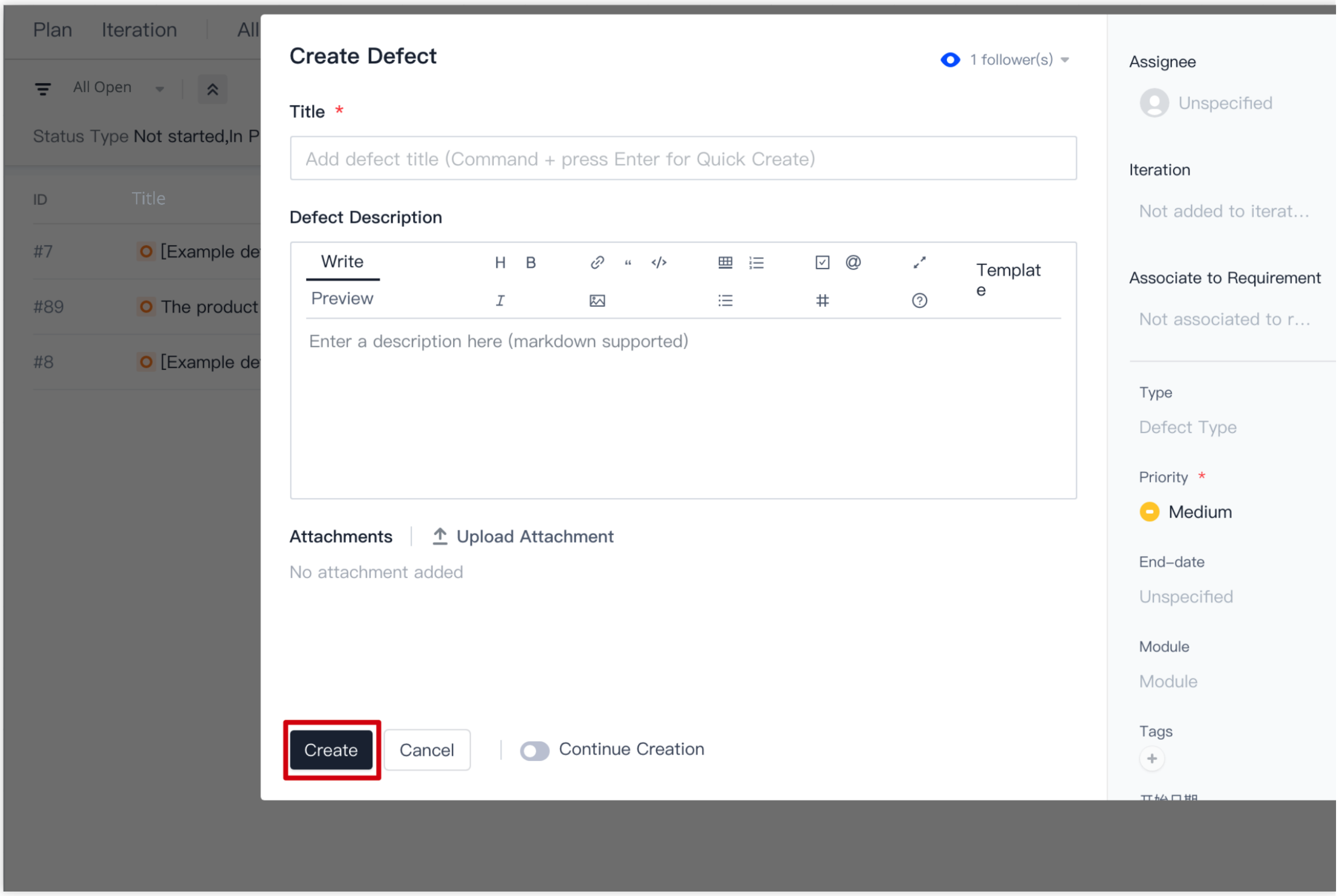
 in the upper-right corner to open the project list page and click a project icon to open the project.
3. In the menu on the left, click **Project Collaboration**.

Feature Overview

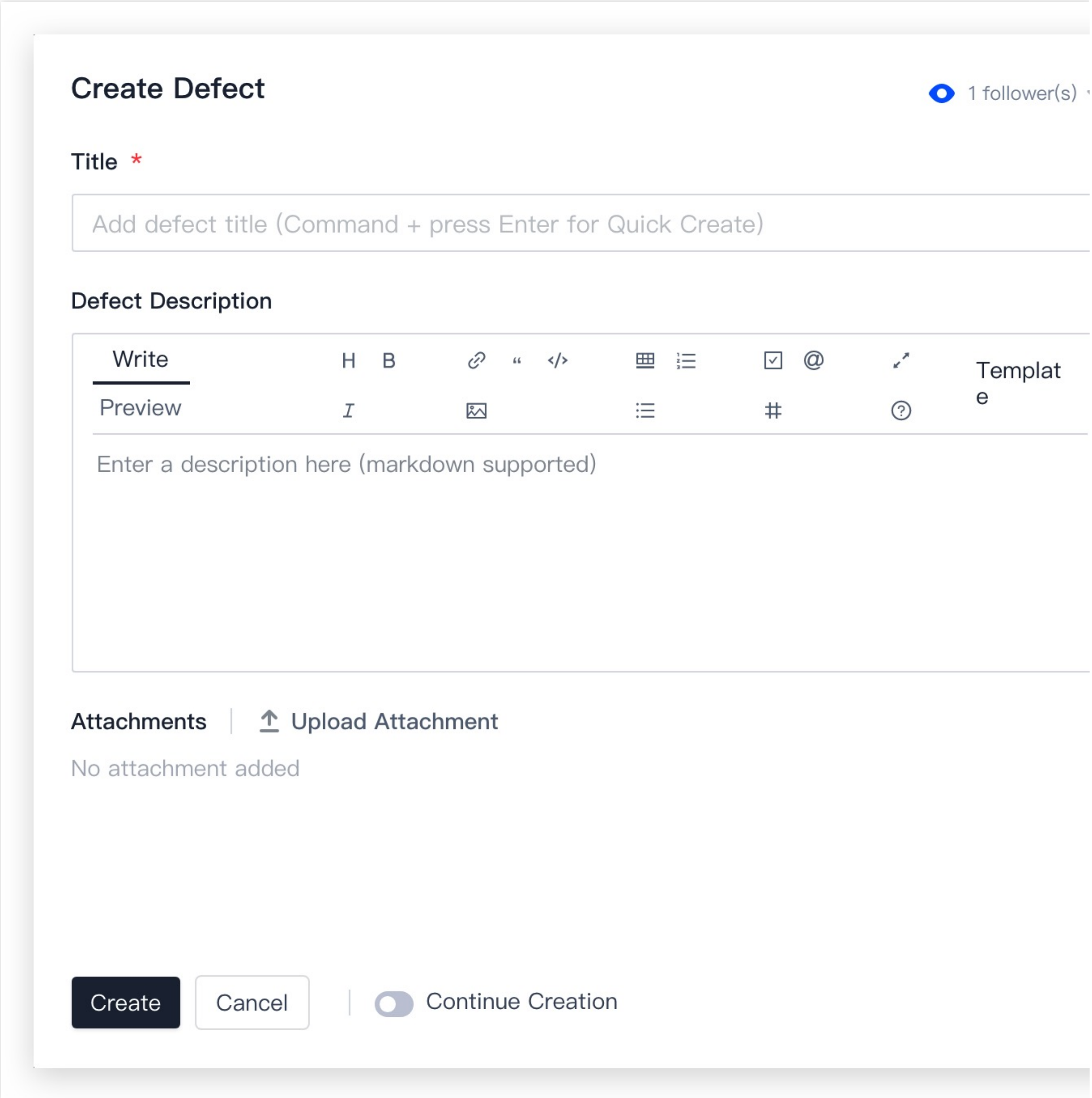
In CODING Project Collaboration, the **Bugs** feature allows a team to keep track of bug information and improve the bug transition and processing efficiency, making large-scale bug management much easier for enterprise users.

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.

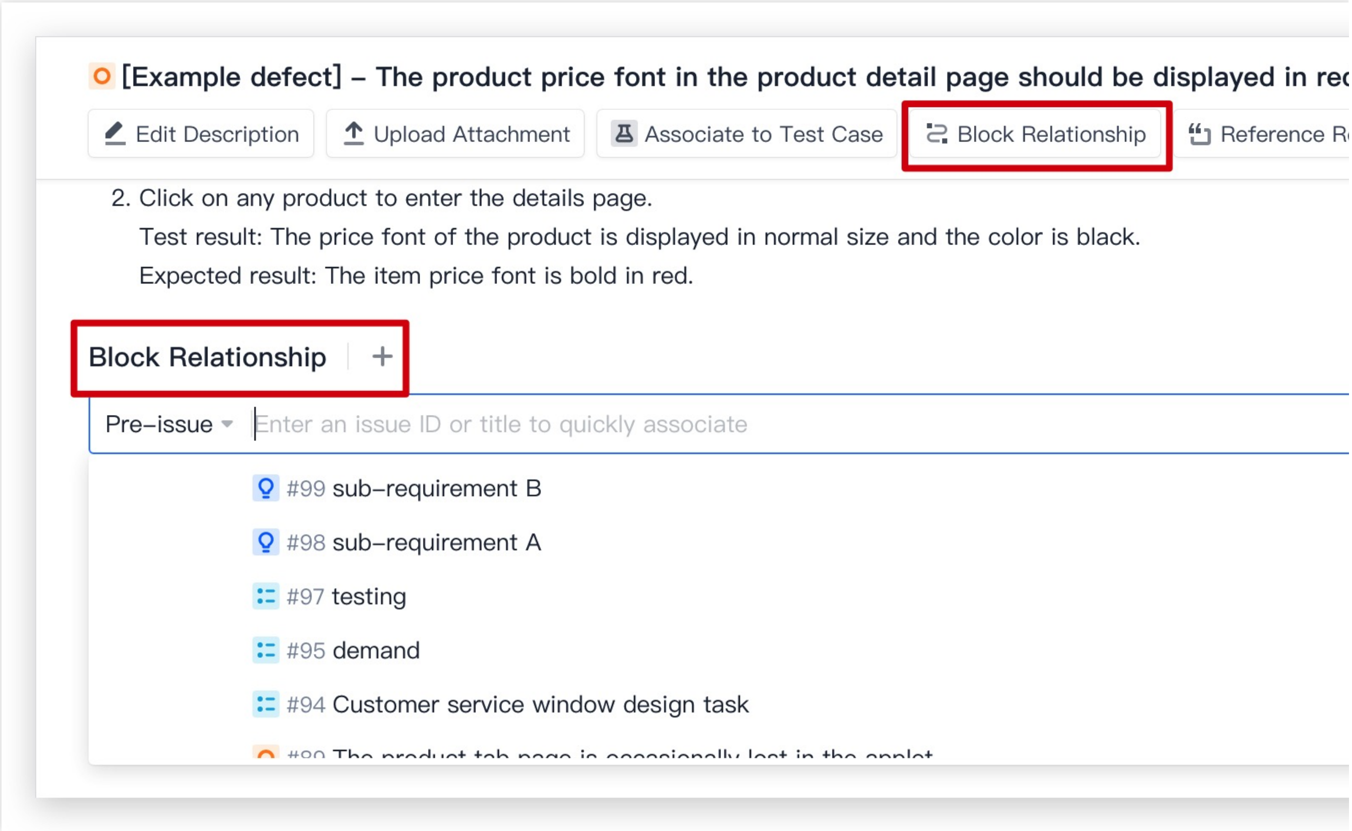


2. After creation, the bug is in a **To be processed** status by default. On the Bug Details page, you can switch the status, set the assignee, associate a parent requirement, plan its iteration, edit the priority, set the start date, estimate or log time, and add tags.



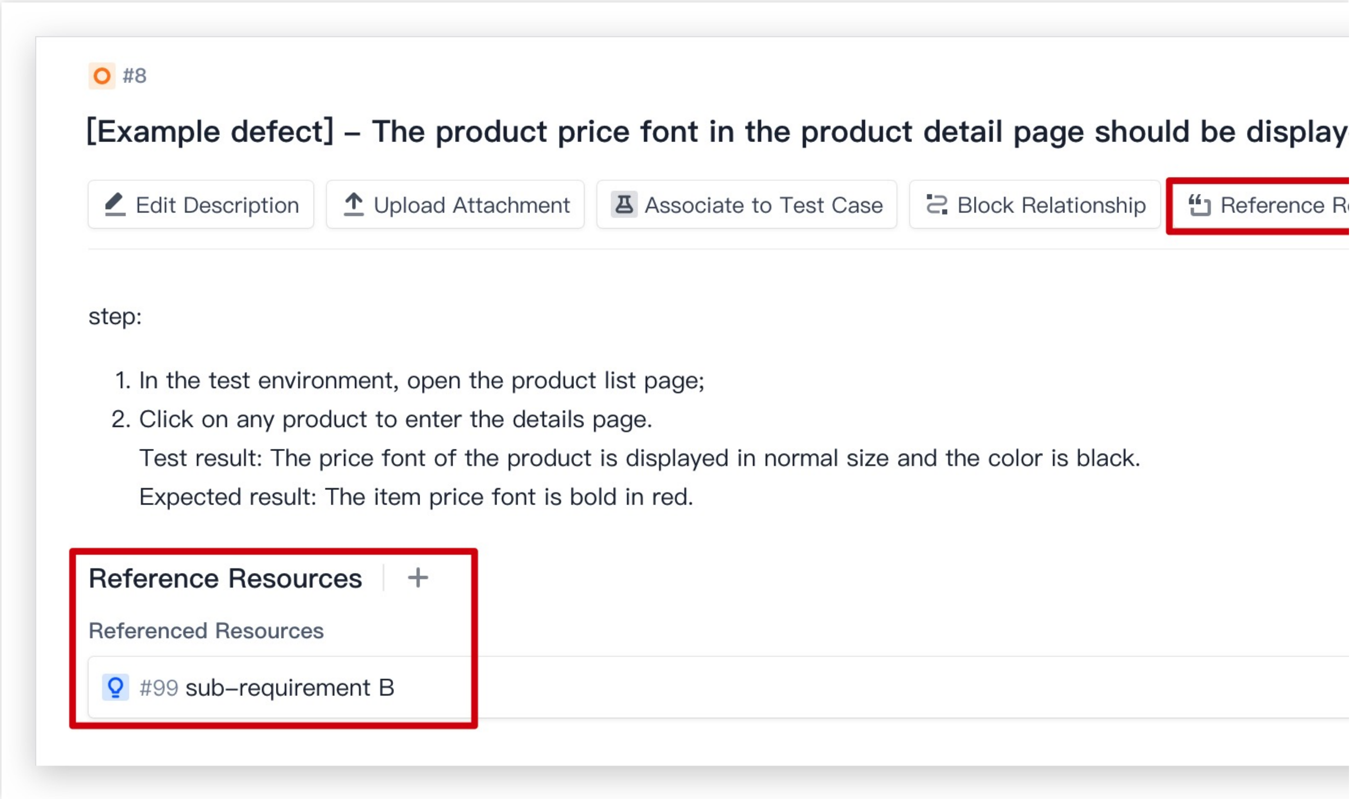
Associate Block Dependency

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.



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.

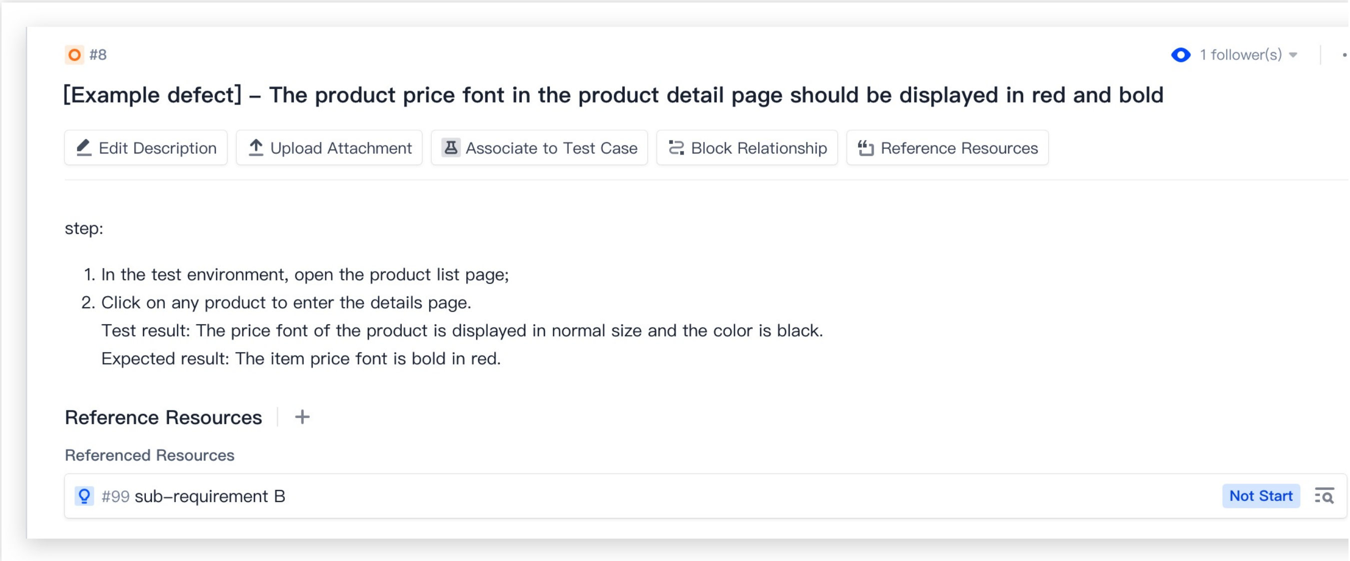


You can also associate a **code commit** with an issue. When committing code, add the `# + ID/title to reference` of the issue to the commit information (for example, this is a commit #3). See Reference Resources and Upload Attachments for details.

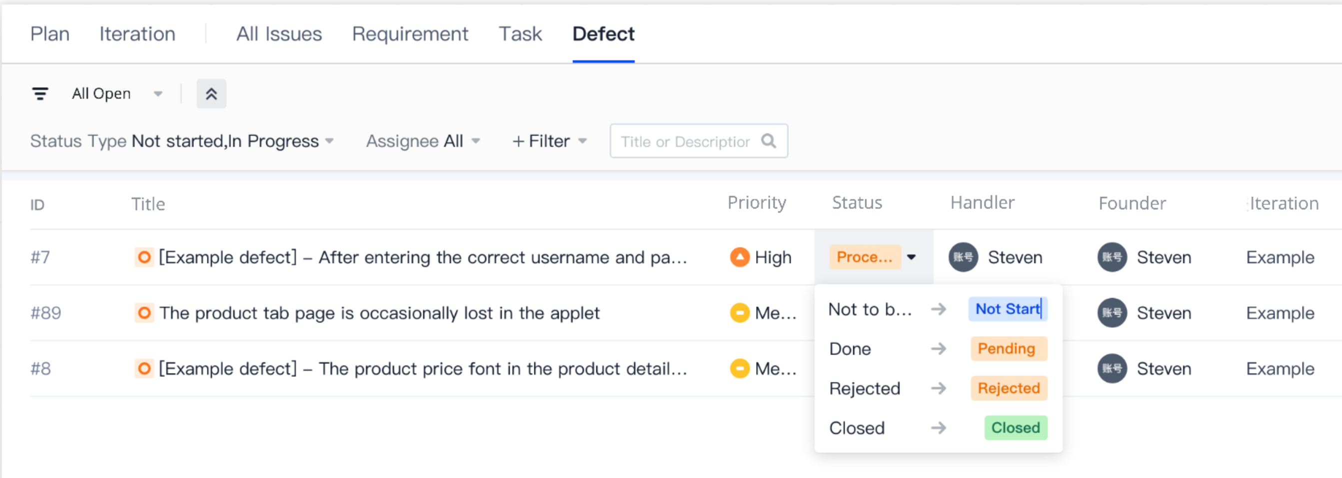
Bug status transition

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.



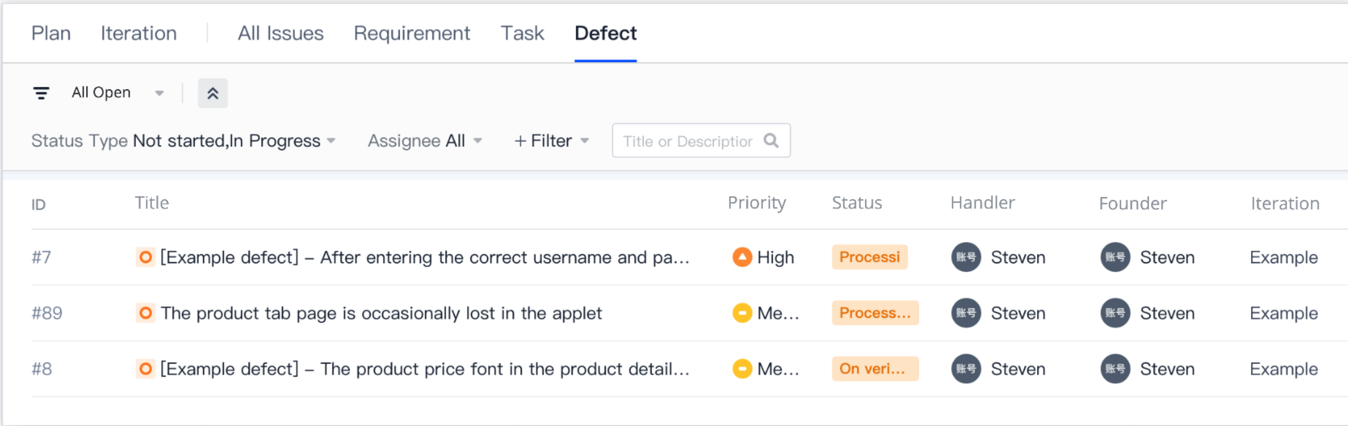
2. On the bug list page, you can switch the status based on the current stage of the bug in the **Status** column.



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

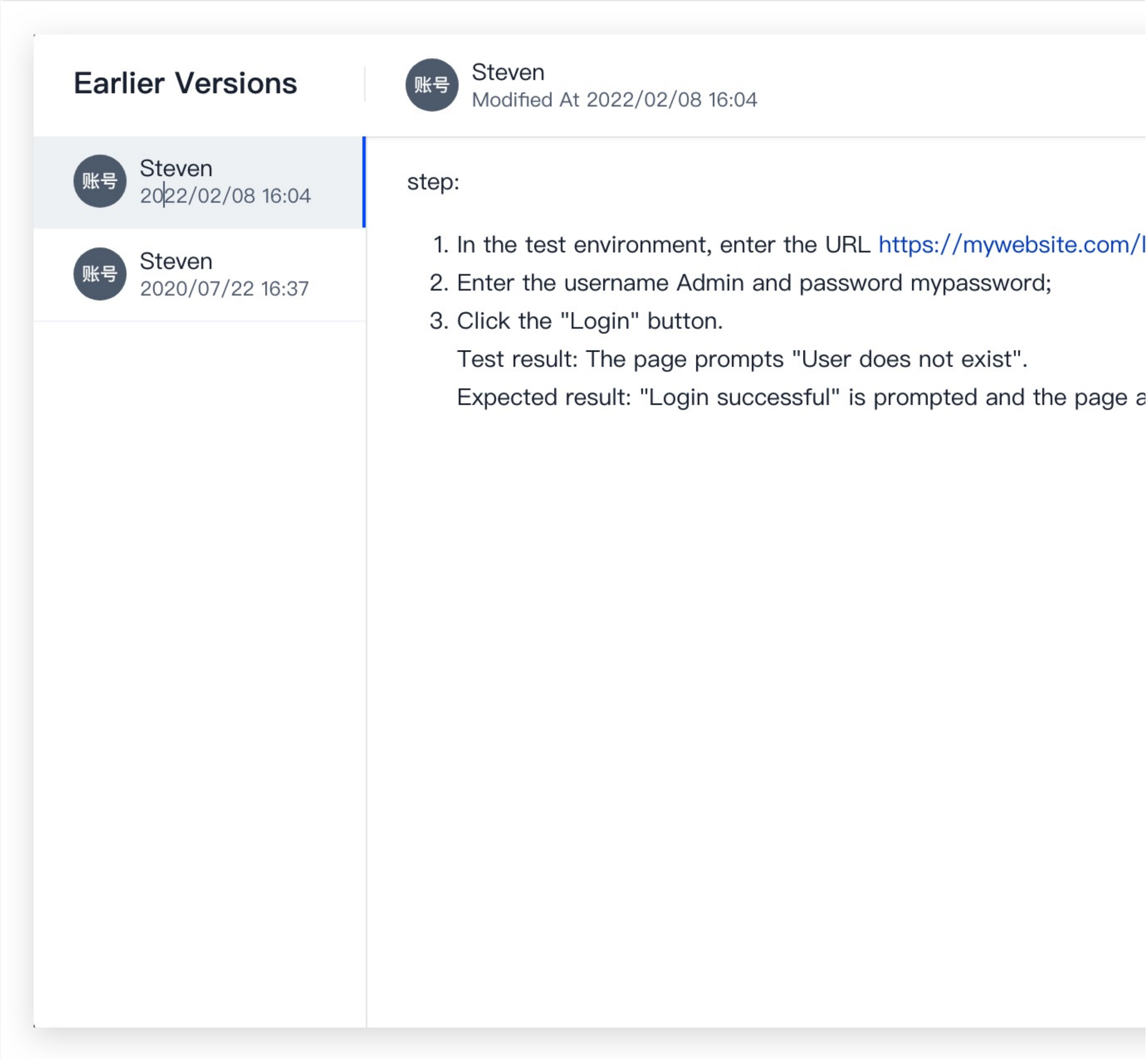
Bug View

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.



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.



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

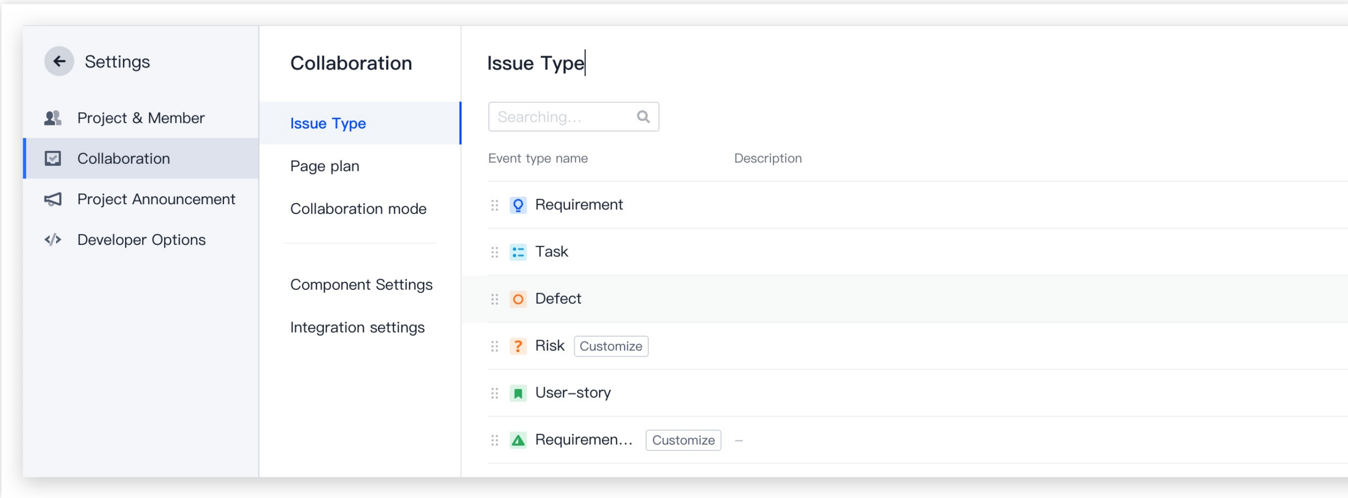
Security defect

Performance defect

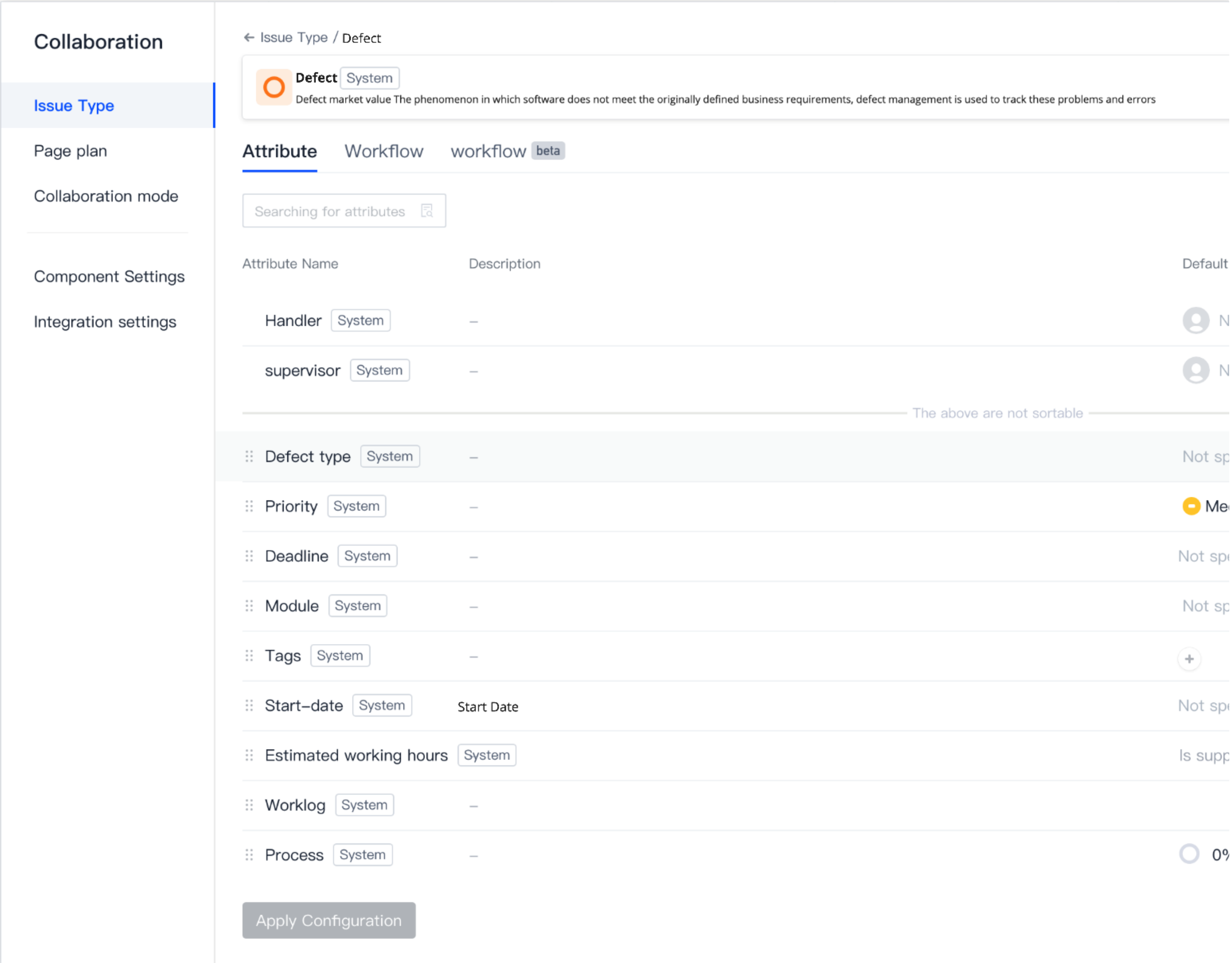
Custom bug types are also supported. Only a **team owner** or **admin** can create bug types. After a bug type is added, the bug type can be used for all projects of a team.

Create or use bug types

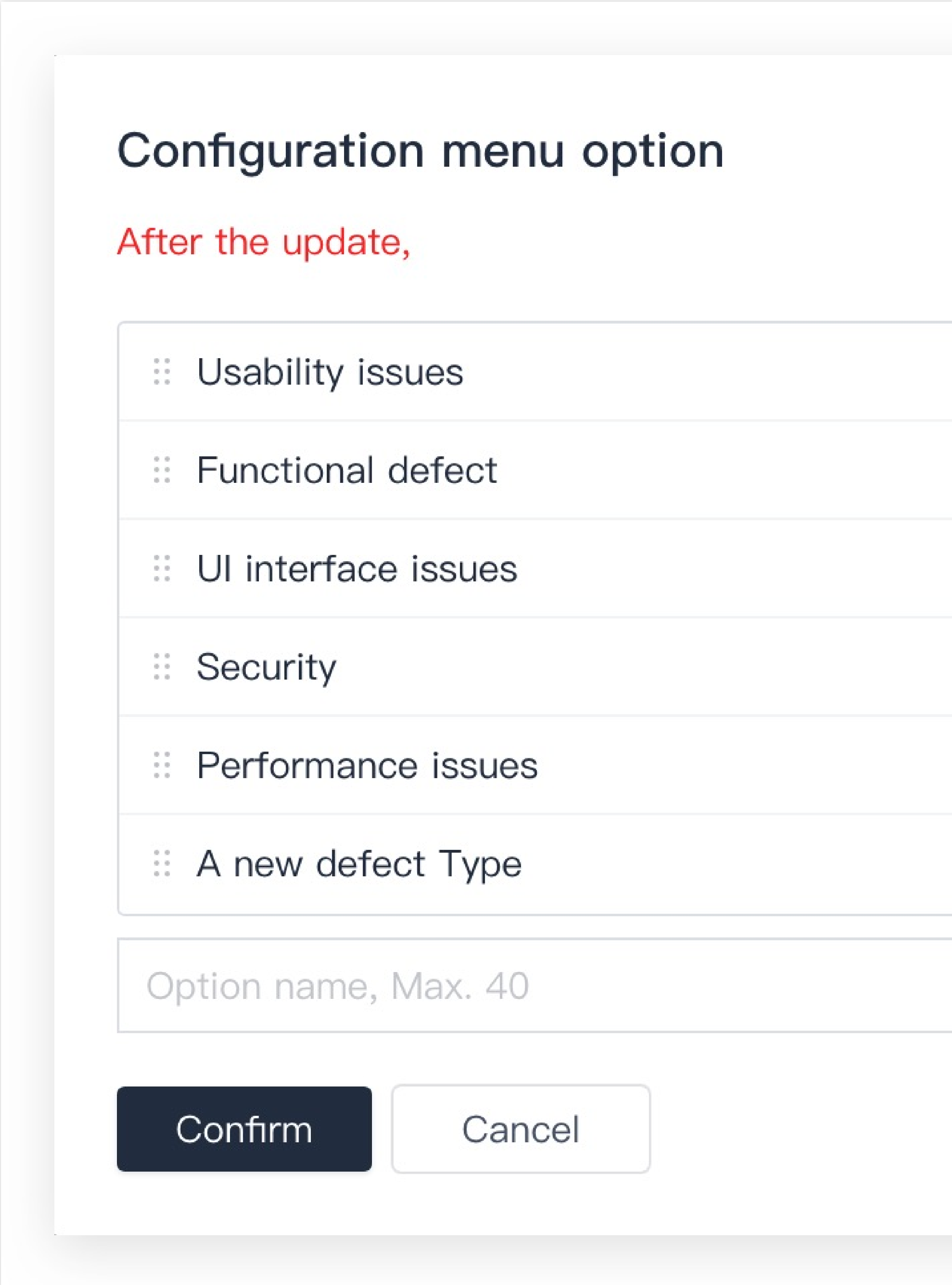
1. In a project, select **Project Settings** > **Project Collaboration** > **Issue Types** in the menu on the left, and click **Fields** to the right of **Bugs**.



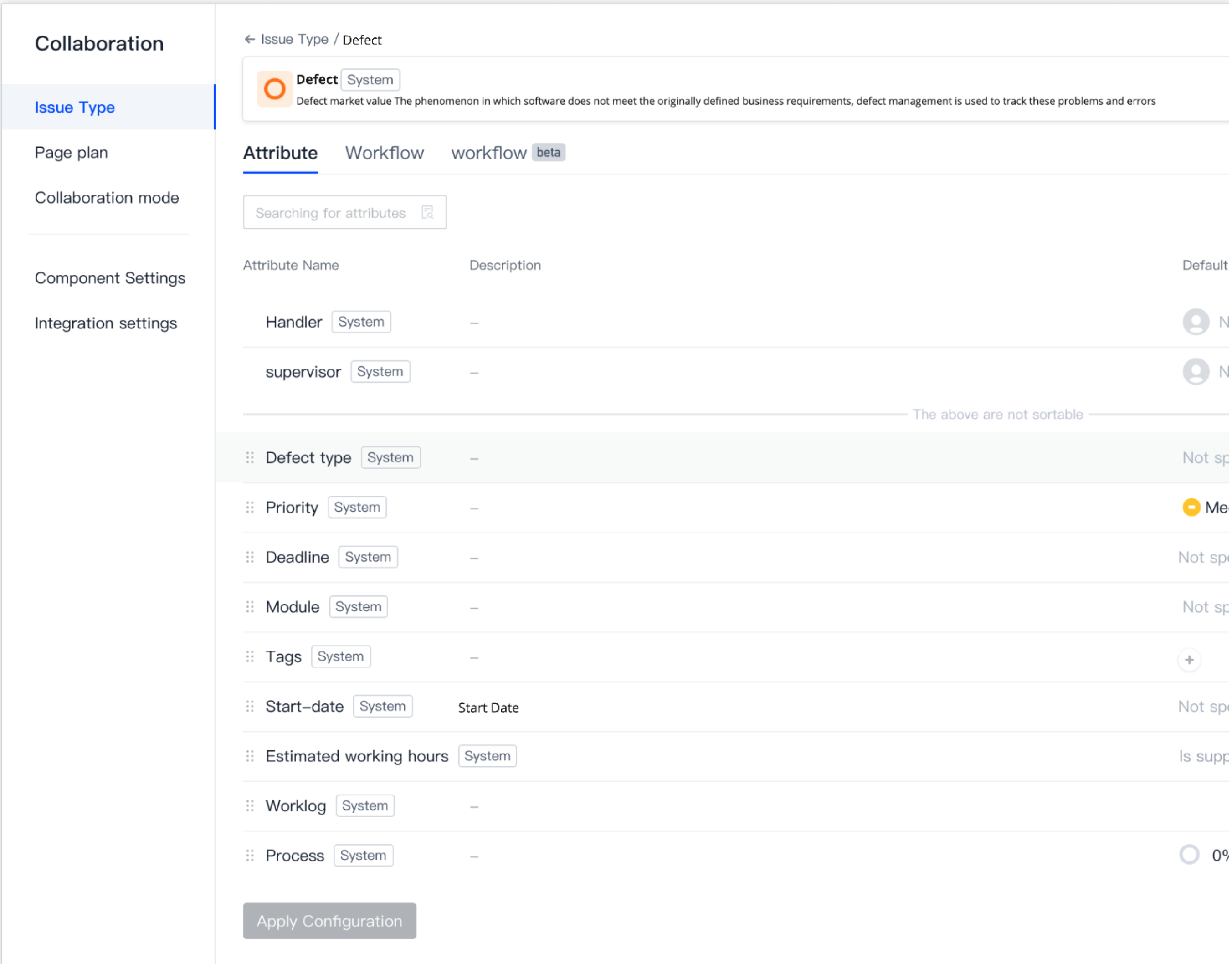
2. In **Issue Types** > **Bugs**, select **Configure Menu Options** to the right of **Bug Type**.



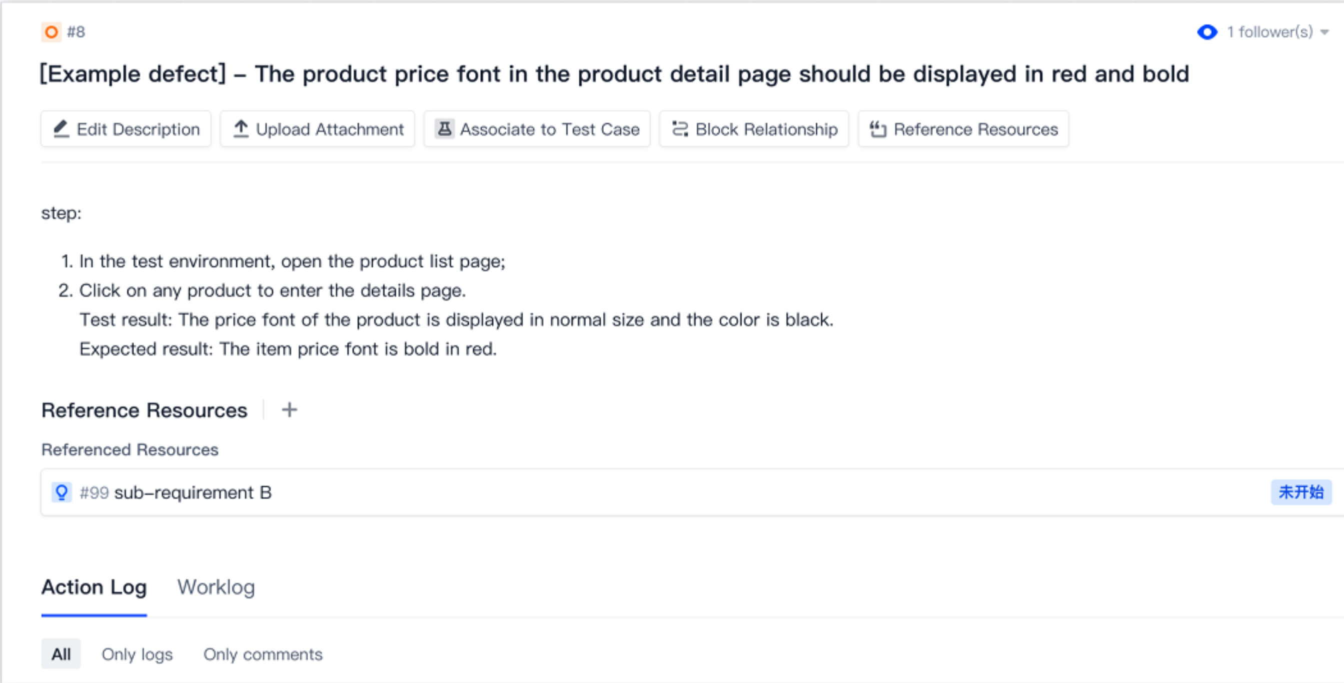
3. Enter a name for the new bug type. You can adjust the priorities of bugs through the drag-and-drop operation. Select **Add** and then click **OK**.


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.



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.

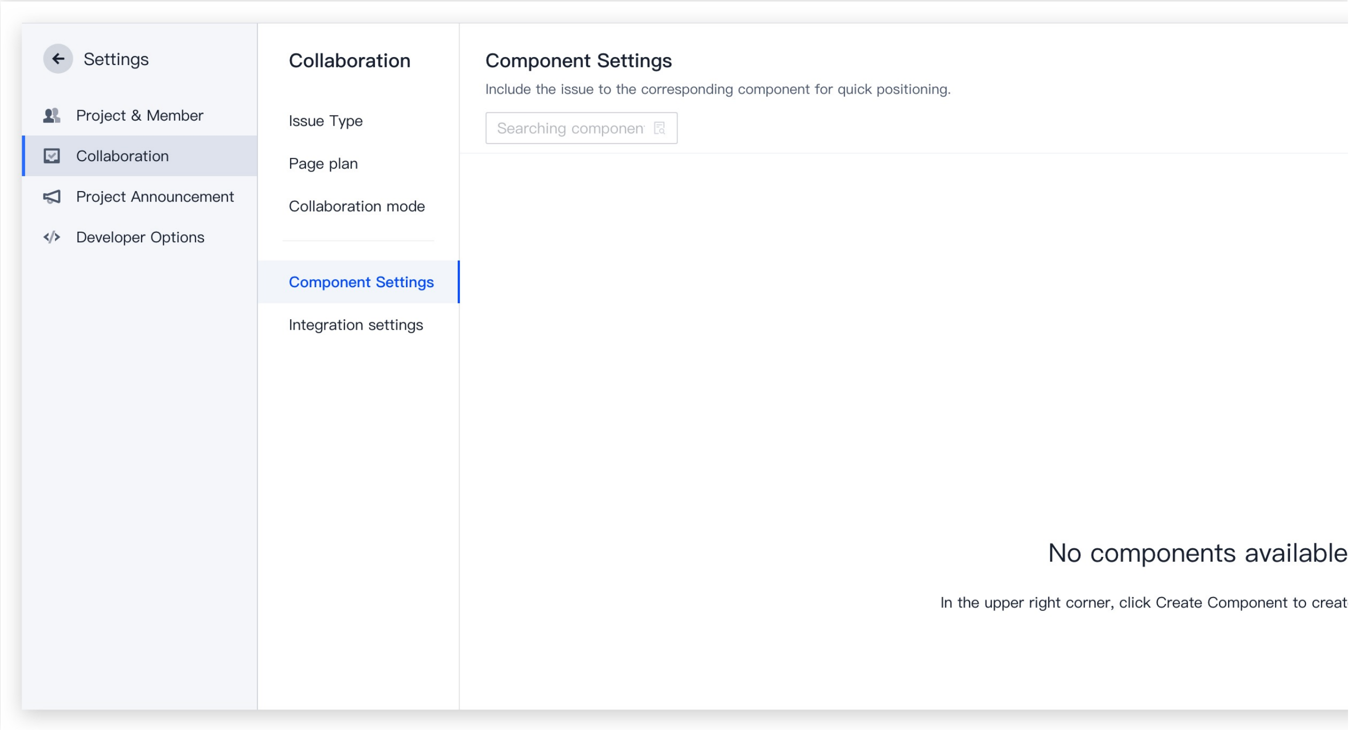


Manage bug modules

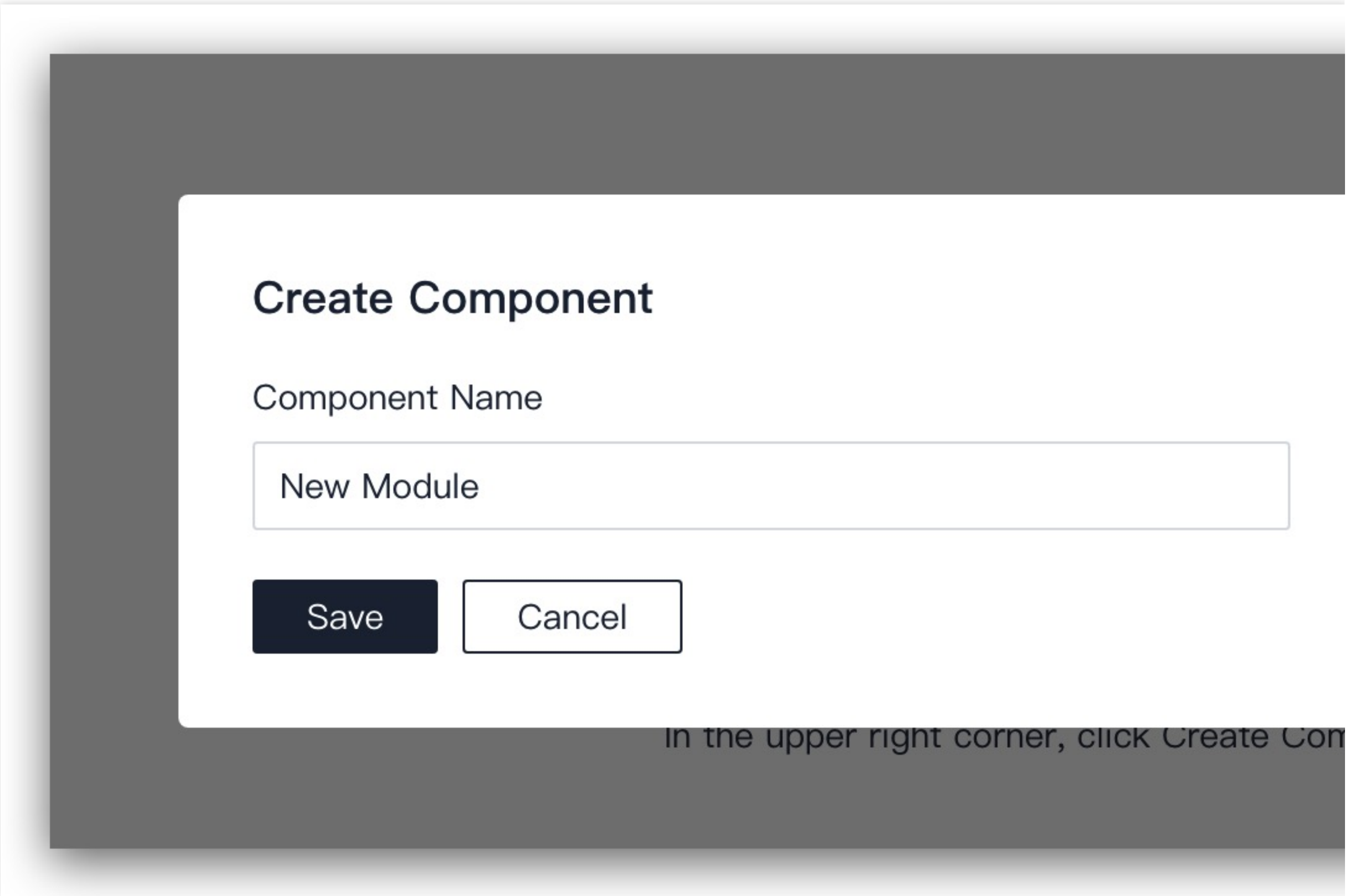
This feature is used to configure modules to which the bugs belong. Creating different modules allows you to manage and locate bugs easily to suit the needs of professional scenarios. Module data can be shared across projects for more efficient collaboration.

Create or use bug modules

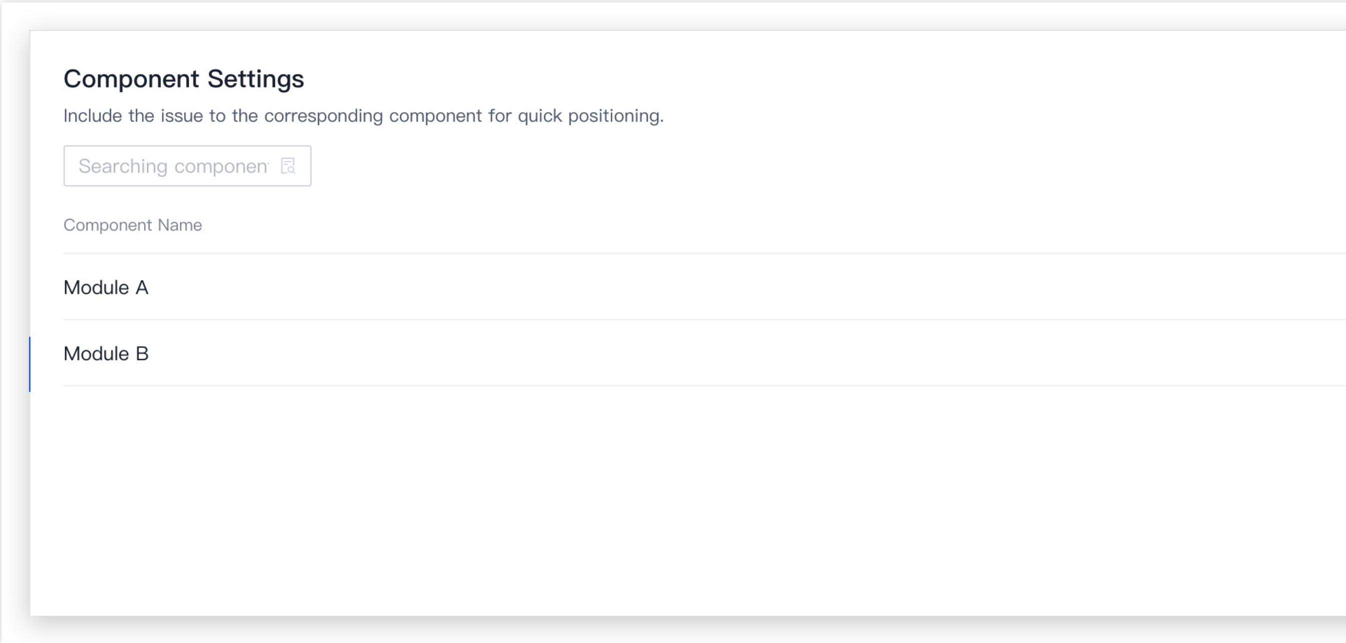
1. In a project, select **Project Settings** > **Project Collaboration** > **Module Settings** in the menu on the left and click **Create Module**.



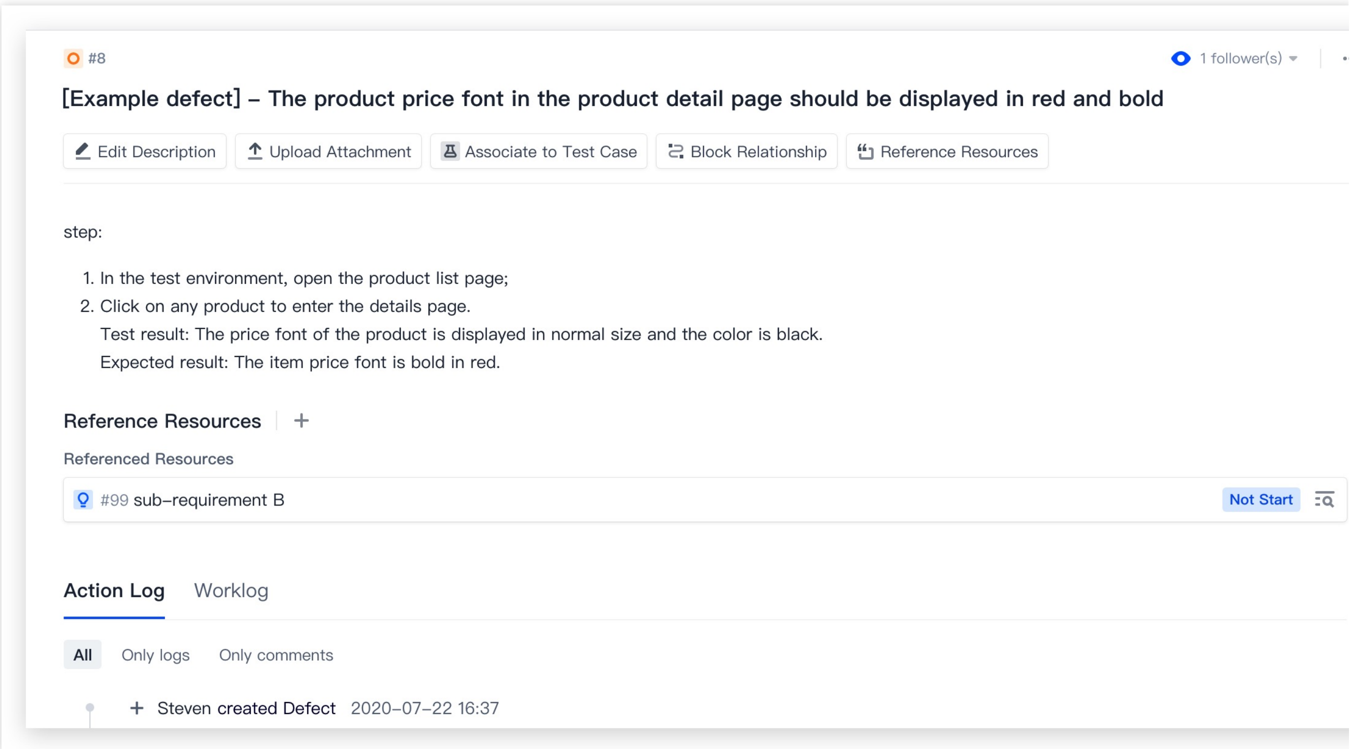
2. Enter a module name, and then select **Save** to add the bug module.



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.

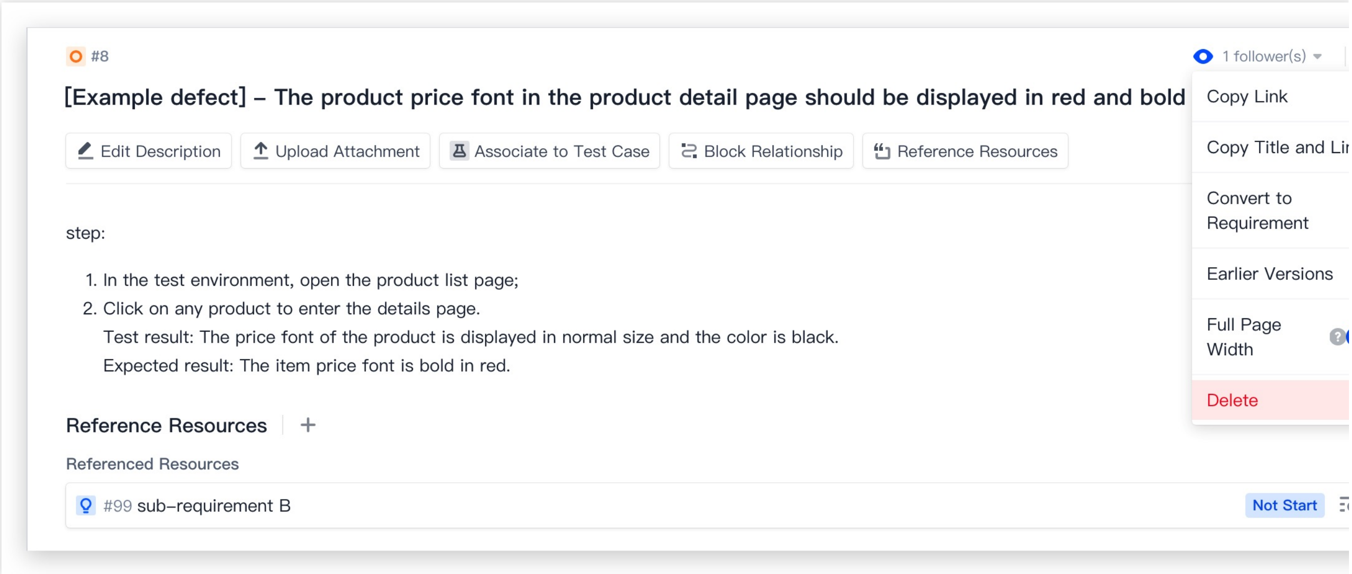


3. When creating a bug or on the bug details page, you can select the module to which the bug will be added from the **Modules** menu on the right.



Delete bugs

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



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

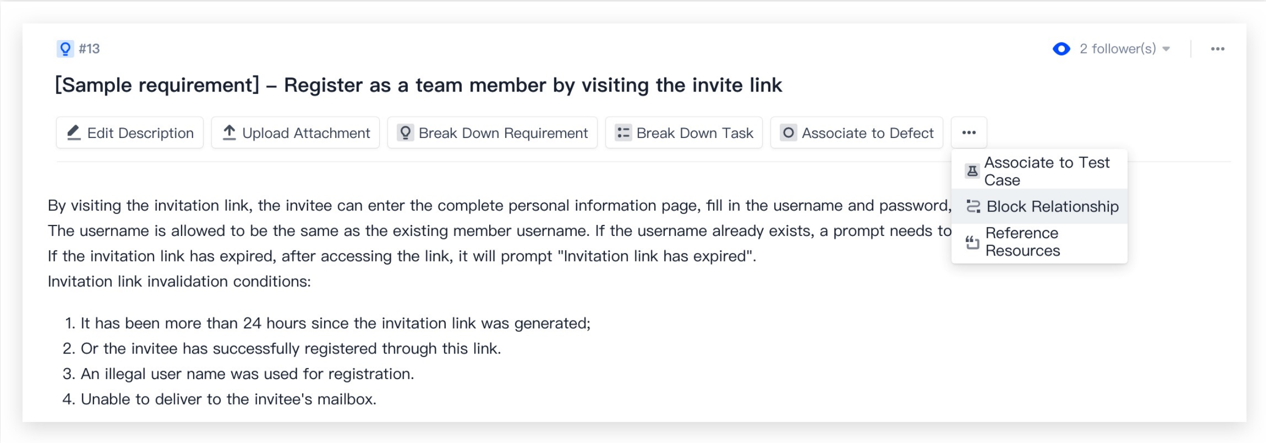
in the upper-right corner to open the project list page and click a project icon to open the corresponding project.
3. In the menu on the left, click **Project Collaboration**.

Feature Overview

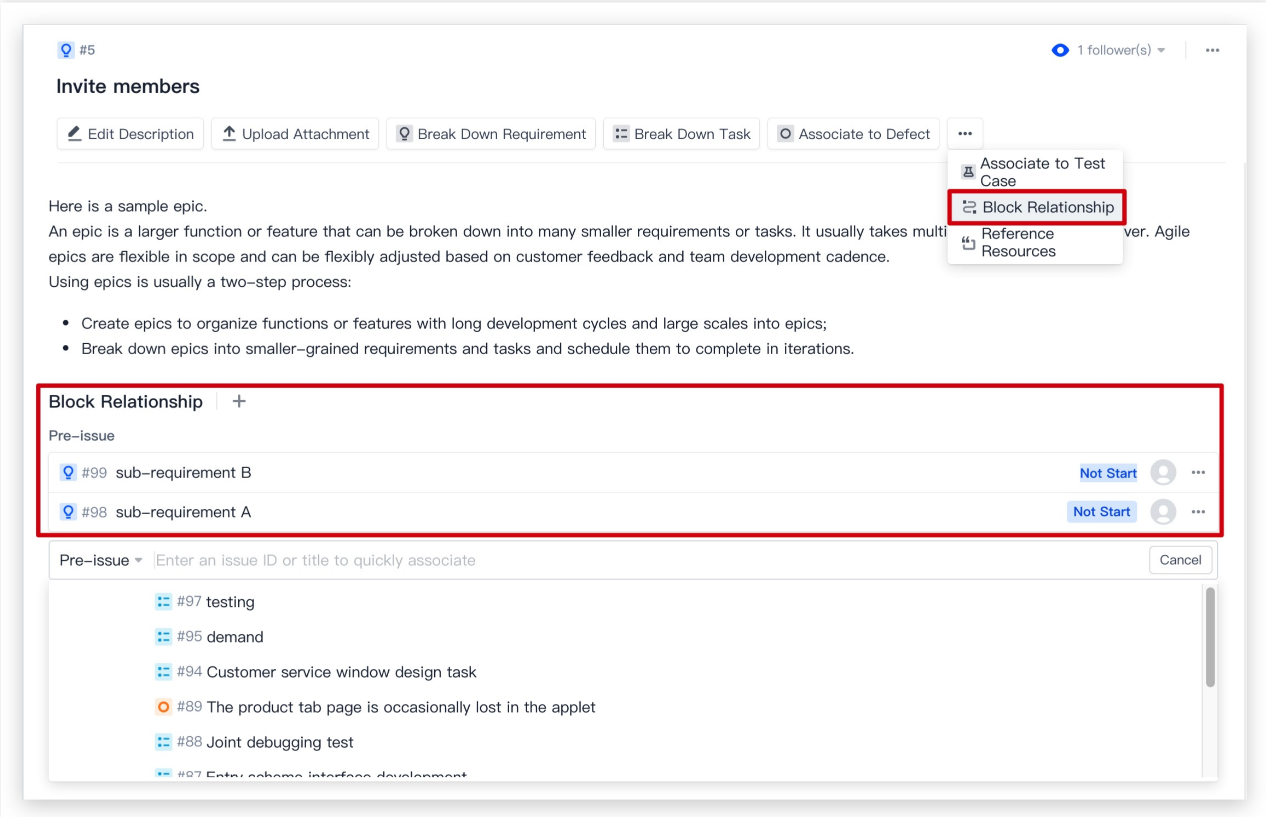
If Issue A is impeded by the progress of Issue B, Issue B can be defined as a **block relationship** of Issue A. **Block relationships** are supported for all CODING Project Collaboration issues (requirements, tasks, and bugs) and are divided into pre-issues and post-issues.
Pre-issue: An issue that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

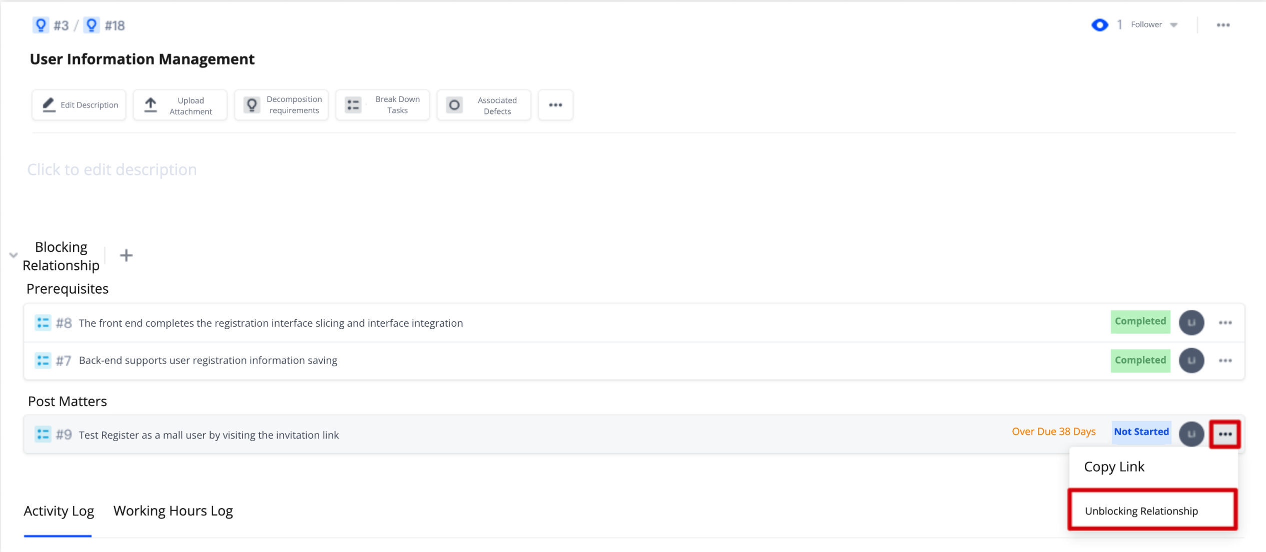
1. On the issue details page, select `···` at the top and click **Block Relationship** in the menu.



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.

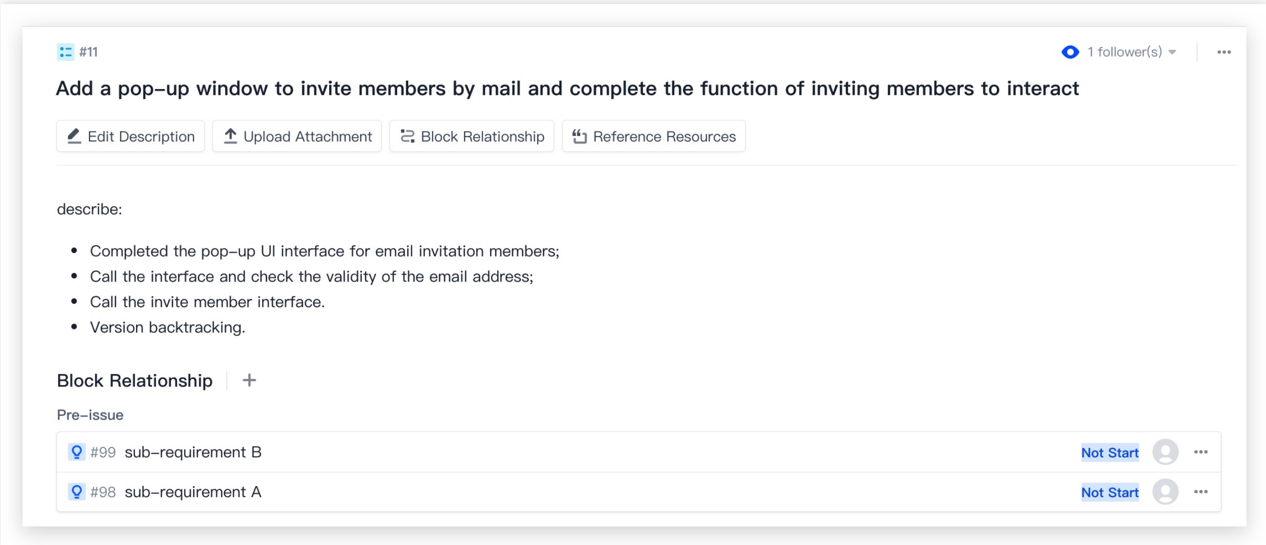


3. You can select `···` to the right of an associated issue with a block relationship and click Disassociate.

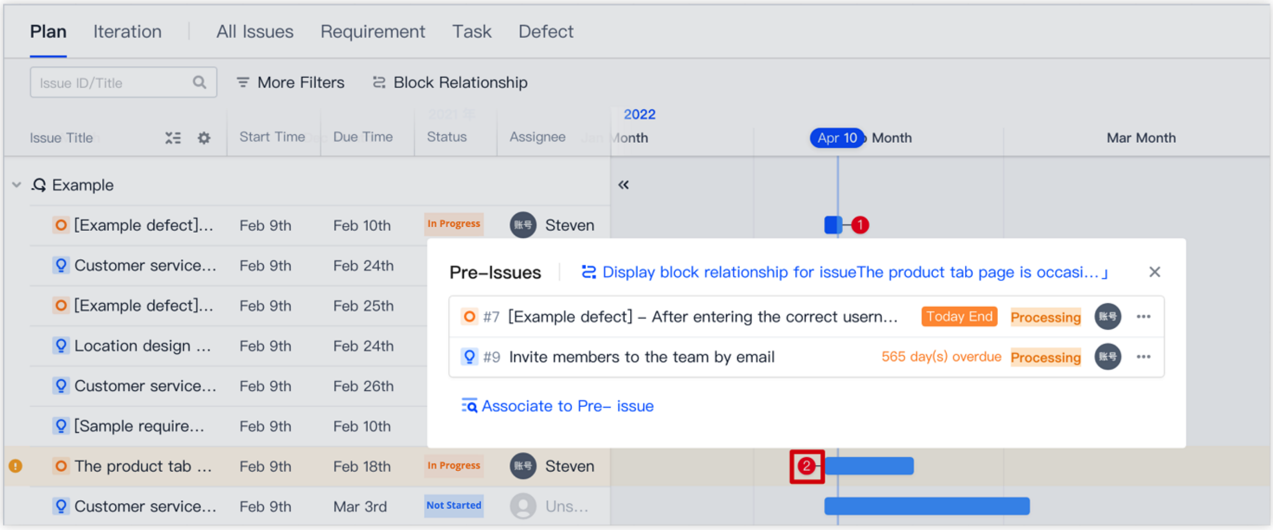


View Block Relationships

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



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


Plan
Iteration
All Issues
Requirement
Task
Defect
Issue ID/Title
More Filters
Block Relationship
Issue Title
Start Time
Due Time
Status
Assignee
2022
Apr 10
Month
Mar Month
Example
[Example defect]... Feb 9th Feb 10th In Progress Steven
Customer service... Feb 9th Feb 24th
[Example defect]... Feb 9th Feb 25th
Location design ... Feb 9th Feb 24th
Customer service... Feb 9th Feb 26th
[Sample require... Feb 9th Feb 10th
The product tab ... Feb 9th Feb 18th In Progress Steven
Customer service... Feb 9th Mar 3rd Not Started Uns...
Pre-Issues
Display block relationship for issueThe product tab page is occasi...
#7 [Example defect] - After entering the correct usern... Today End Processing
#9 Invite members to the team by email 565 day(s) overdue Processing
Associate to Pre- issue

Workload Statistics

Last updated：2023-12-26 18:02:33

This document describes workload statistics in classic project management.

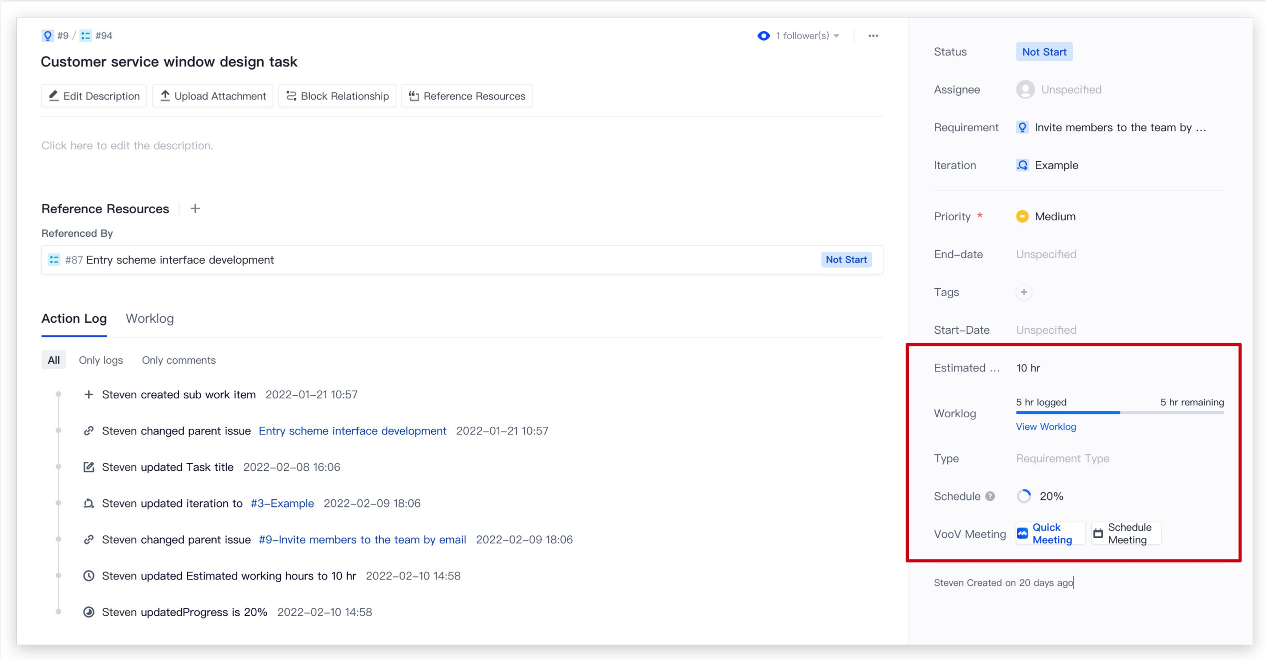
Open Project

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**.

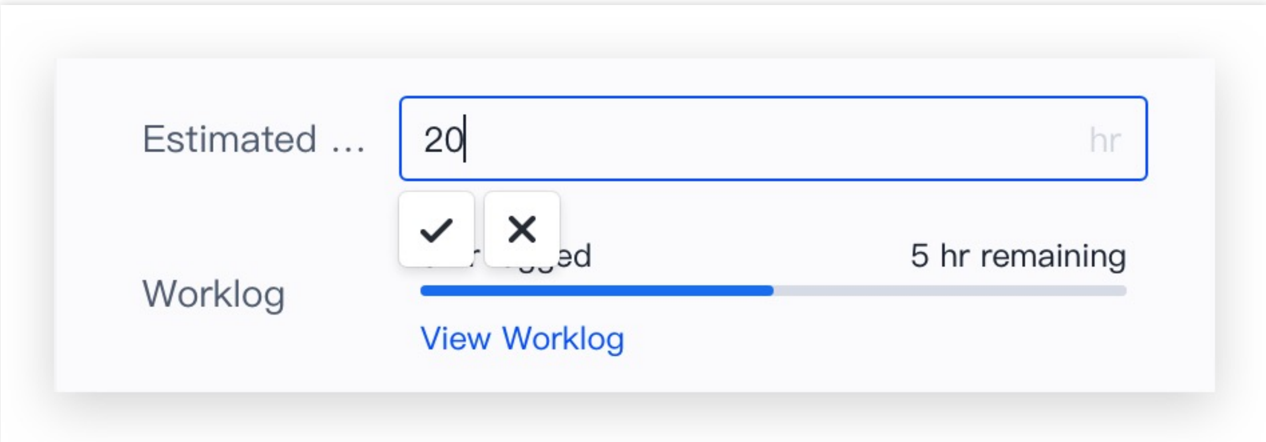
Feature Overview

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**.



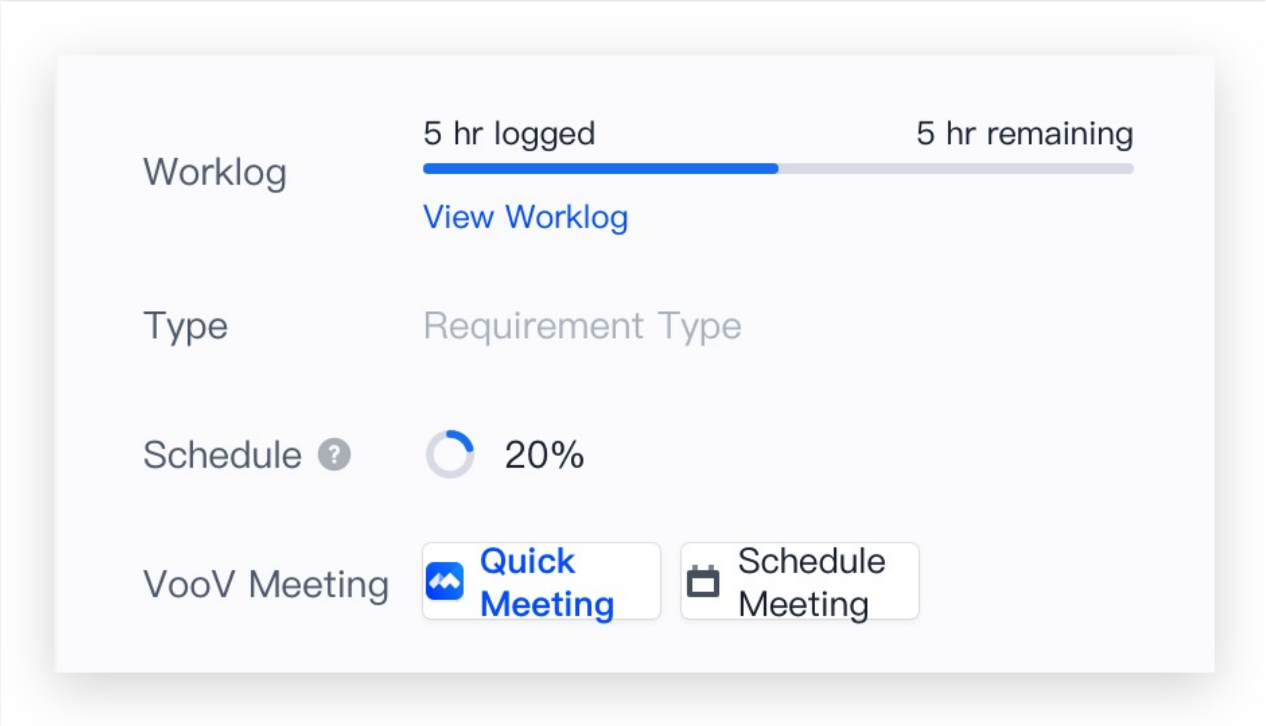
Estimated Time

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.

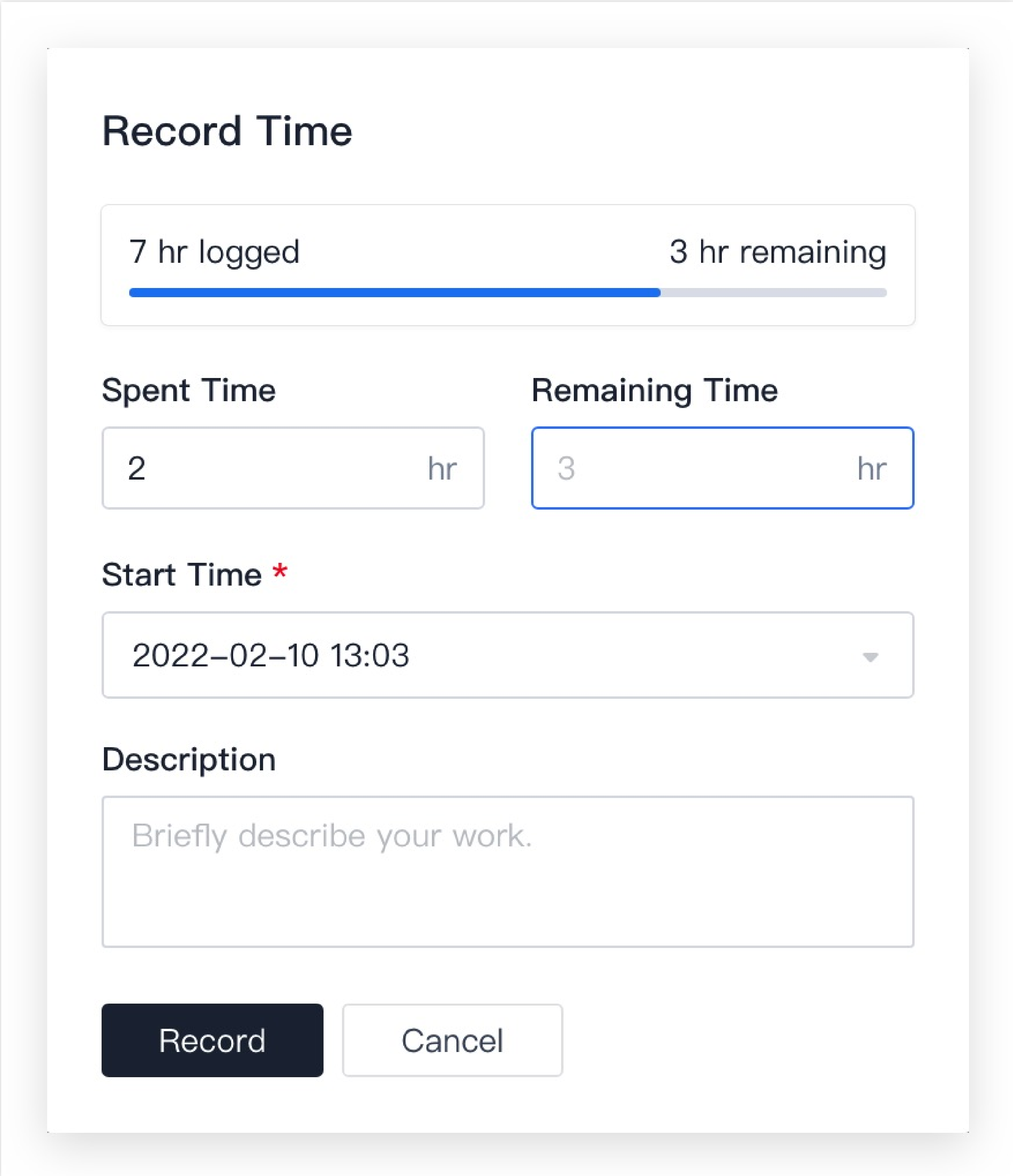


Record Time

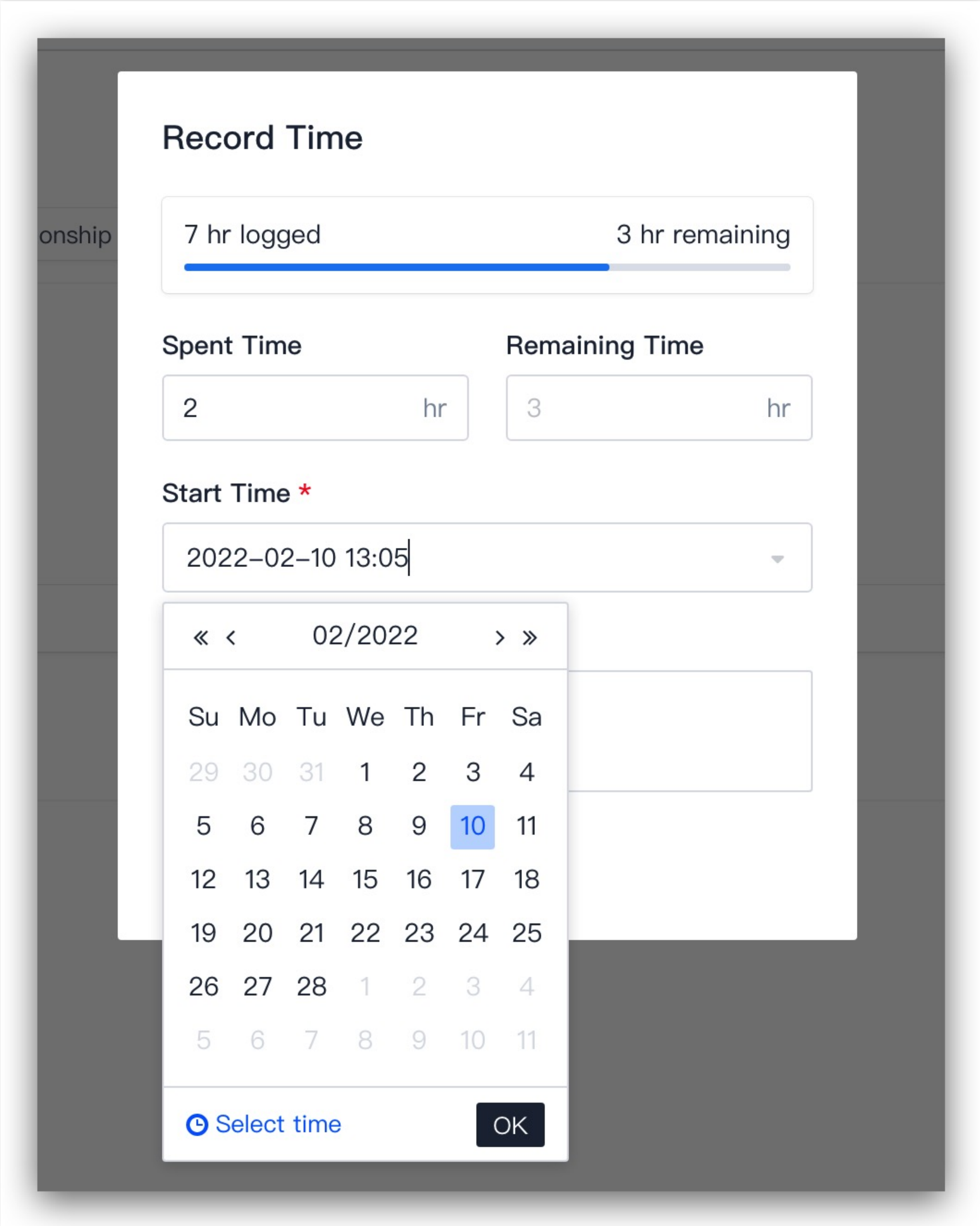
1. On the issue details page, you can record time in **Worklog** on the right.



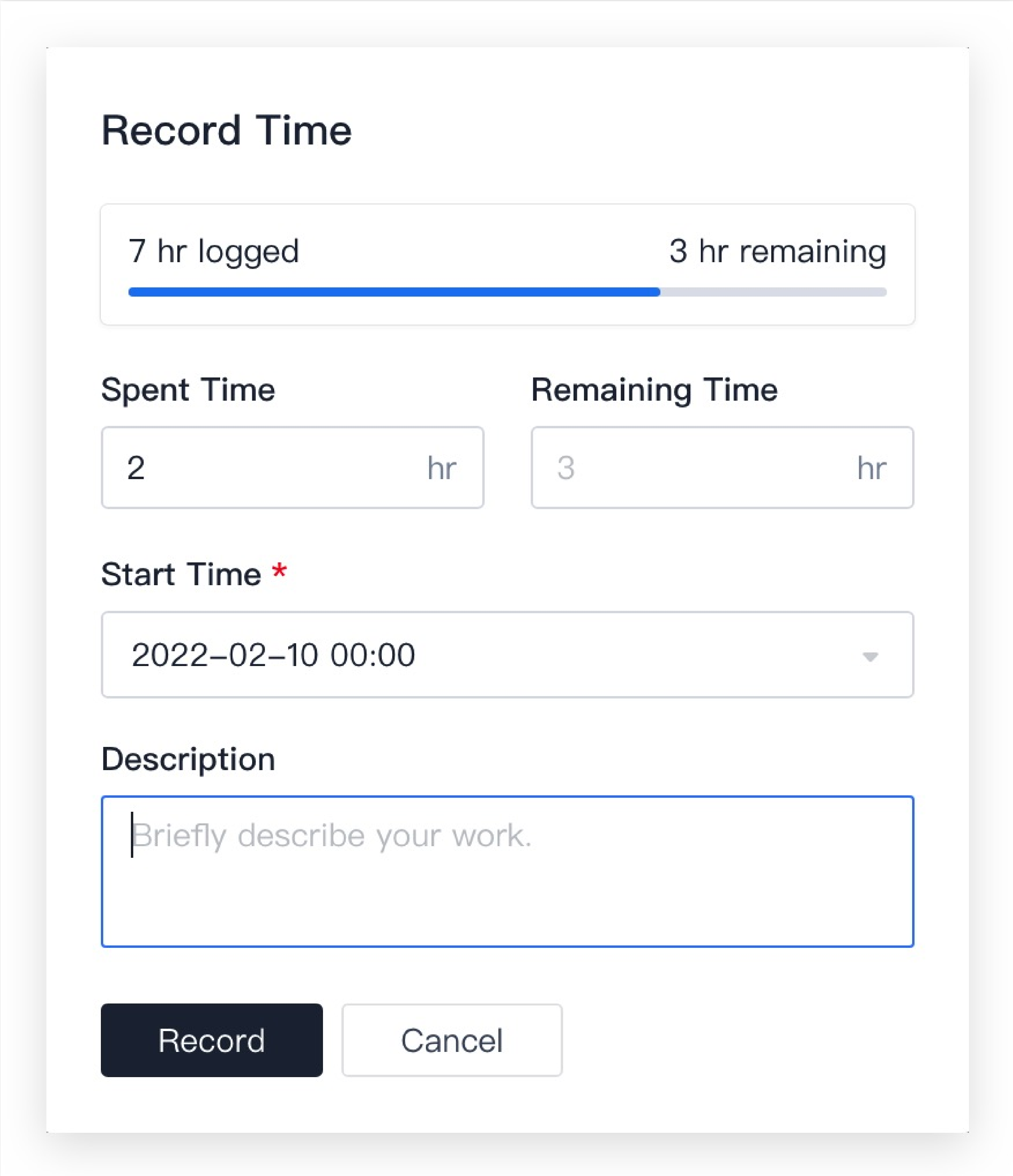
2. On the **Record Time** details page, you can enter or modify the spent time, and the remaining time will increase or decrease in real time. Alternatively, you can manually modify the remaining time.



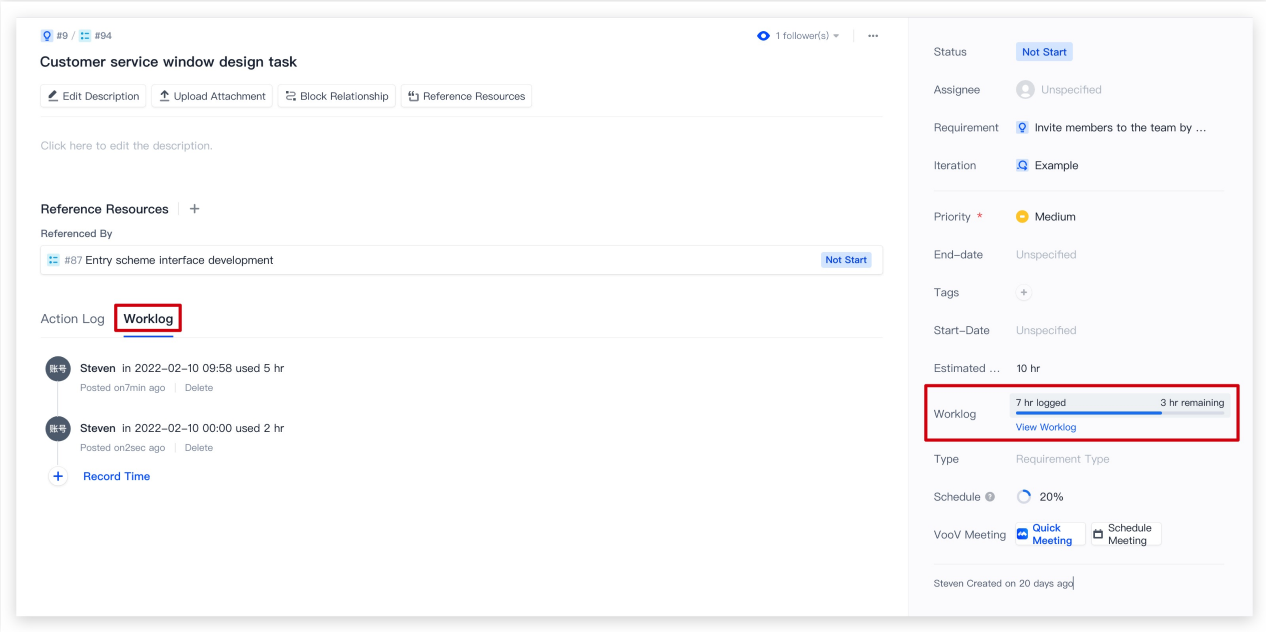
3. By default, the start time is the current time. You can also modify it according to the actual situation. The start time is accurate to the minute.



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

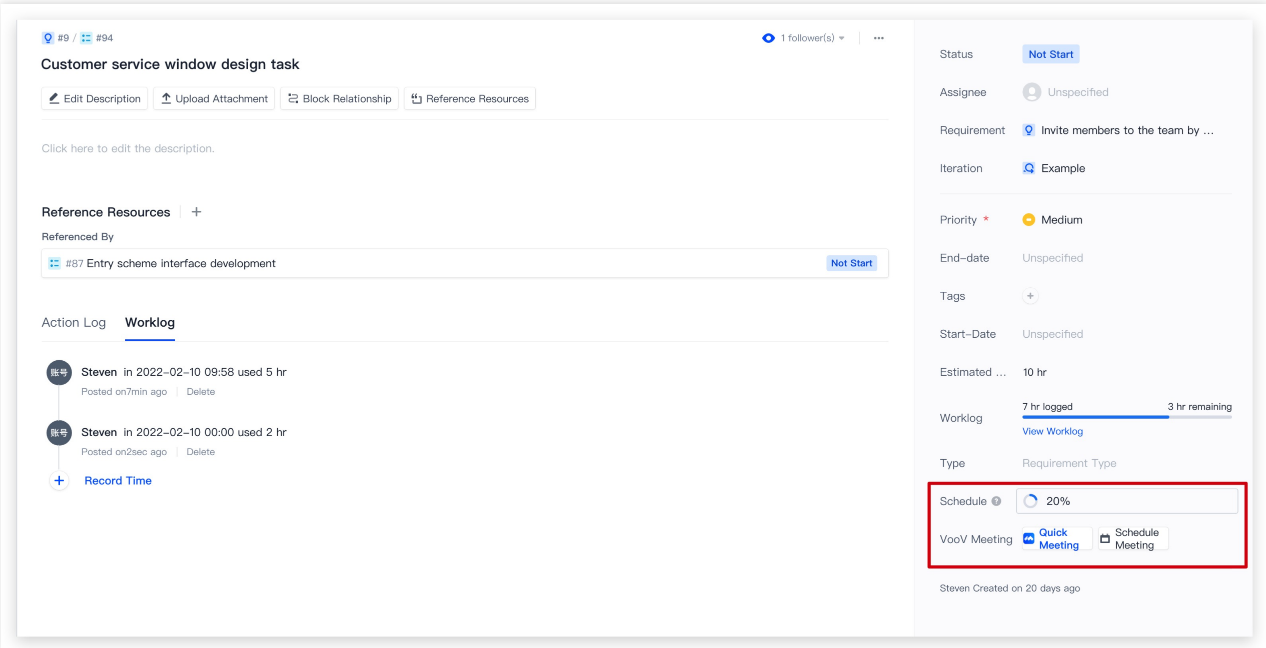


5. After entering the information, select **Record**. The remaining time of the issue will be updated and a new record will be automatically added to **Worklog**.



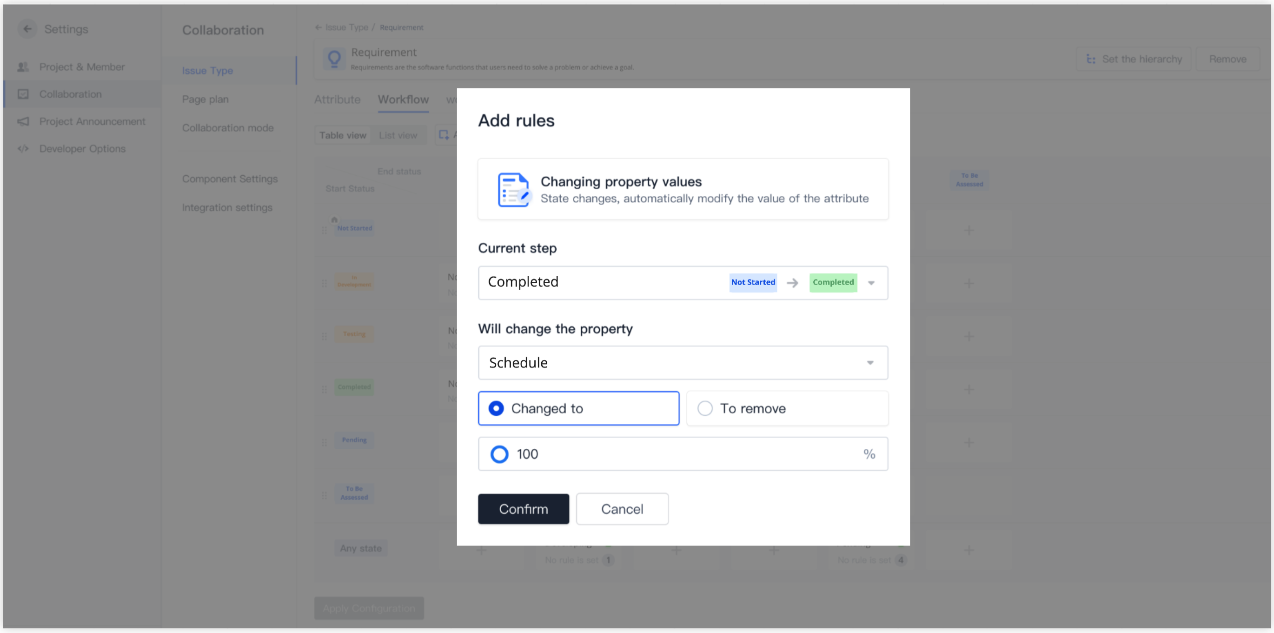
Progress Statistics

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).



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.



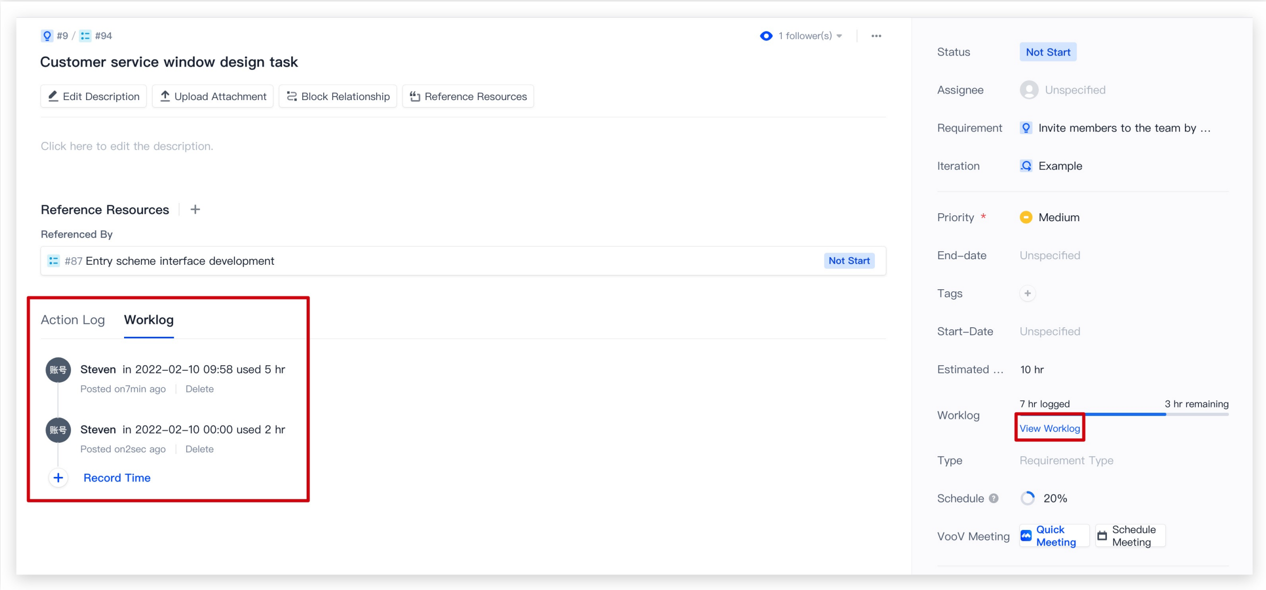
Note:

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

Manage Worklogs

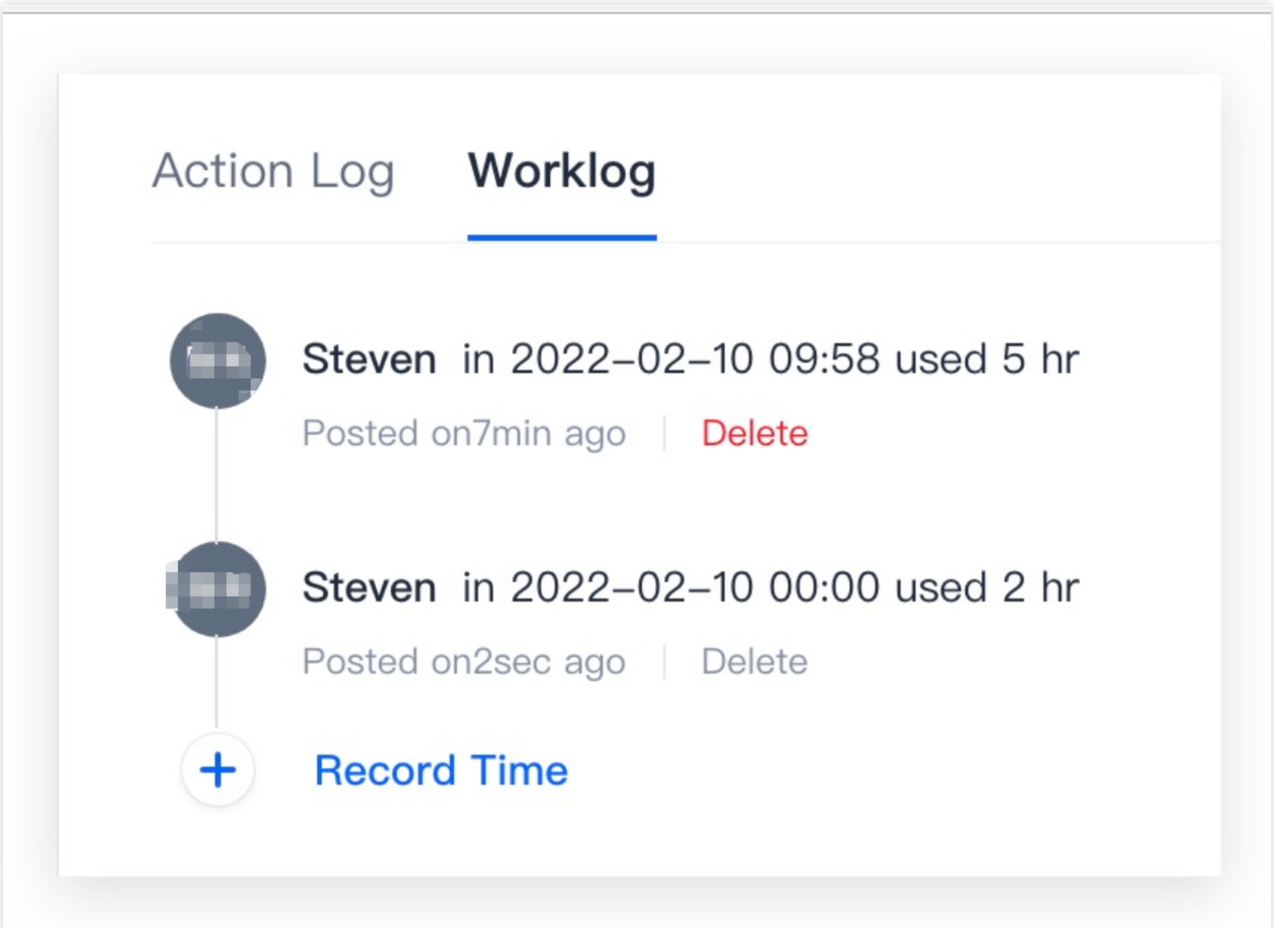
View worklog

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.

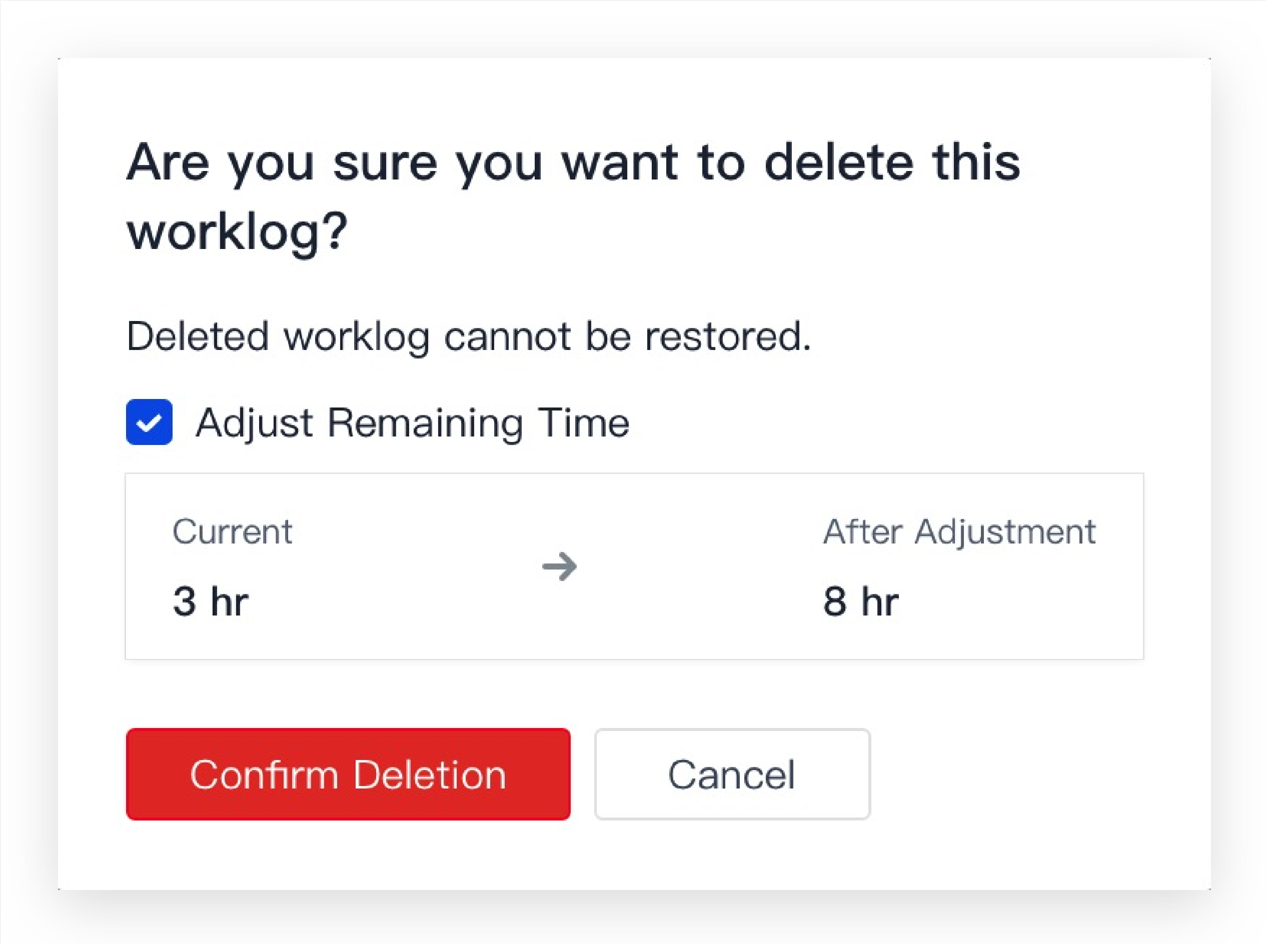


Delete worklog

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.



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.

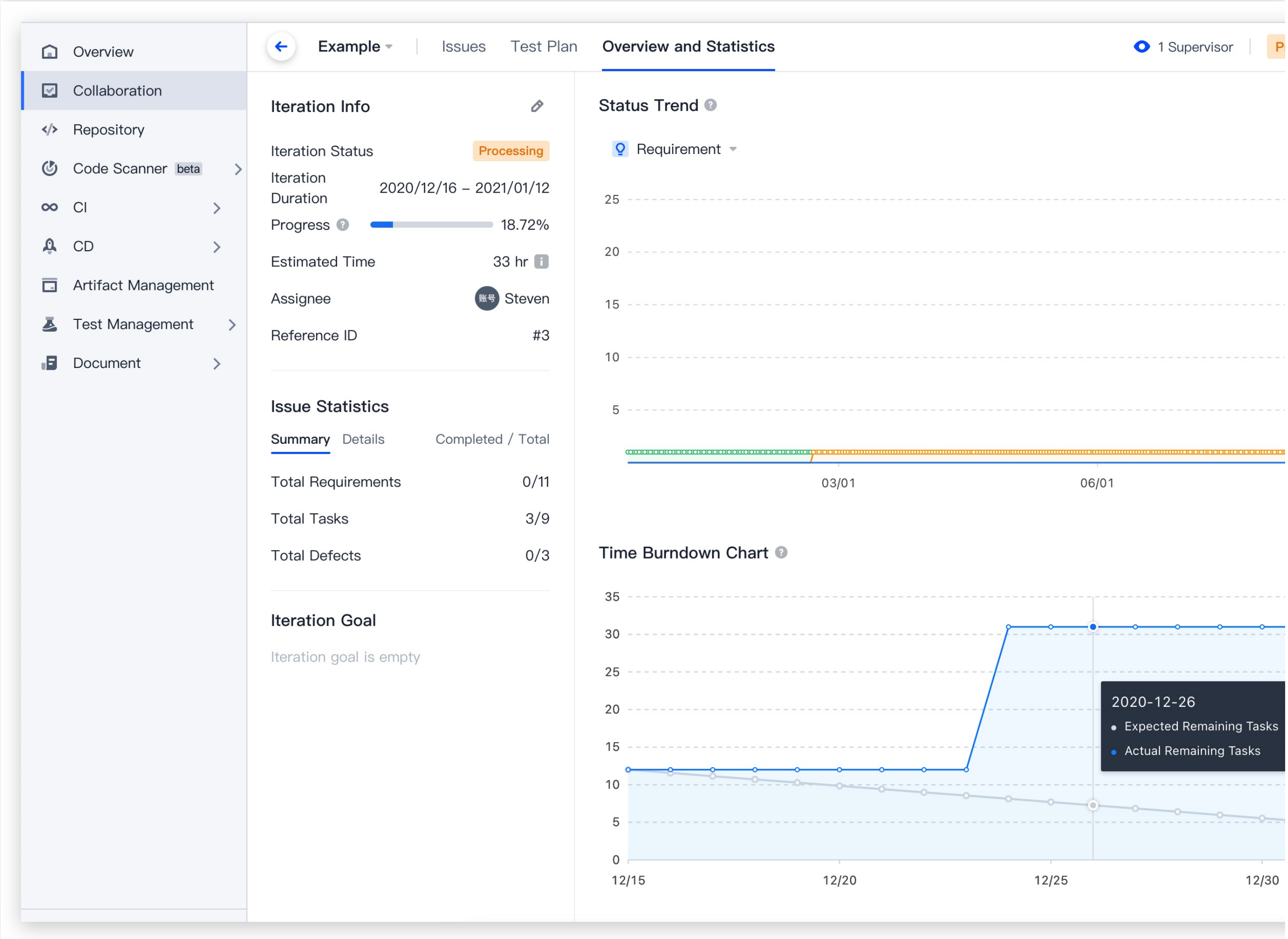
Open Project

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**.

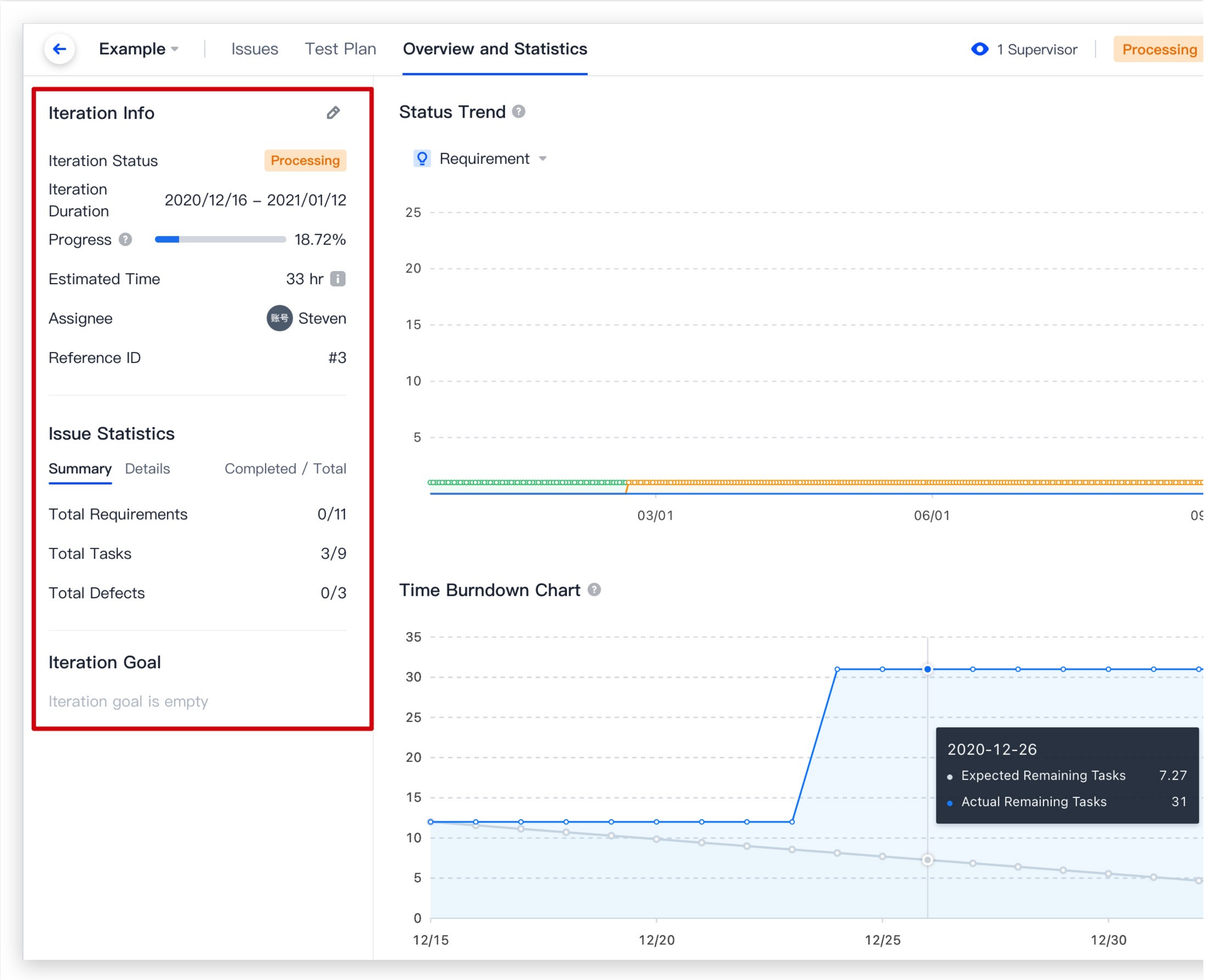
Feature Overview

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.

Color description

Green: Completed

Orange: In progress

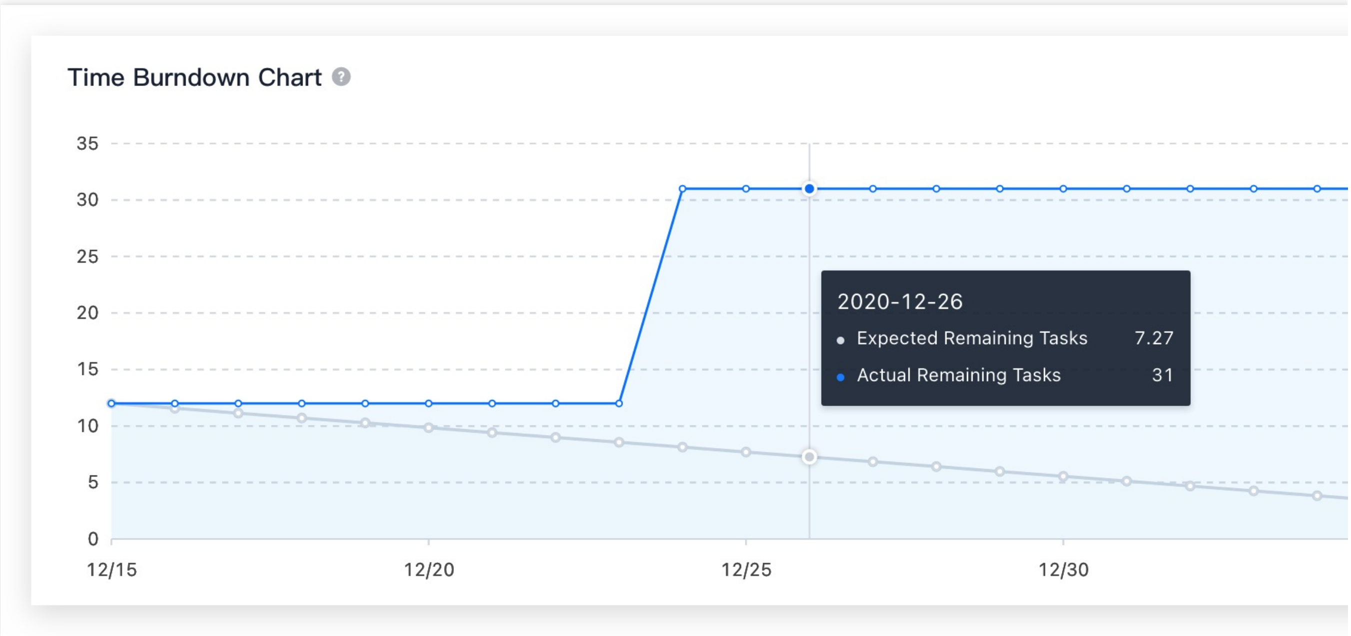
Blue: Not started

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.

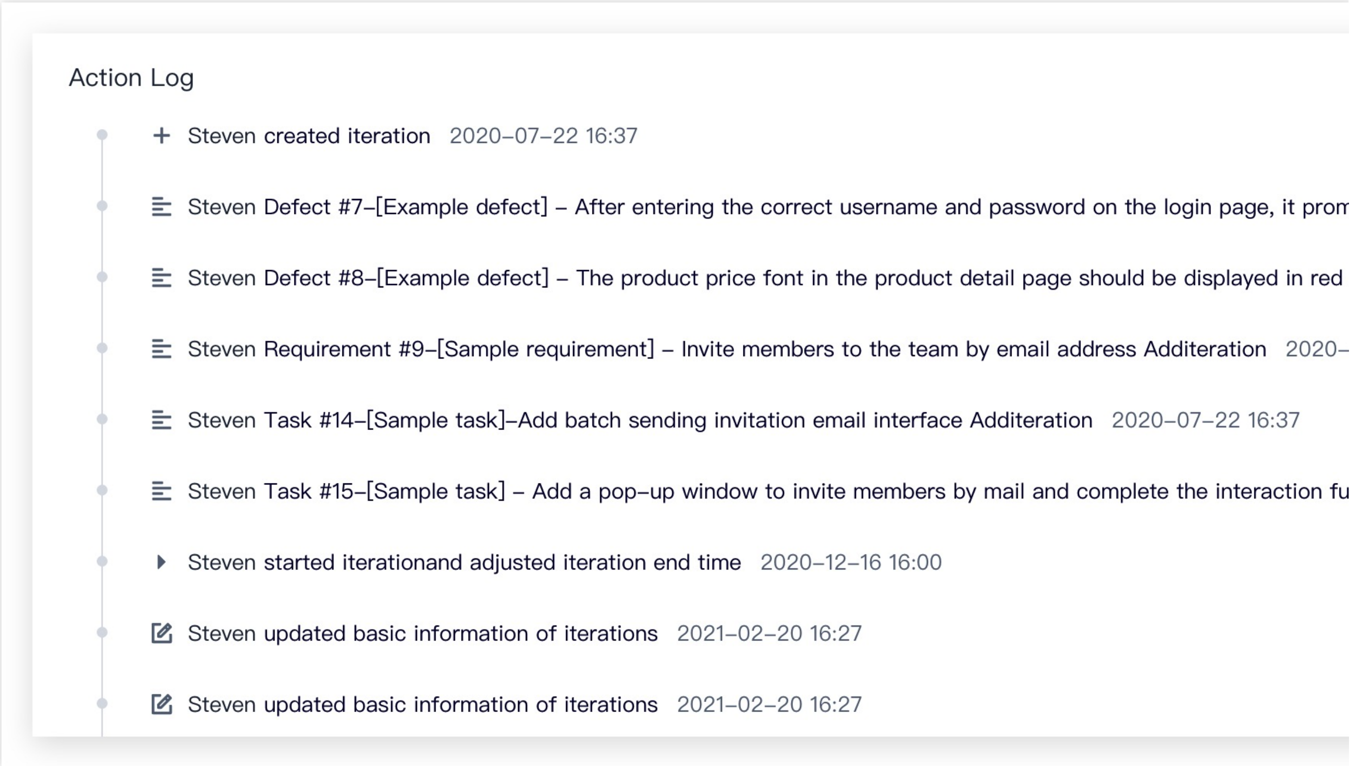
If the actual progress fluctuates, but remains below the expected progress in the mid to late stage, the issues are progressing smoothly and will likely be delivered on time.

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.

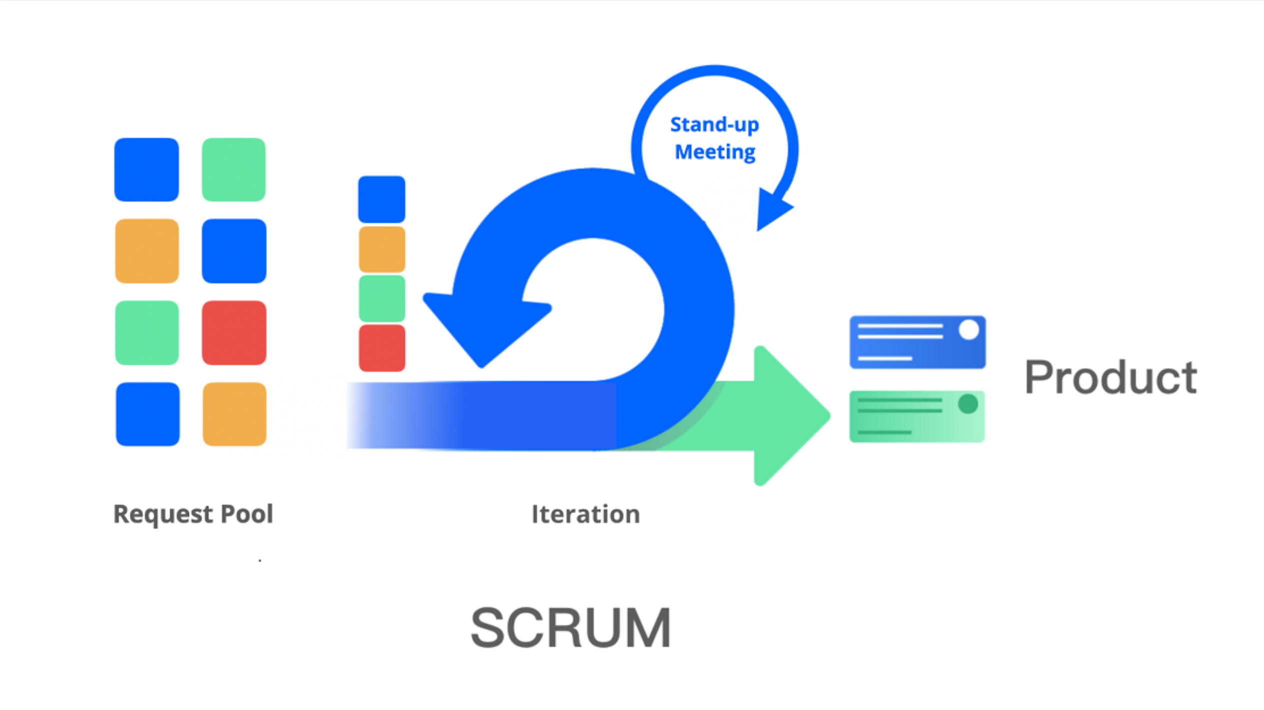
Open Project

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

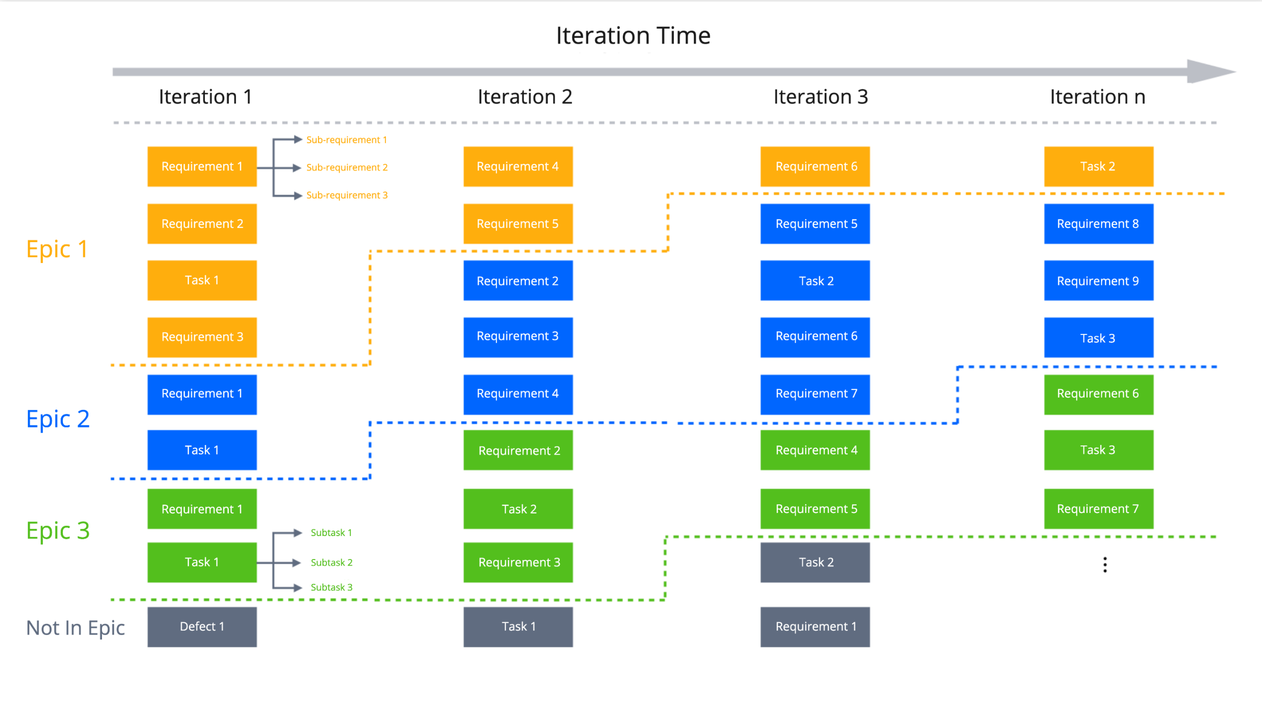
The Scrum agile project management mode in CODING is suited to iteration-driven teams. Such teams expose potential issues faced through quick tests over short durations, and then continuously inspect and adapt their products, teams, and working environments, so as to efficiently and creatively deliver 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.

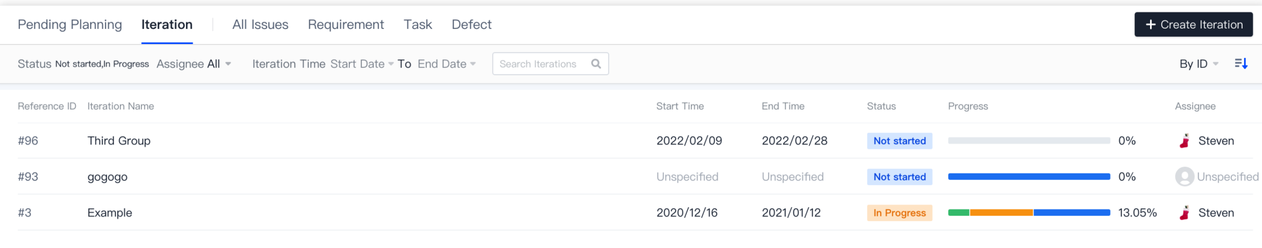
Hierarchical Relationships Between Workflow Issues

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



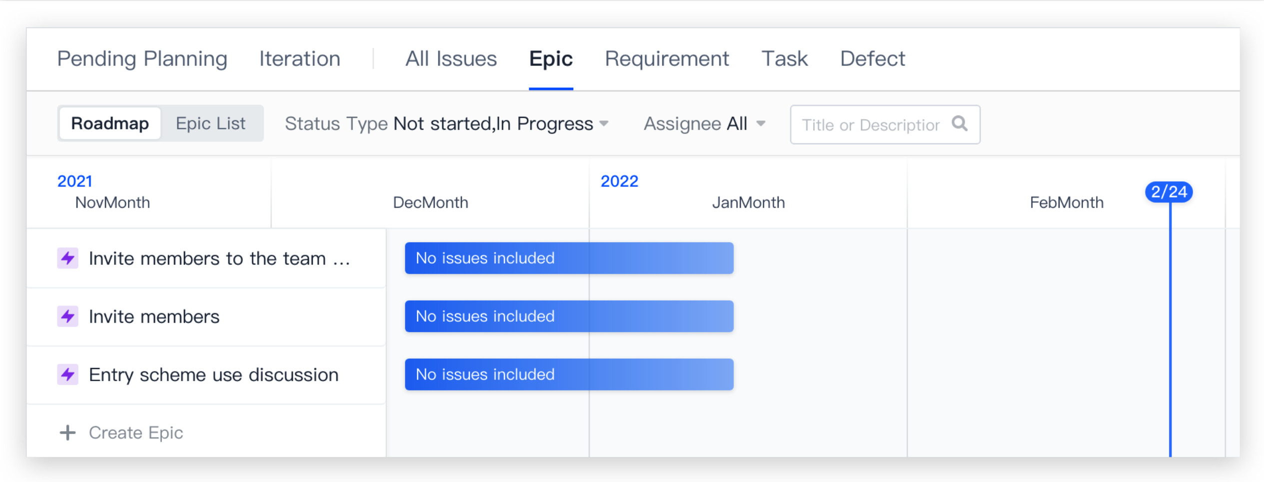
Iterations

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).



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.



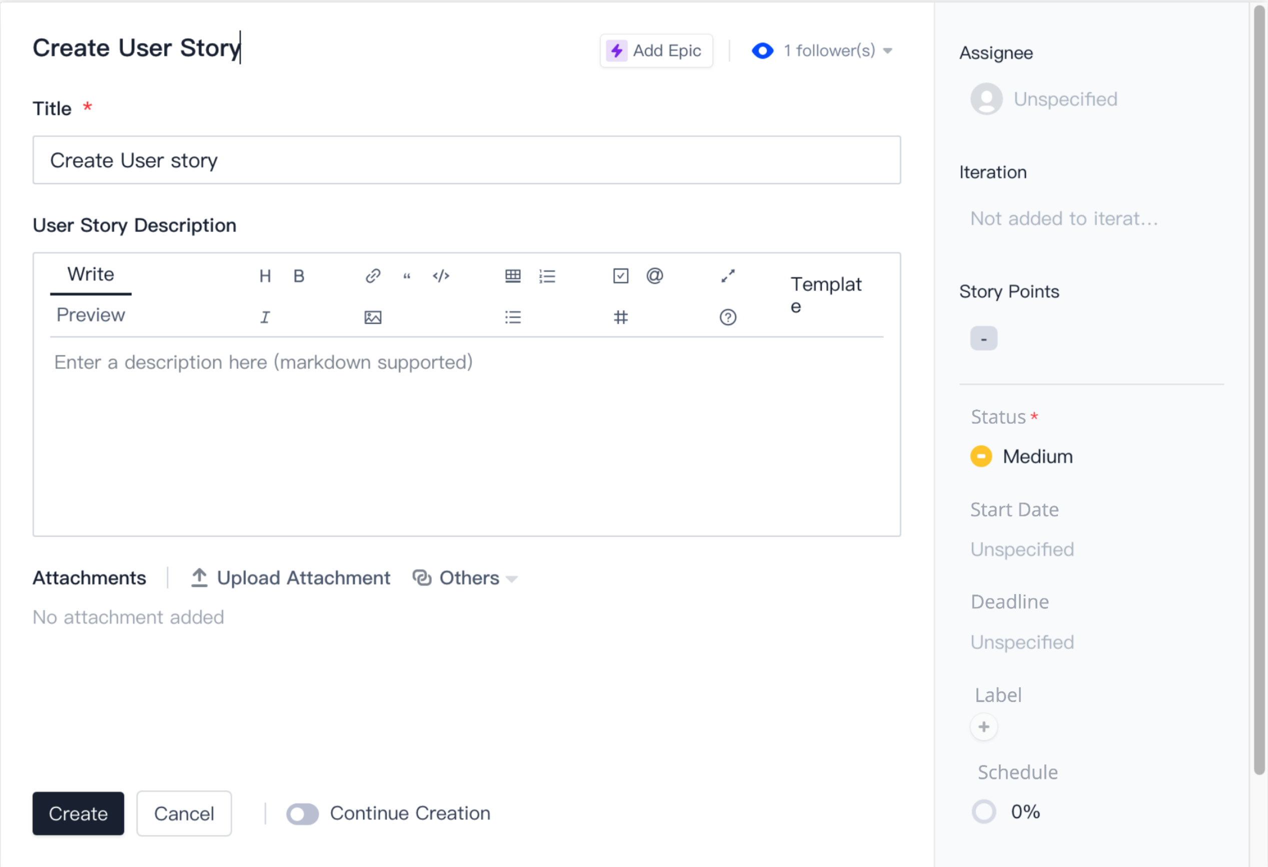
User stories

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?

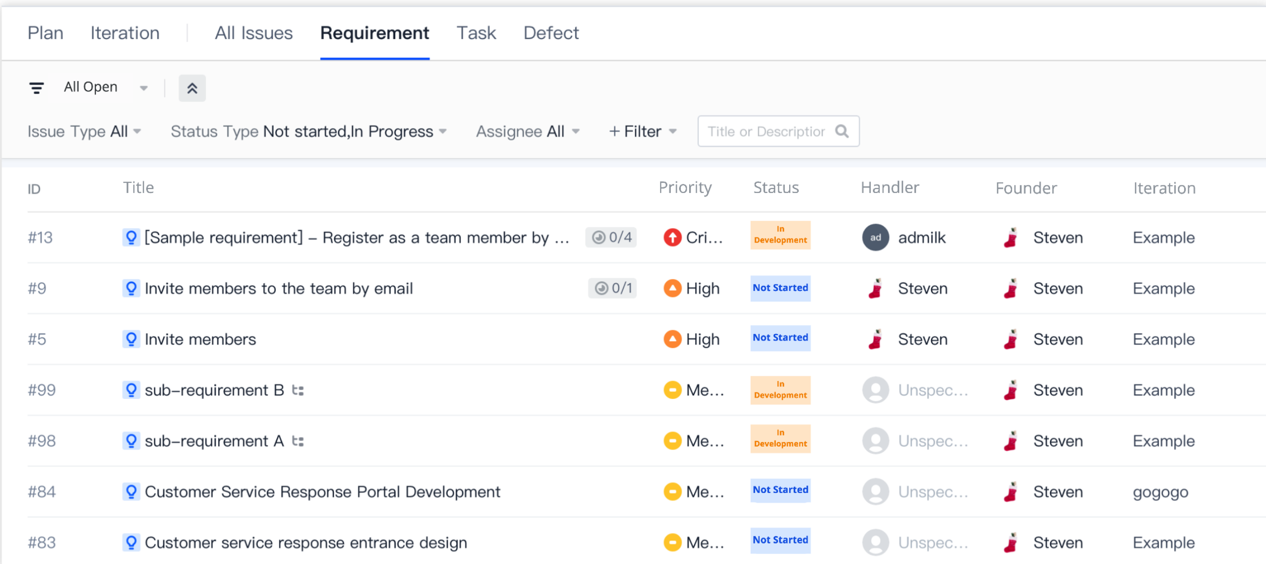
Activity: What feature needs to be fulfilled?

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



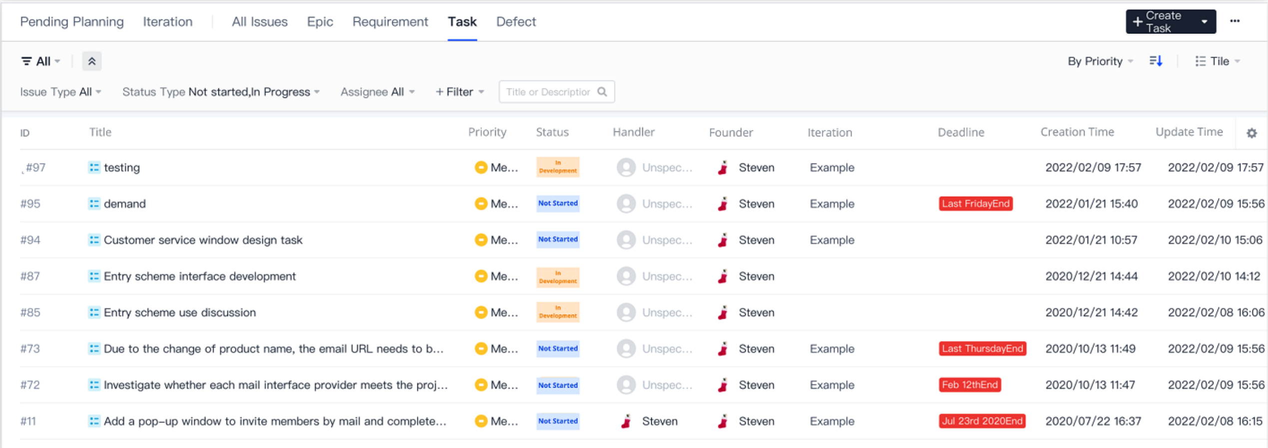
Requirements

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.



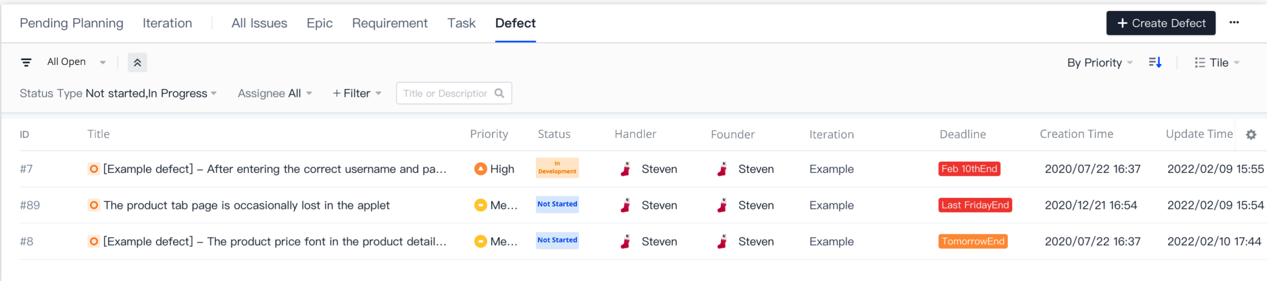
Tasks

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.



Bugs

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



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.

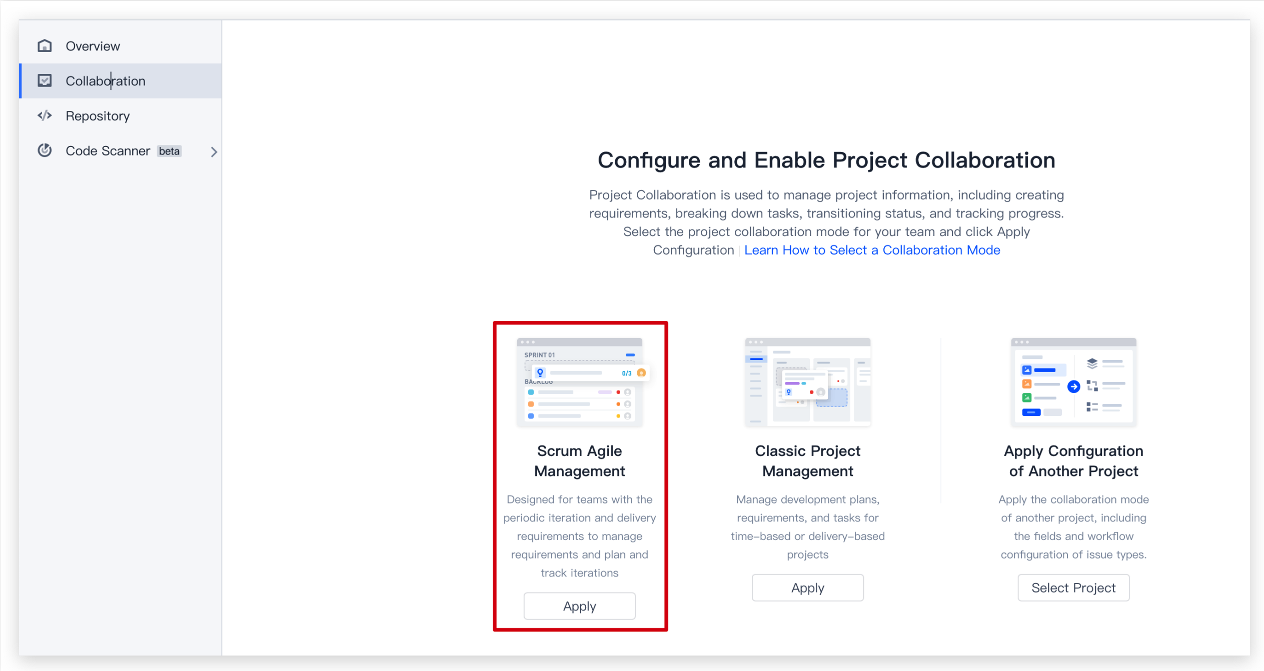
Create projects

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.



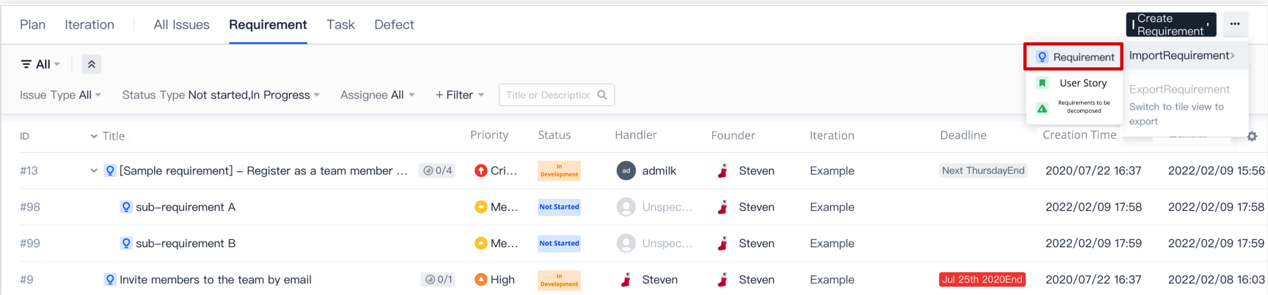
Start first iteration

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.



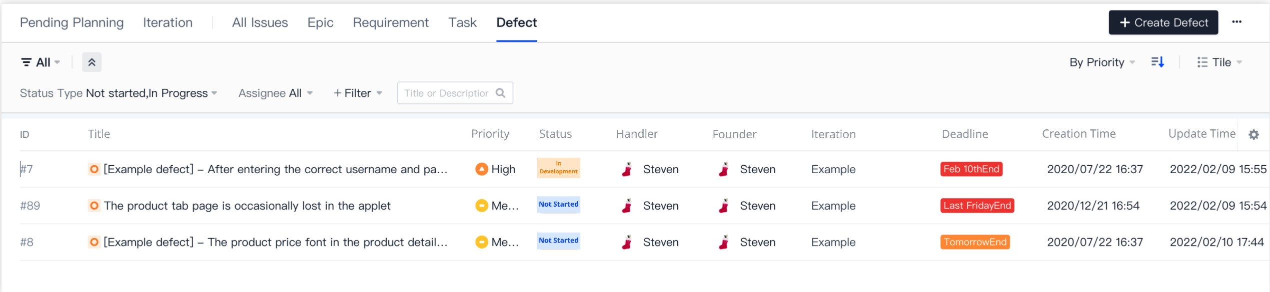
Test management

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

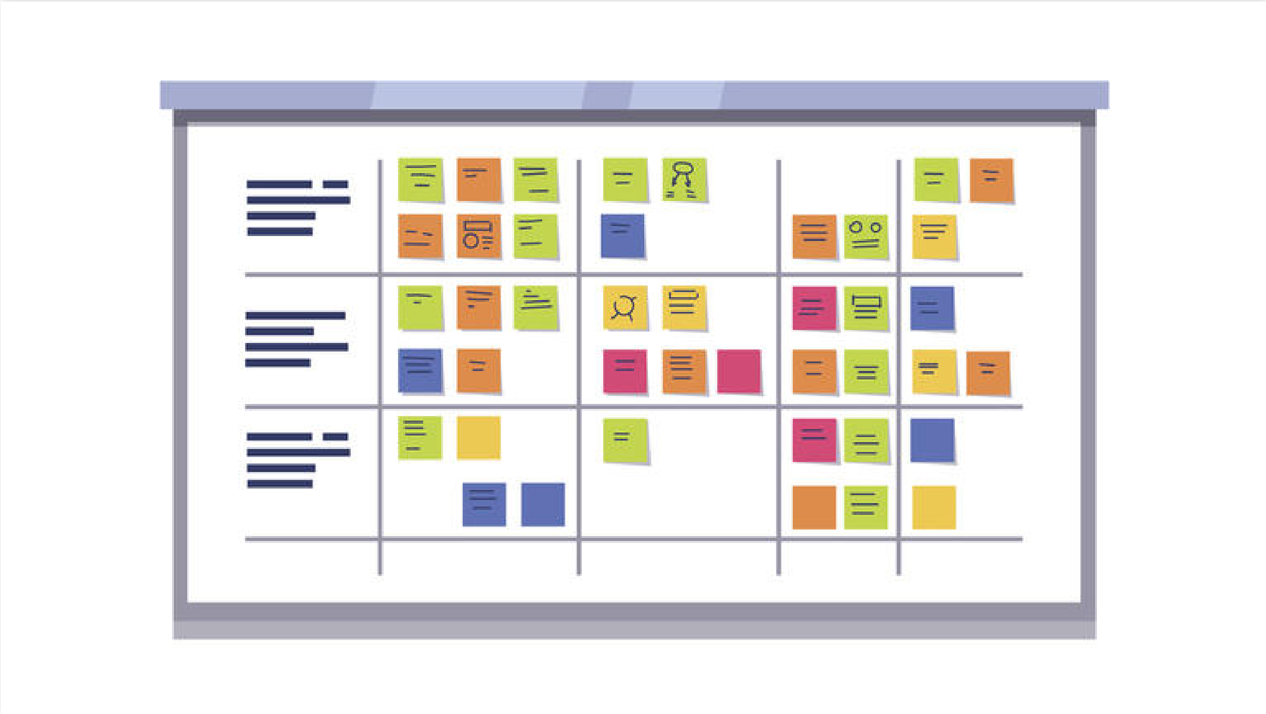
Defects found in the test phase or after a version is officially released can be managed in the bug management module of CODING. They can be prioritized and then added to the next iteration. Depending on the specific defect, urgent bugs must be reported to product personnel and fixed as early as possible. 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.



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.

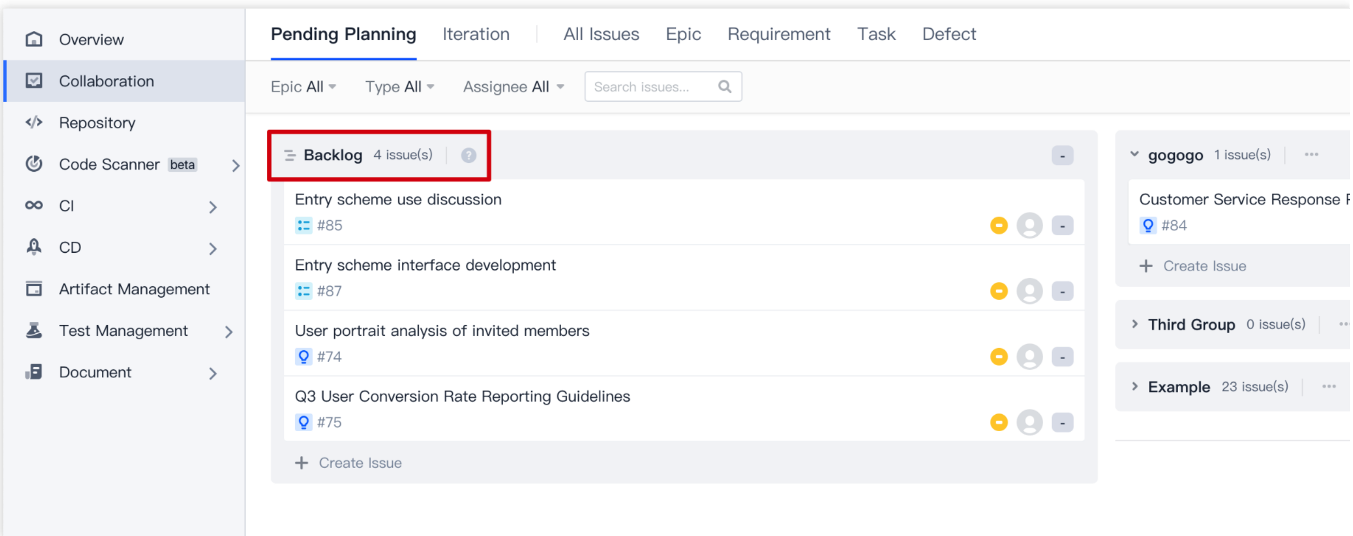
Open Project

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**.

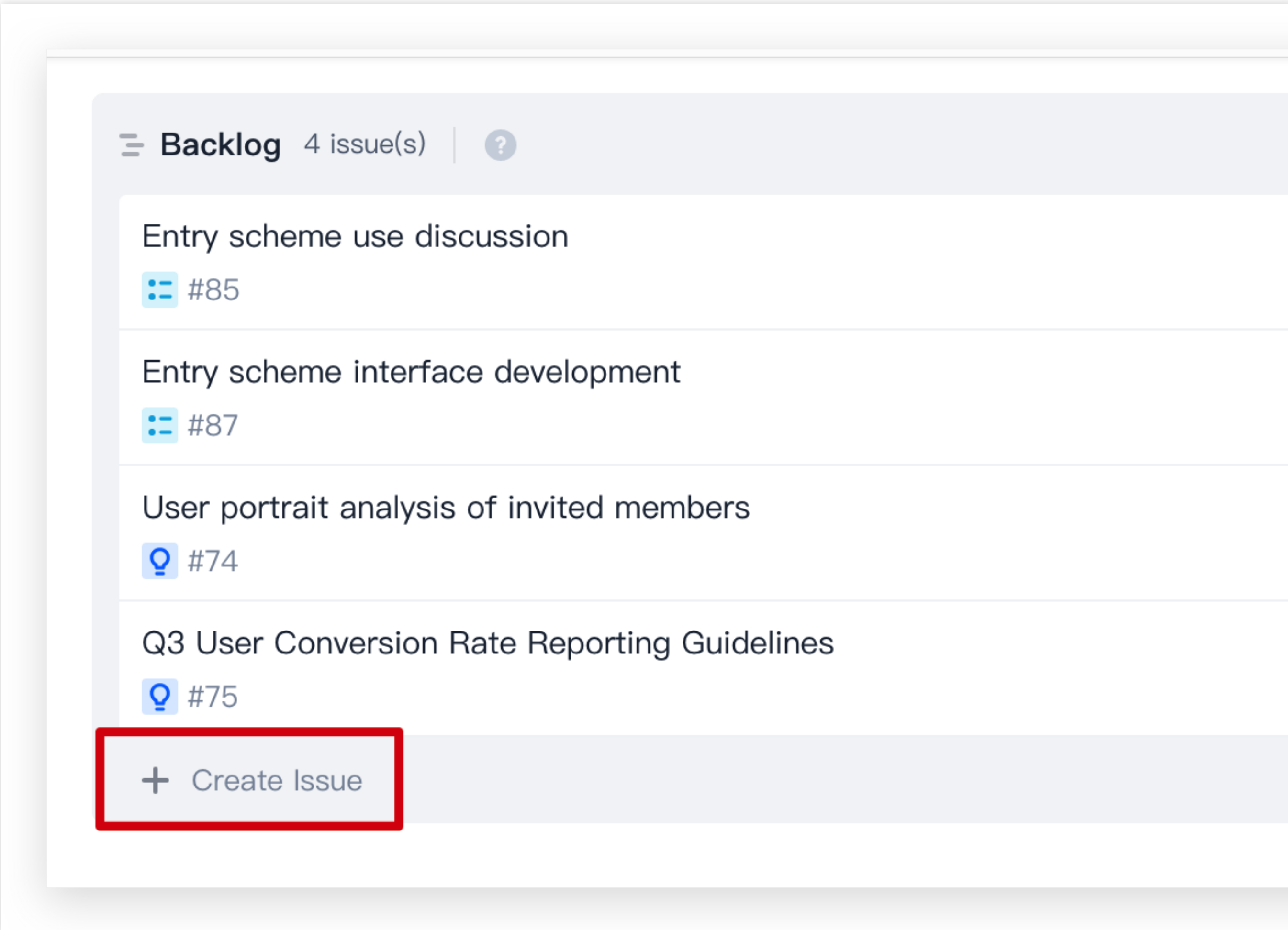
Function Overview

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

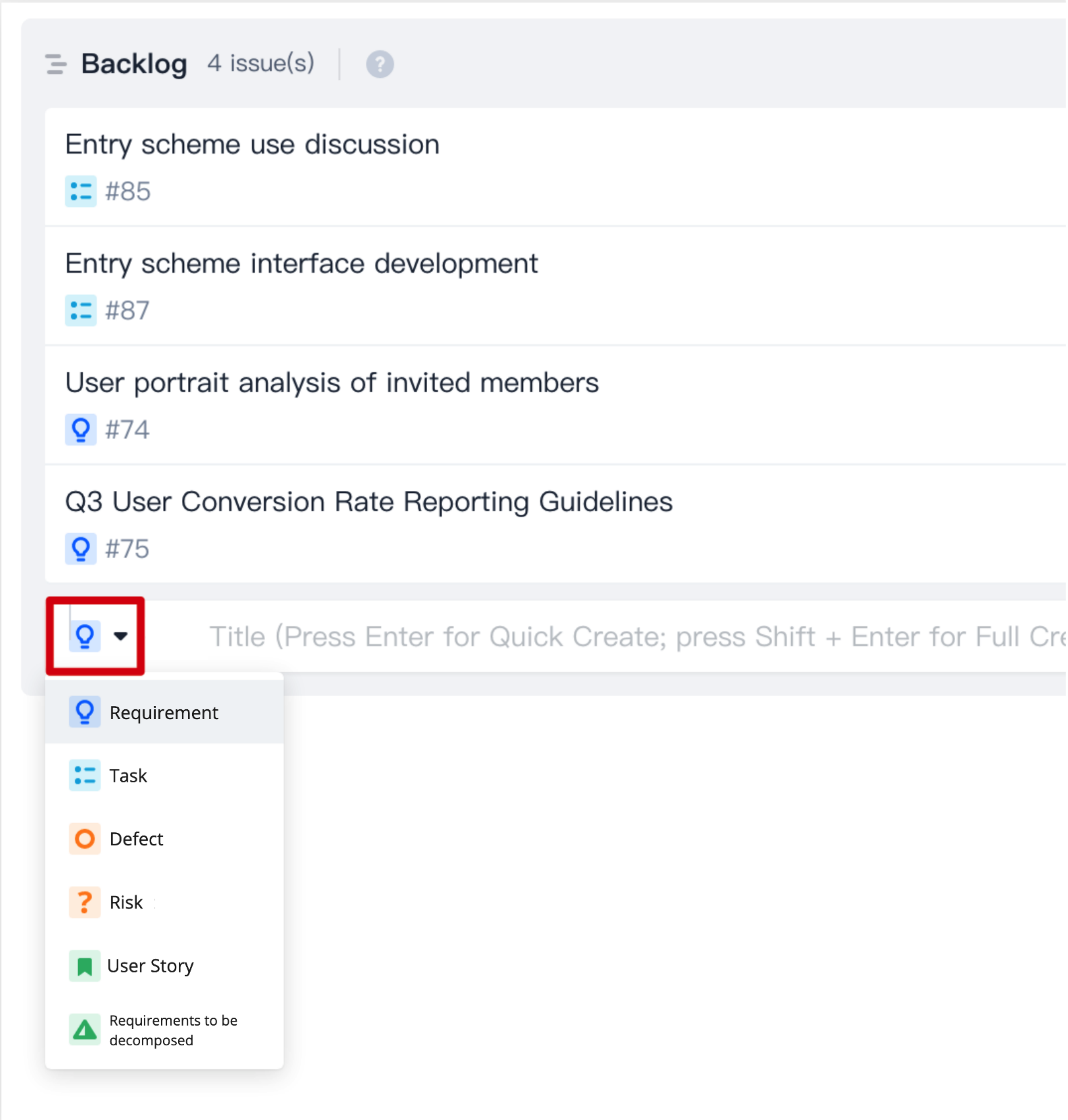
1. By selecting **Create Issue** at the bottom of the **backlog**, you can quick create an issue (user story/requirement/task/bug).



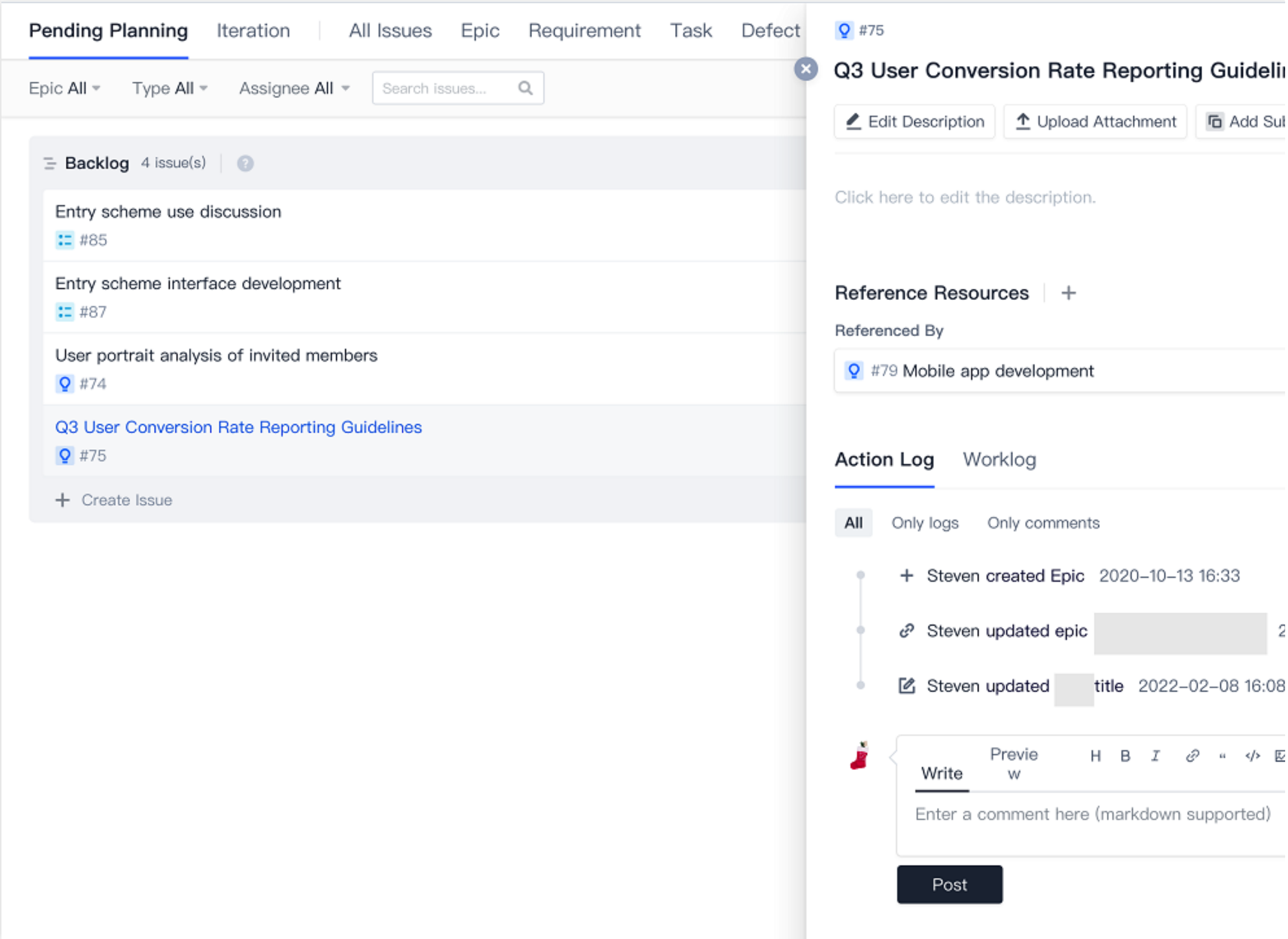
Note:

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.

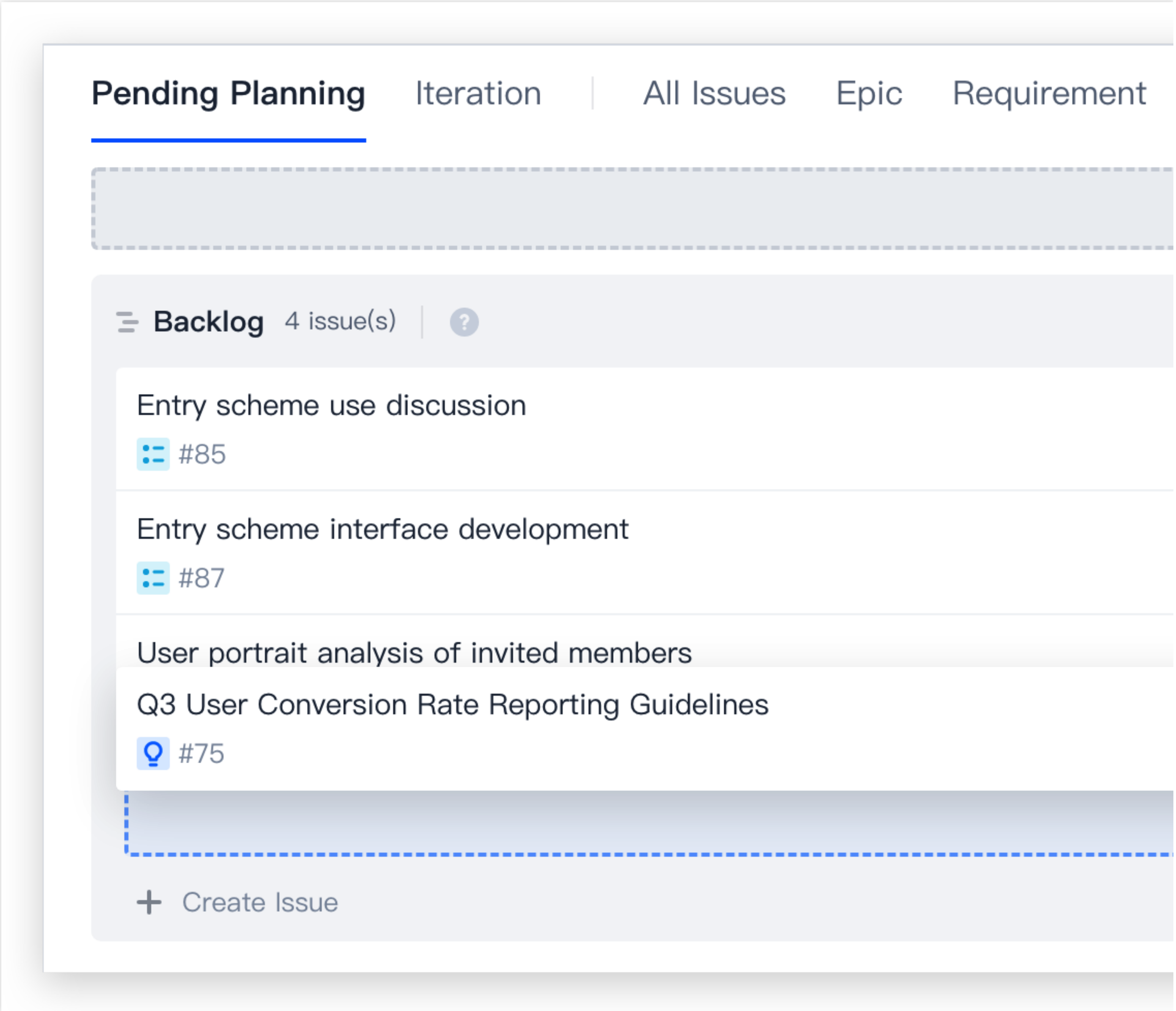


3. In the **backlog**, click any issue to view its details page on the right. You can quick edit the issue.



Adjust issue priority

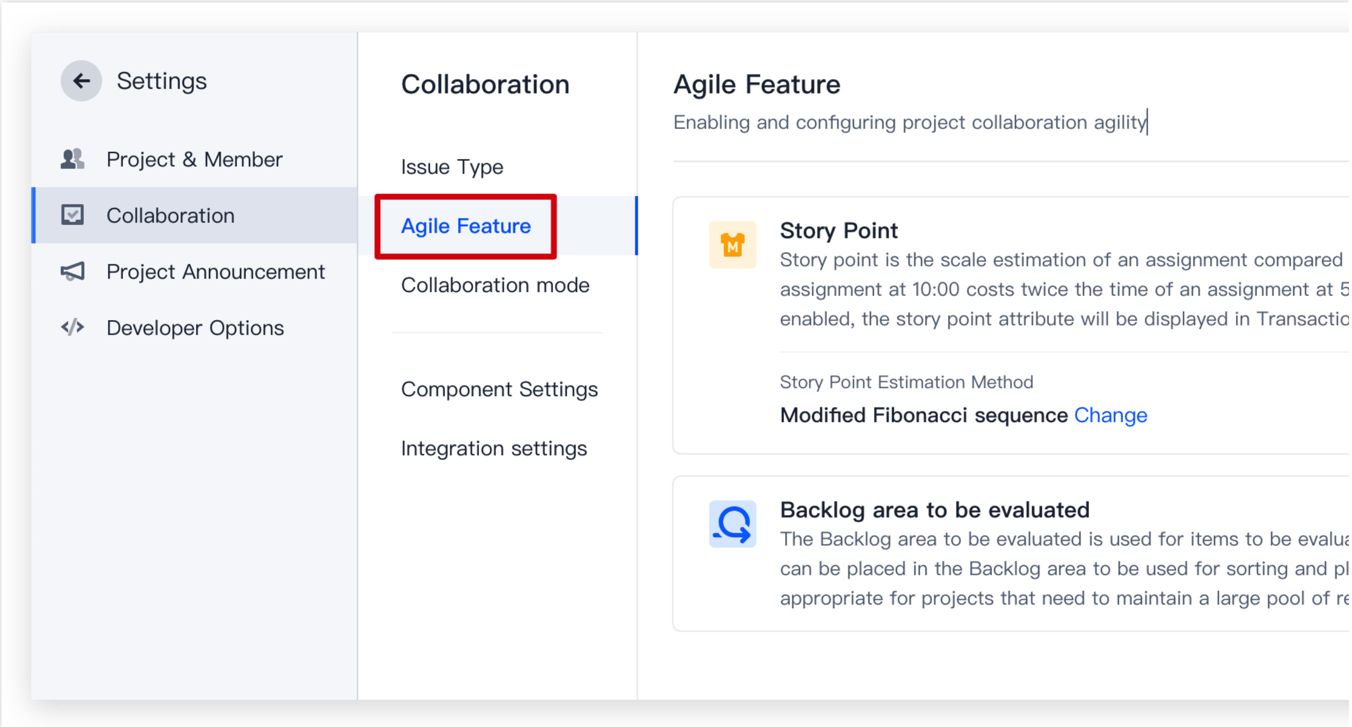
By dragging issues in the **backlog**, you can adjust their sequential order. By default, a newly created issue is listed at the end of the backlog.



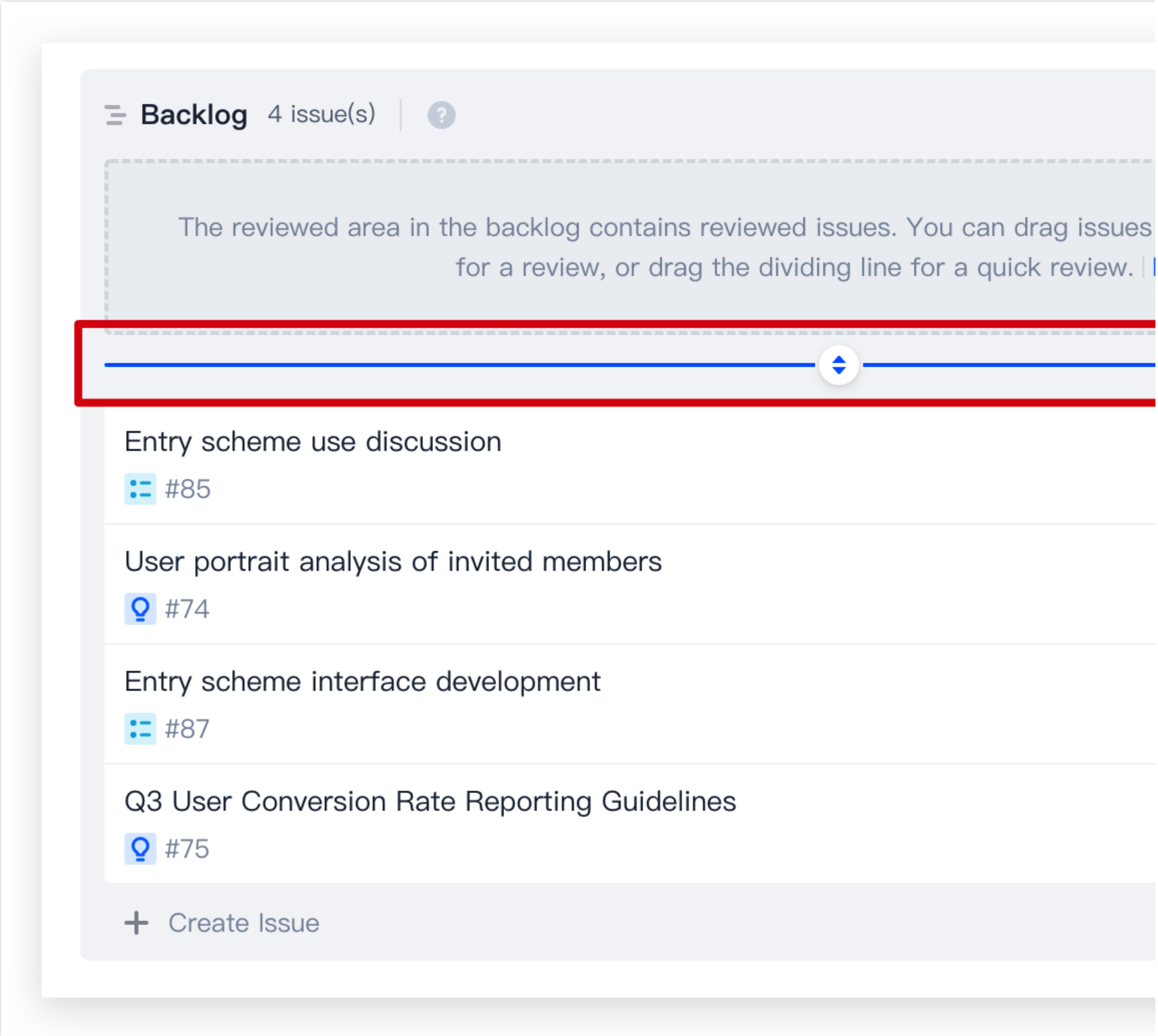
Issues to be reviewed

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

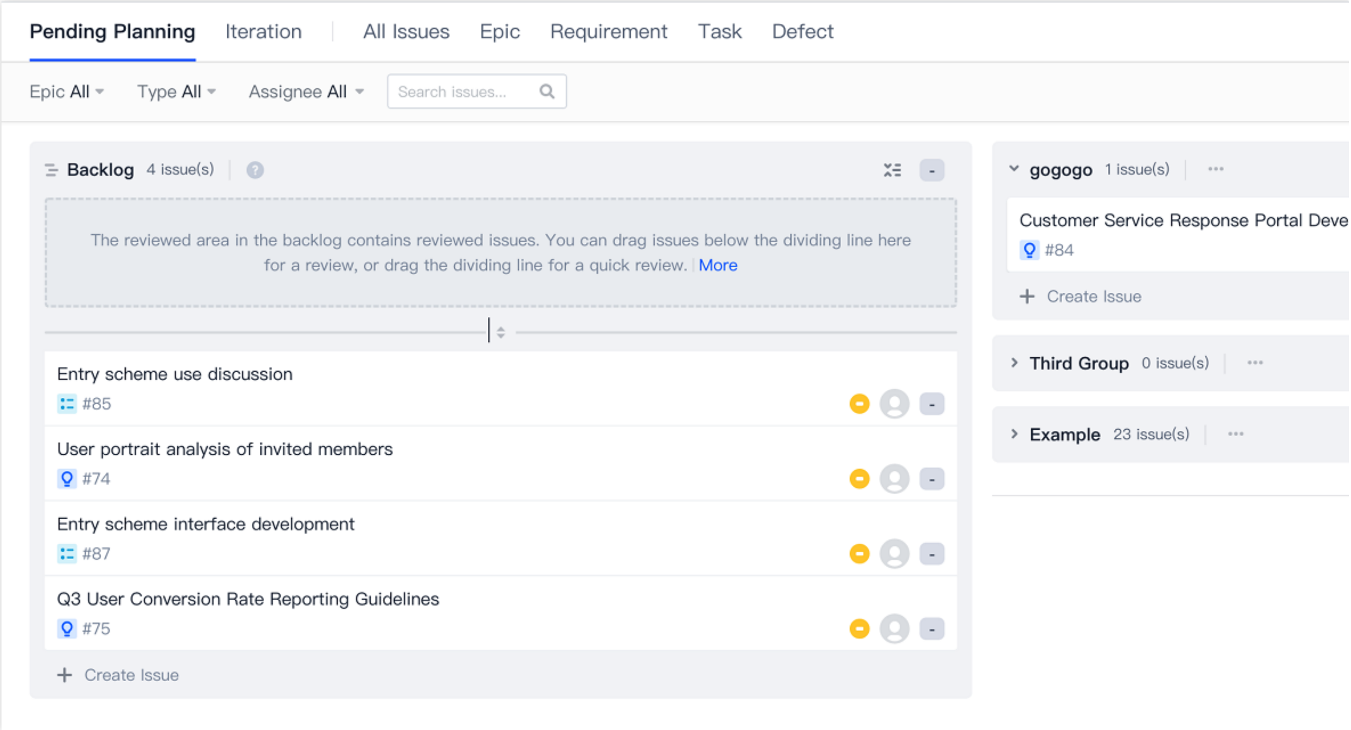
 in the upper-right corner to open the project list page and click a project icon to open the project.
3. In the menu on the left, click **Project Collaboration**.

Function Overview

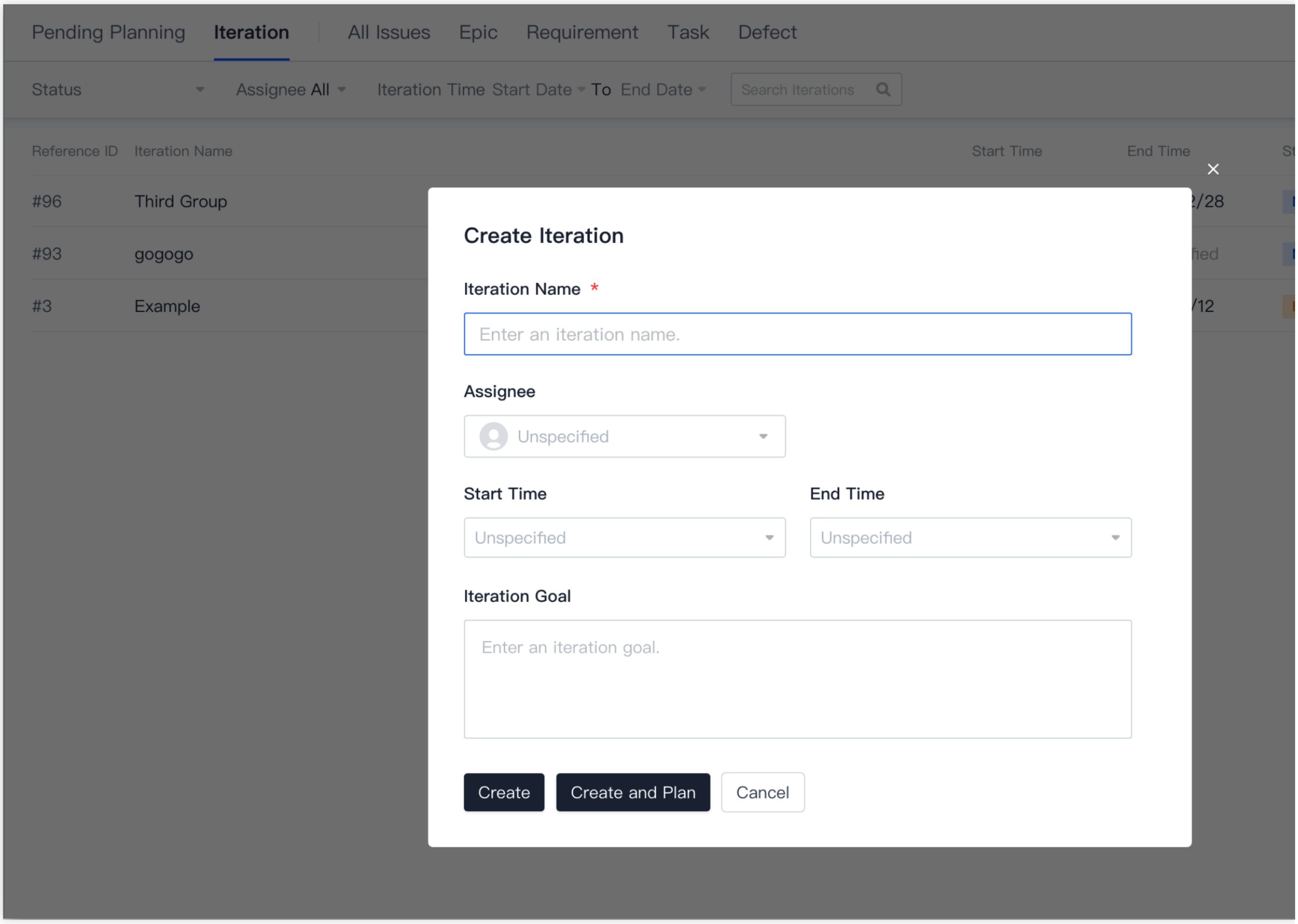
Based on your team's development performance, you can divide development into iterations, each lasting two to three weeks, and use **Pending Planning** to add issues to the iterations. After an iteration starts, you can view all issues in the current iteration in All Issues, or view the iteration details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

Create Iterations

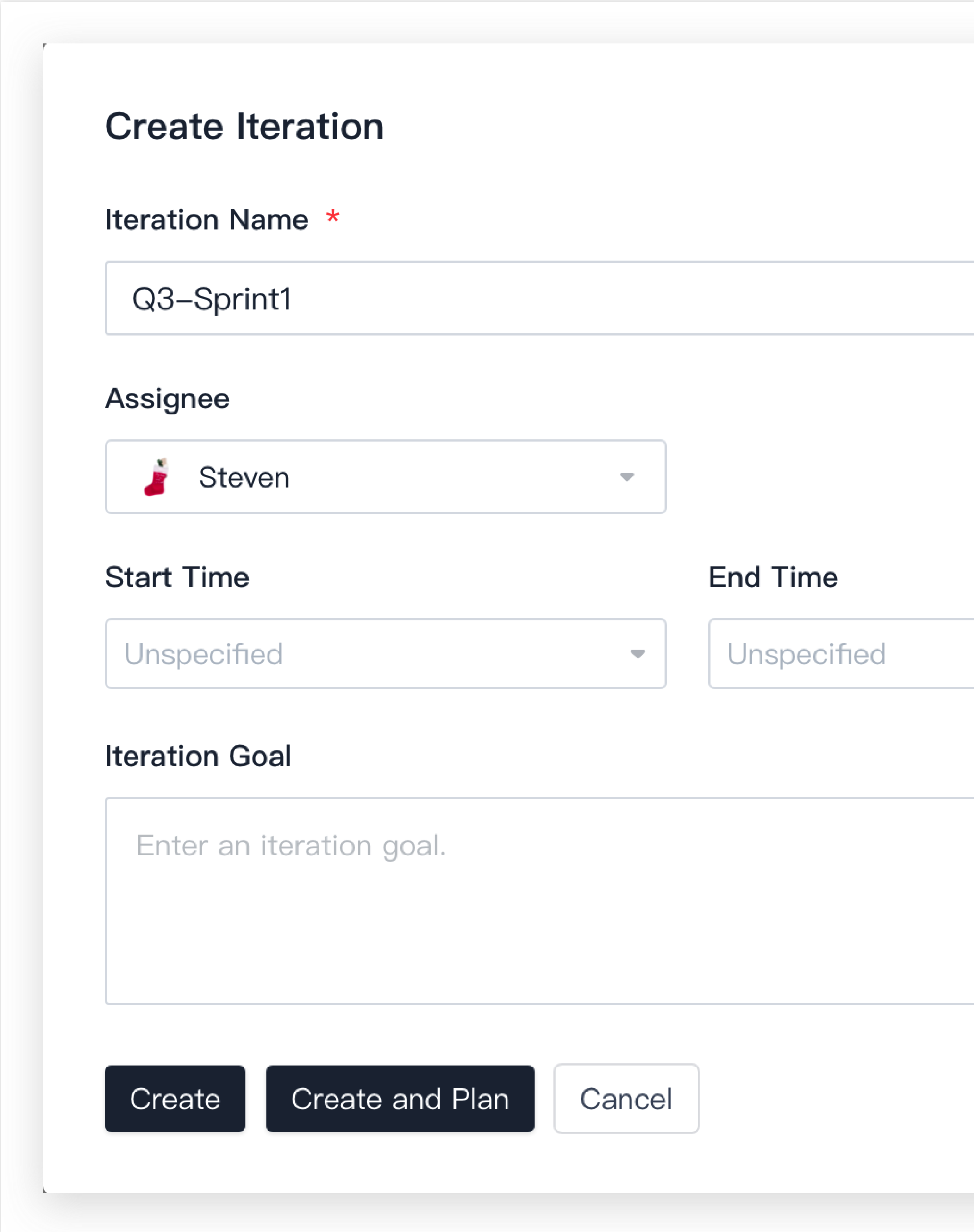
1. On the **Project Collaboration** page, select **Create Iteration** in the lower-right corner of **Pending Planning** to quick create an iteration.



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



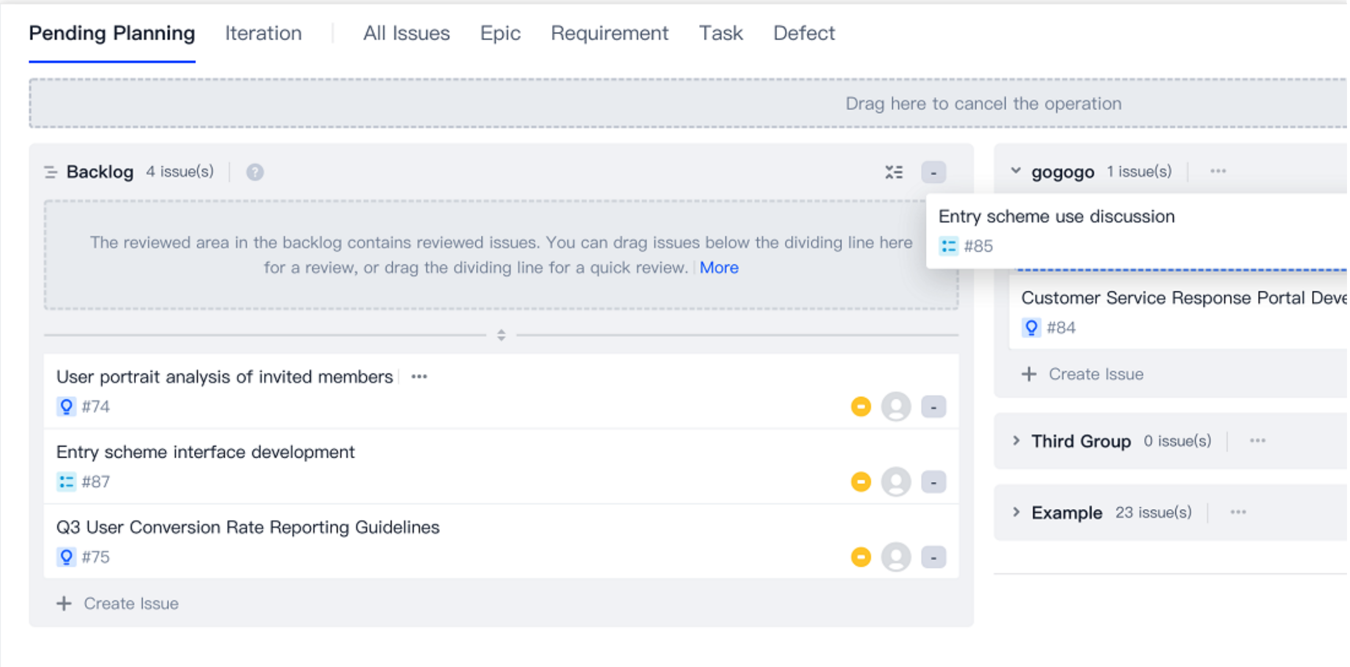
3. Enter the iteration title, owner, start/end time, and iteration goal, and then click **Create** to create an iteration.


Create Iteration
Iteration Name *
Q3–Sprint1
Assignee
Steven
Start Time
End Time
Unspecified
Unspecified
Iteration Goal
Enter an iteration goal.
Create
Create and Plan
Cancel

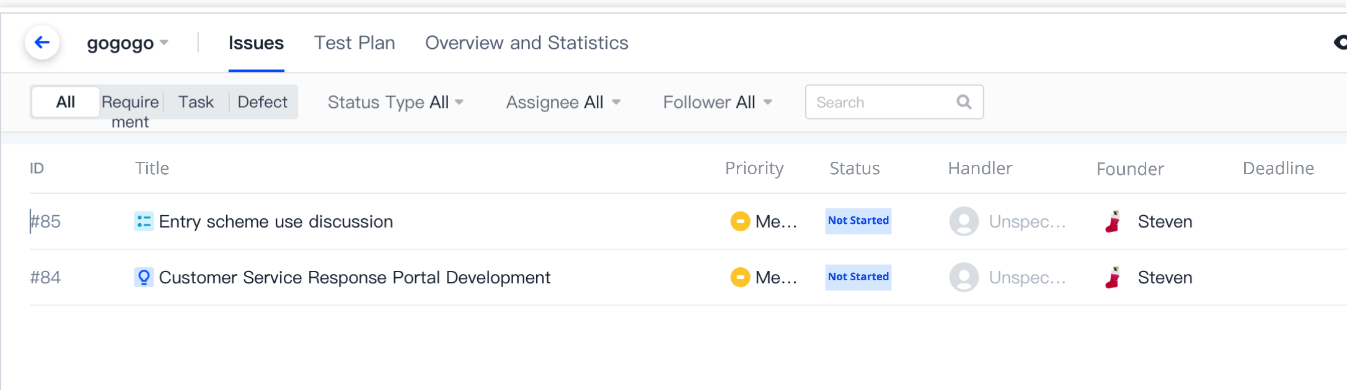
Plan Iteration Issues

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.

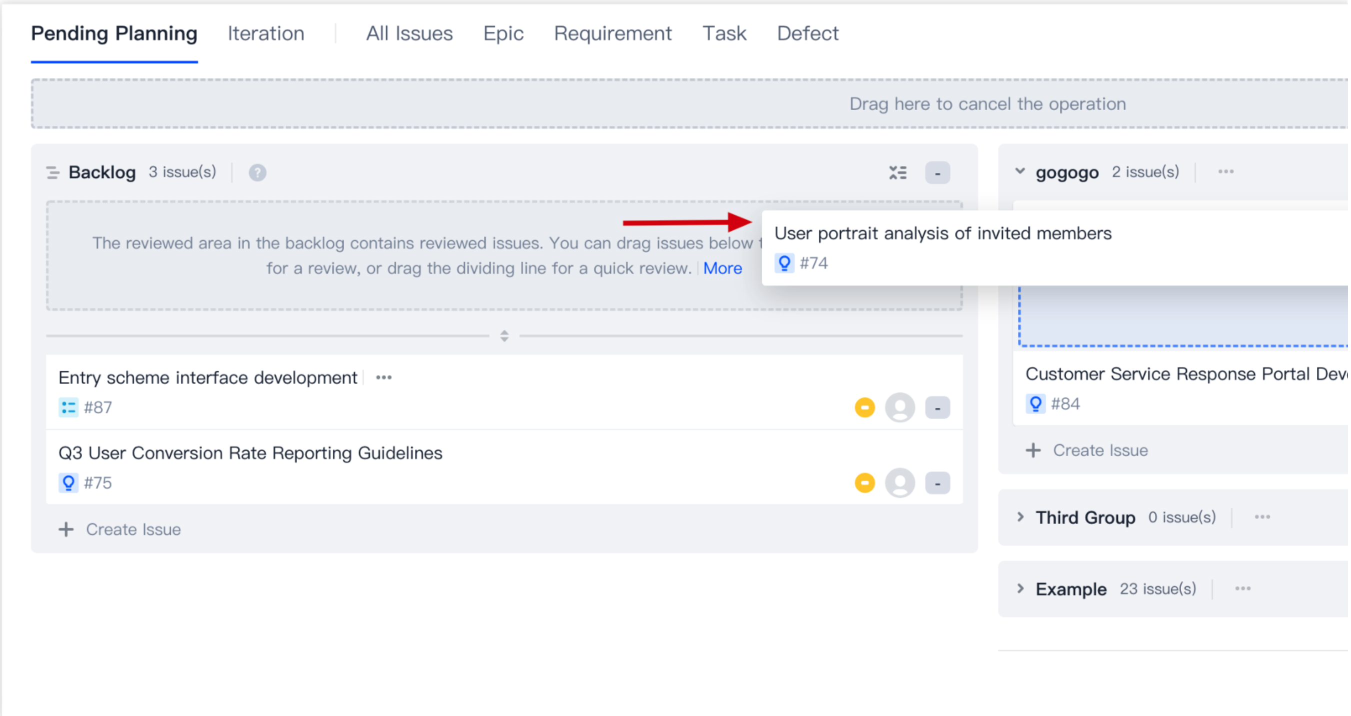


2. Alternatively, select an iteration on the Iterations page to enter its details page, and click **Plan Iteration** in the upper-right corner to go to **Pending Planning**, and then perform the same operations described in the previous step.



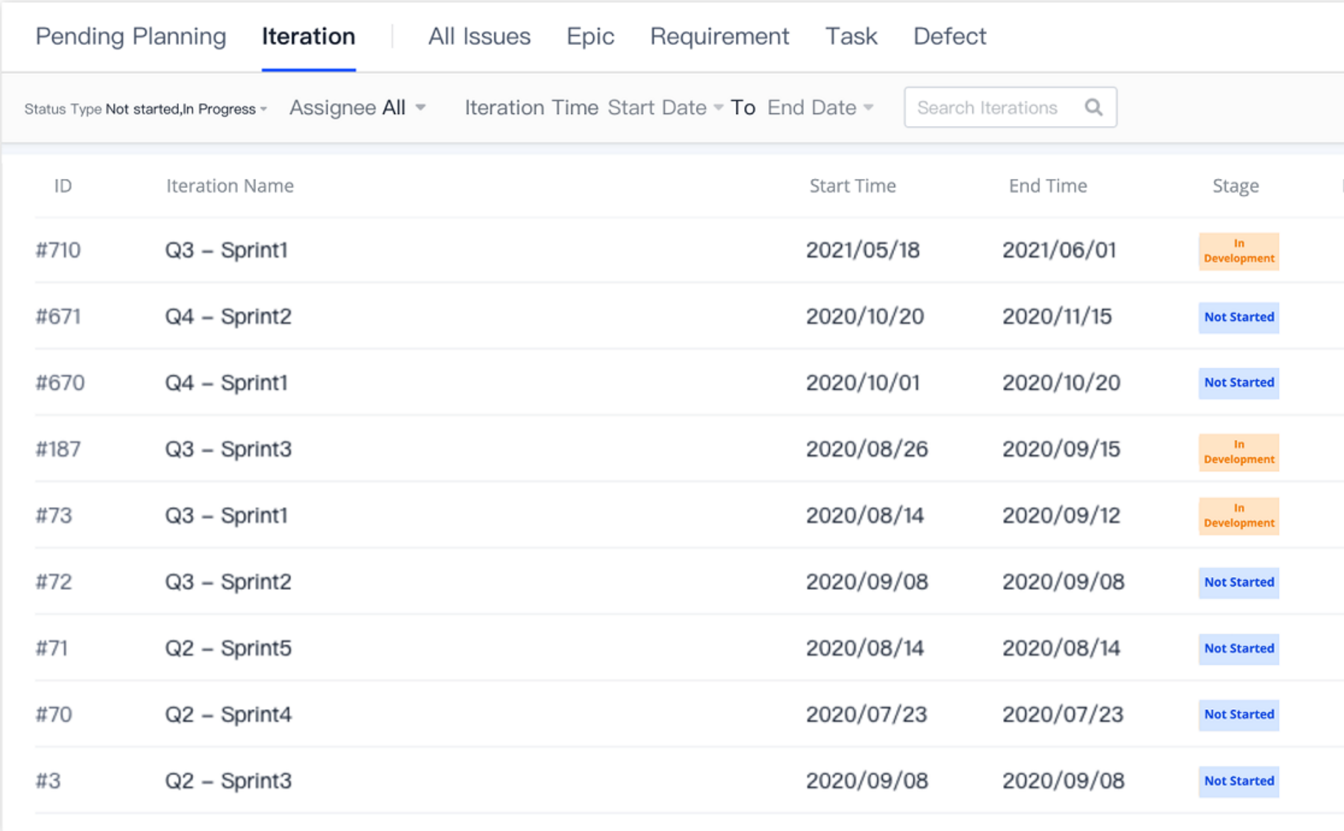
3. You can also **drag issues in batches to add them to an iteration**. Press and hold ⌘ and **left-click** (depending on the operating system you use) to select multiple issues. Selected issues are highlighted in blue. Drag the selection

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

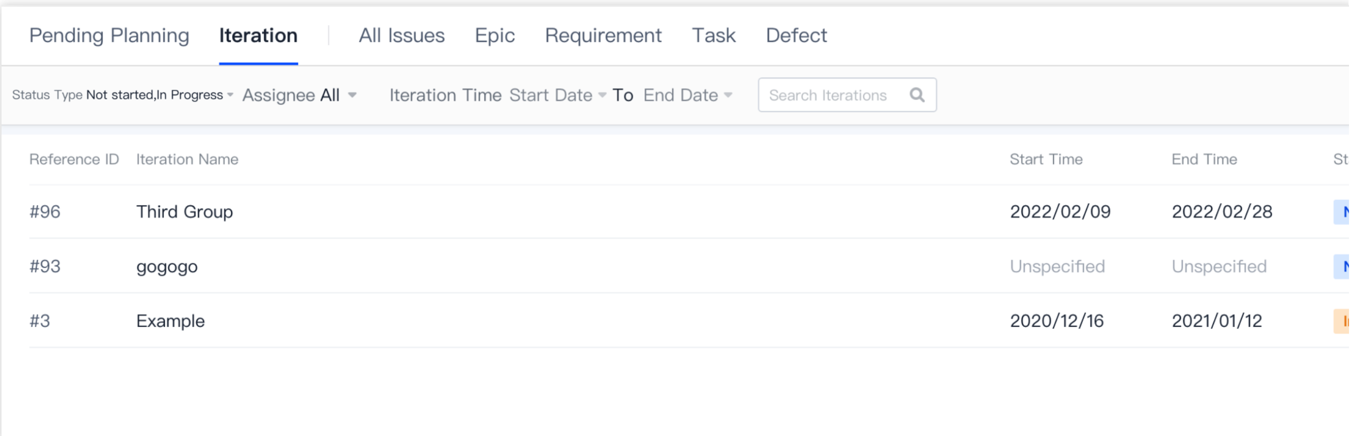


Iteration Settings

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



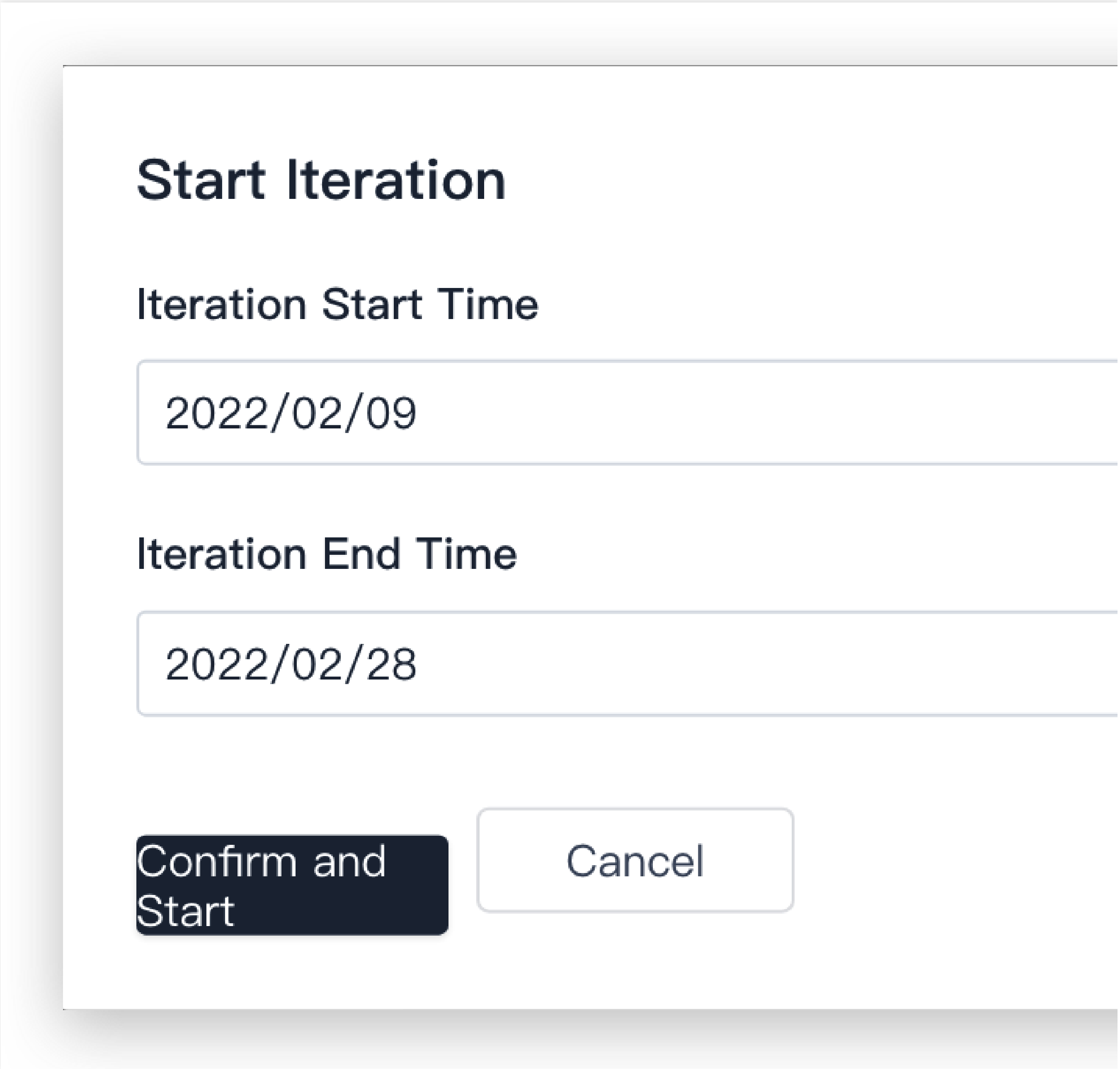
Click an iteration to enter its details page. The **issues** listed include all planned issues in the current iteration. You can search for specific issues with one or more filters, or sort them by different fields. For more information, see Filter Issues. In addition, you can switch between Tree View,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



Complete Iteration

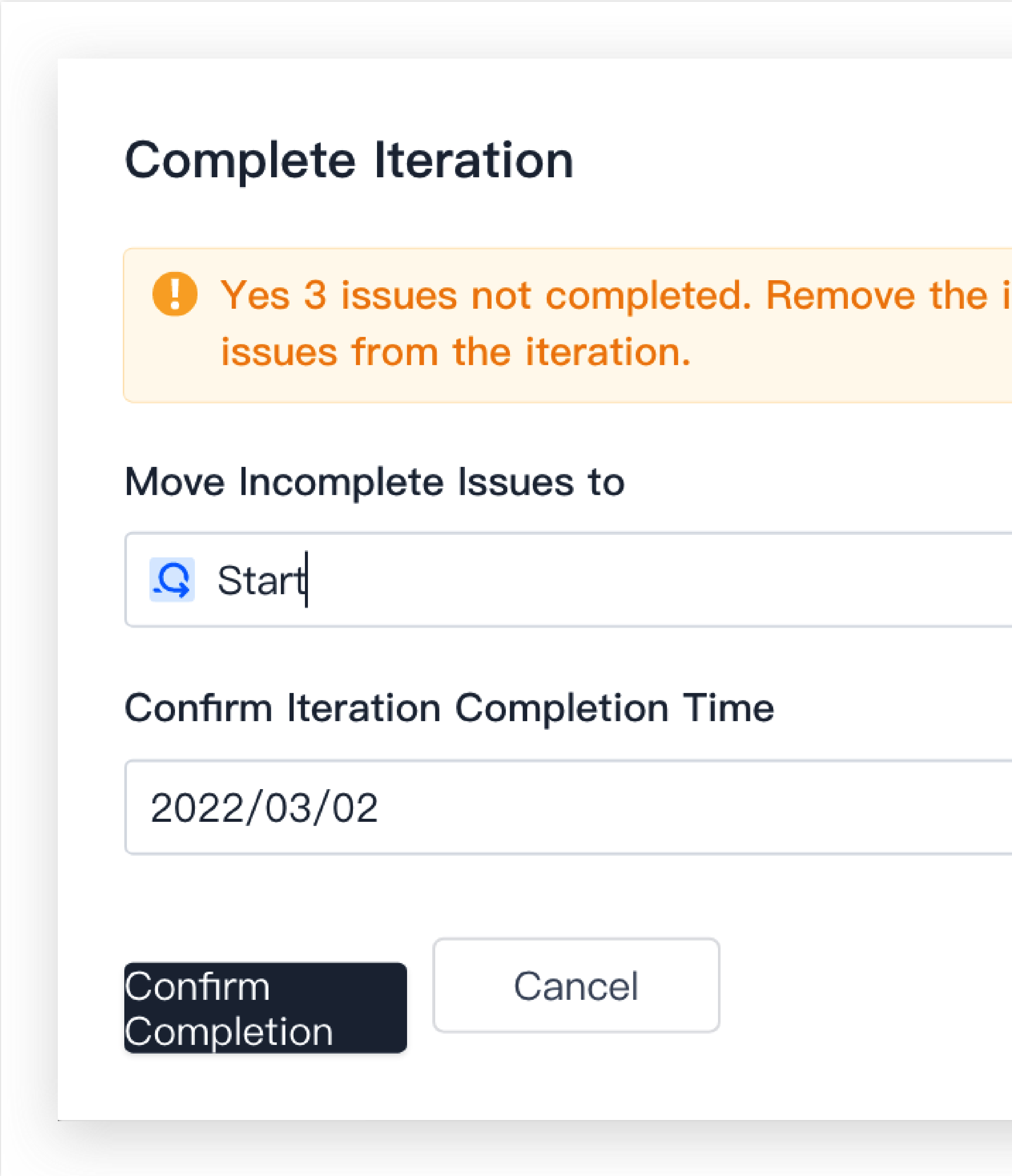
Iterations are sorted by successive phases: "Not started", "In progress", and "Completed". Iterations cannot be reverted to the previous phase.

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**.



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

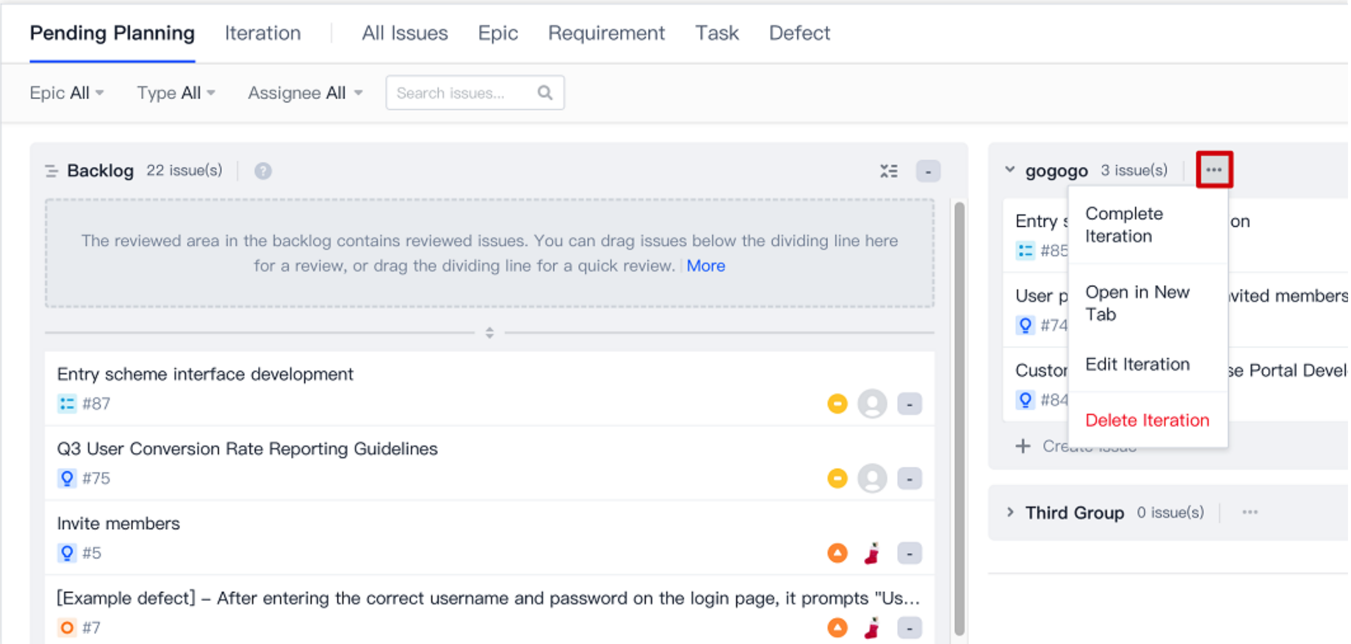
the iteration will change to **Completed**.



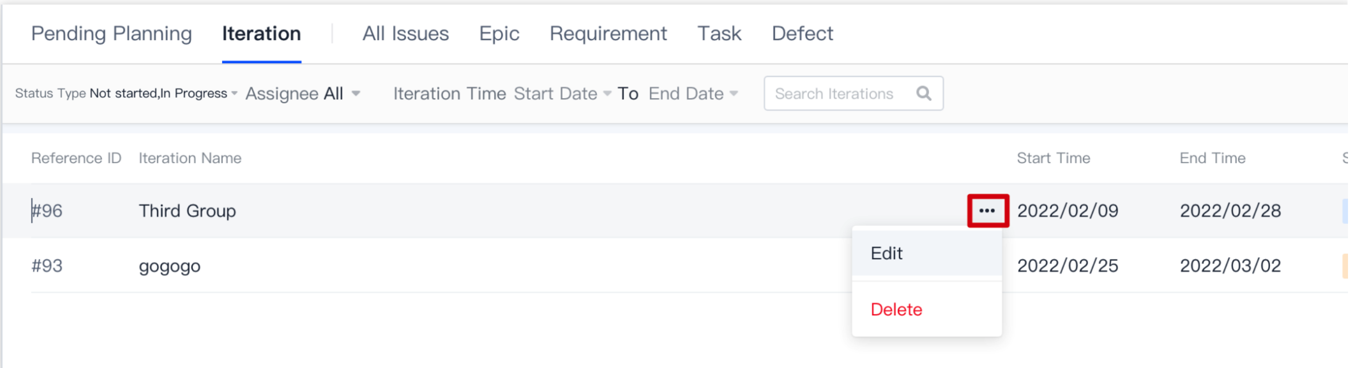
Edit or Delete Iterations

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

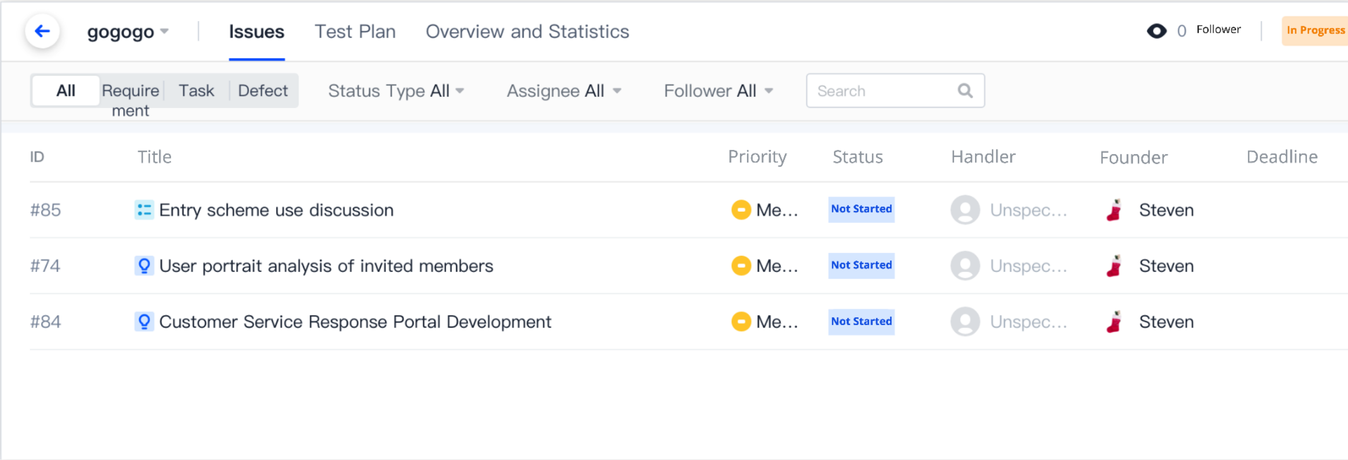
Use the `...` menu of the iteration on the **Pending Planning** page.



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
ID
Title
Priority
Status
Handler
Founder
Deadline
#85
Entry scheme use discussion
Me…
Not Started
Unspec…
Steven
#74
User portrait analysis of invited members
Me…
Not Started
Unspec…
Steven
#84
Customer Service Response Portal Development
Me…
Not Started
Unspec…
Steven

Manage Epics

Last updated：2023-12-26 18:02:33

This document describes epics in Scrum agile management.

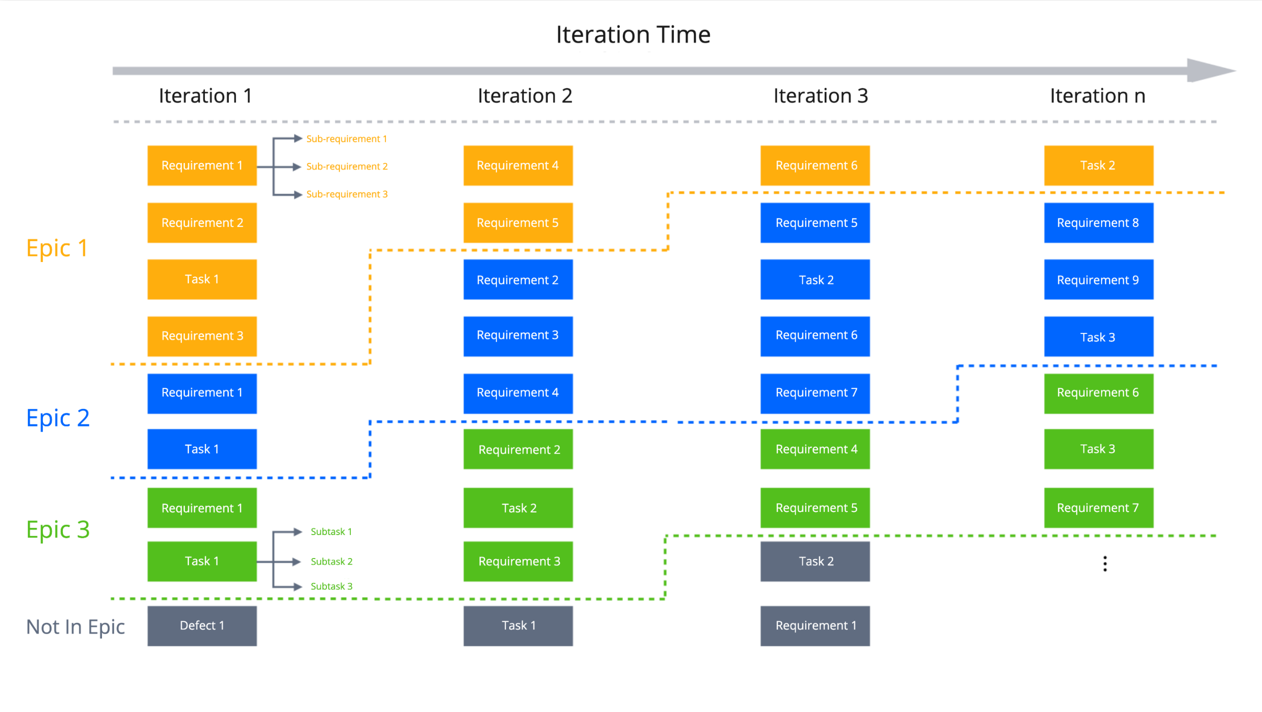
Open Project

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**.

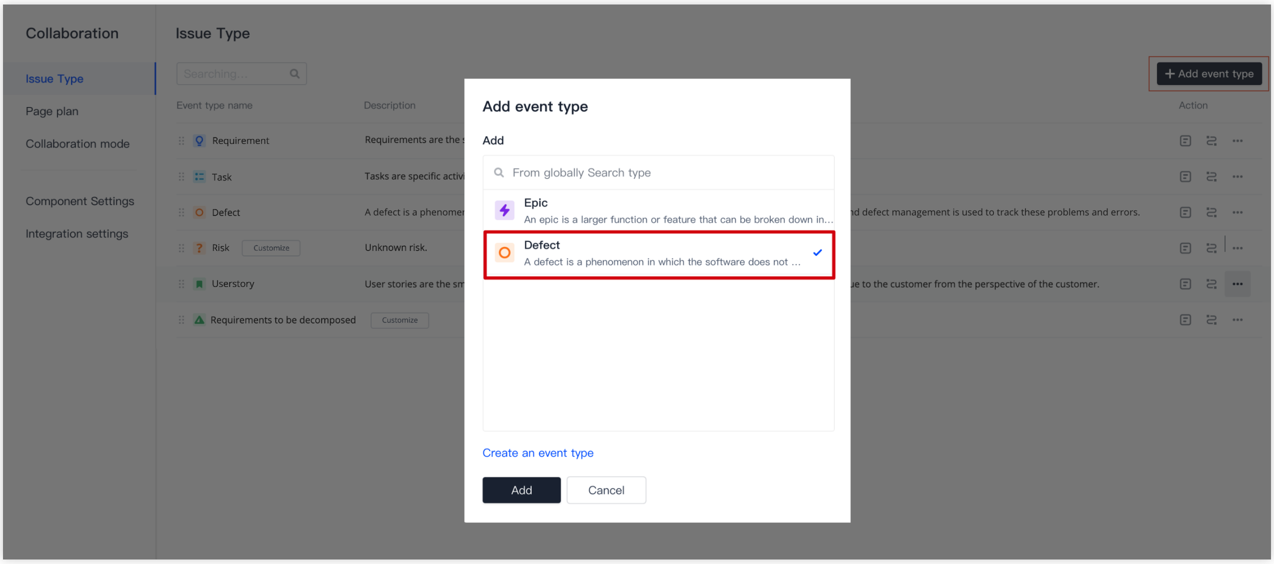
Function Overview

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.



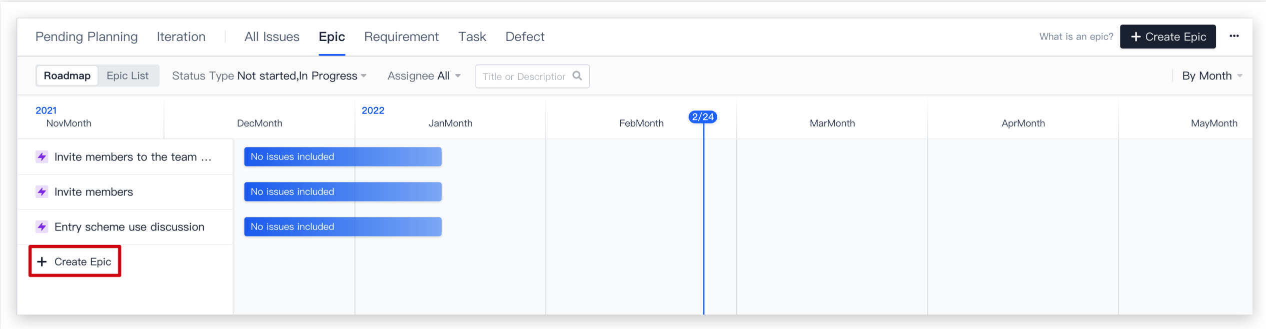
Start Epic

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

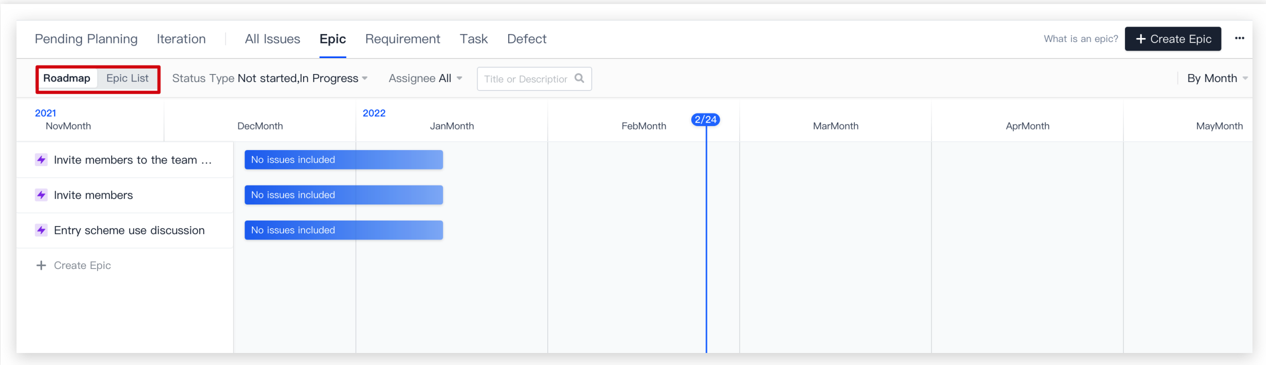
Go to **Project Collaboration** > **Epics**. You can click **Create Epic** at the end of the epic list on the left to quick create an epic. Alternatively, click **Create Epic** in the upper-right corner, and specify the epic title, description, assignee, priority, and other information. After creating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



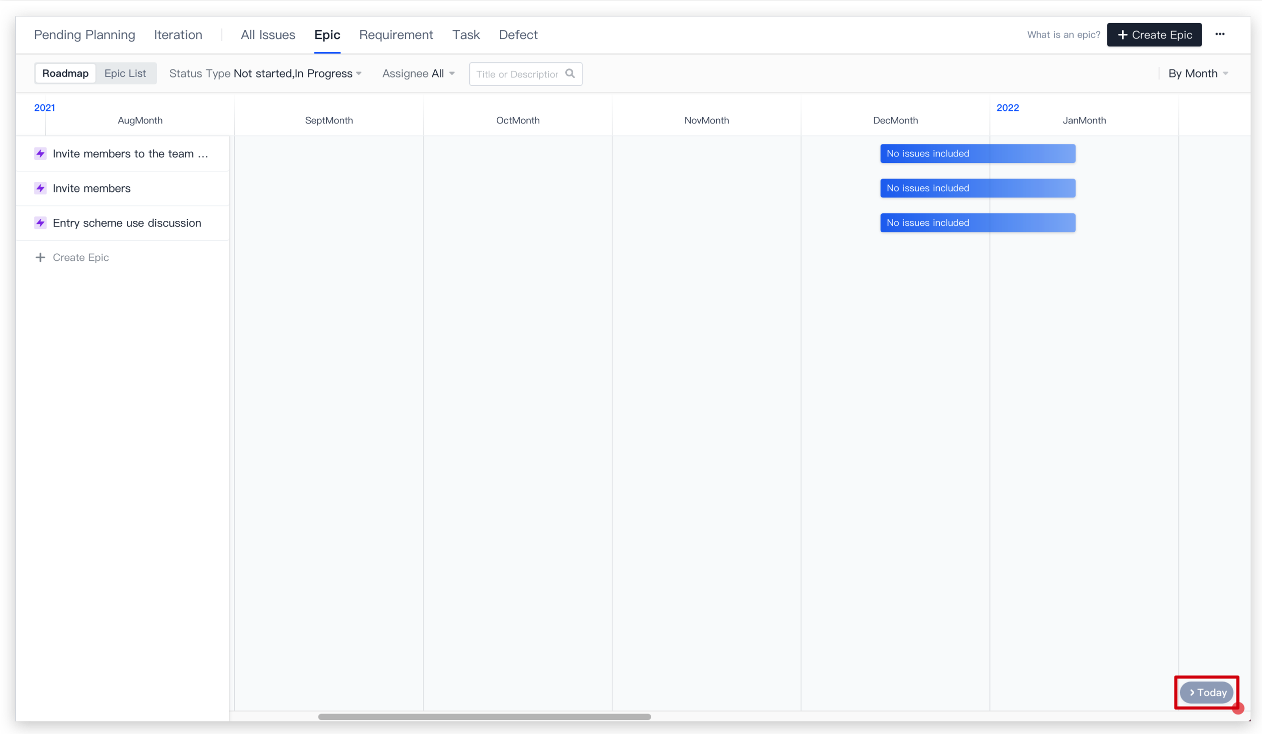
View Epics

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.

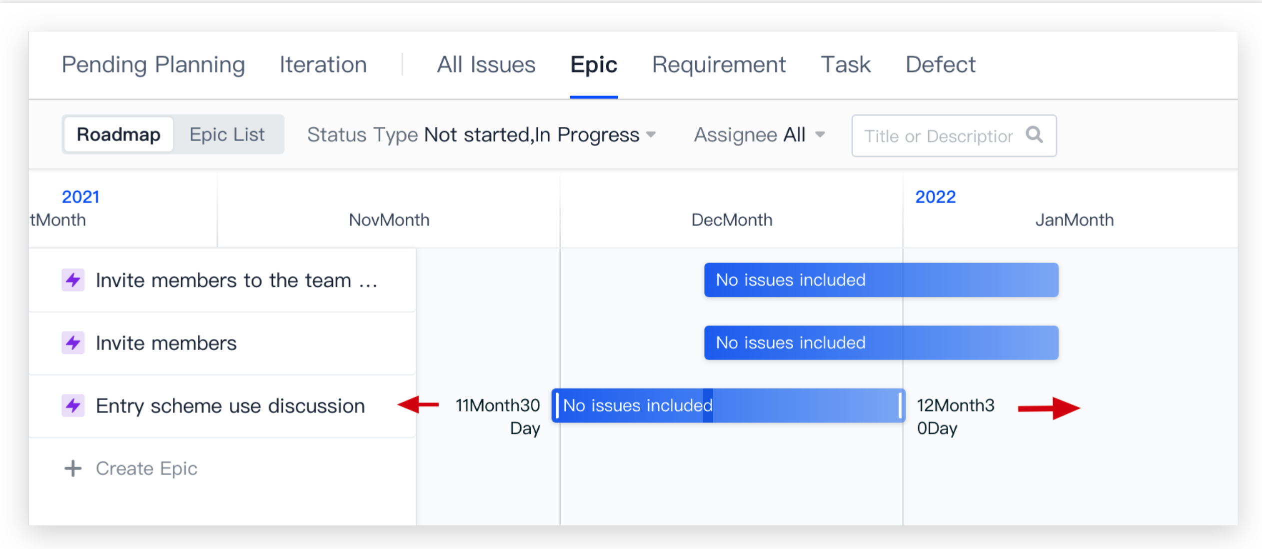


Every time you go to the Epics page, the current day is located by default. You can drag the scroll bar below or use your middle mouse button to view the past and future. You can also click **Today** in the lower-right corner to quickly return to the current day.

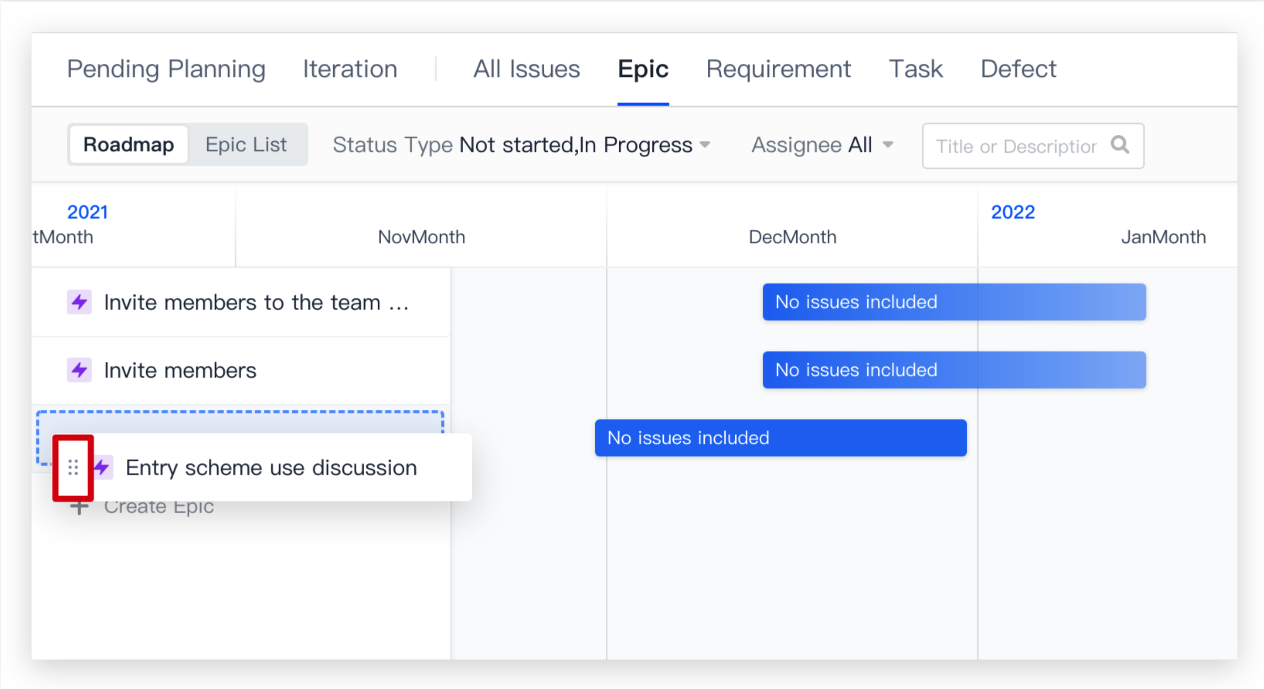


Use roadmap view

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.

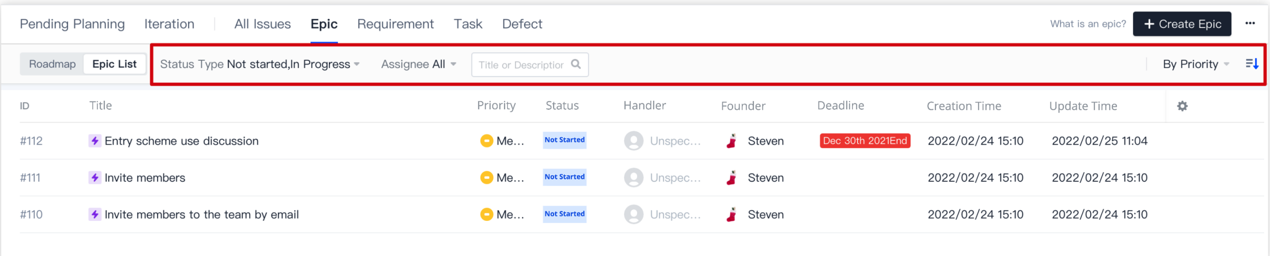


Long press an epic, and then you can change its sequential order.



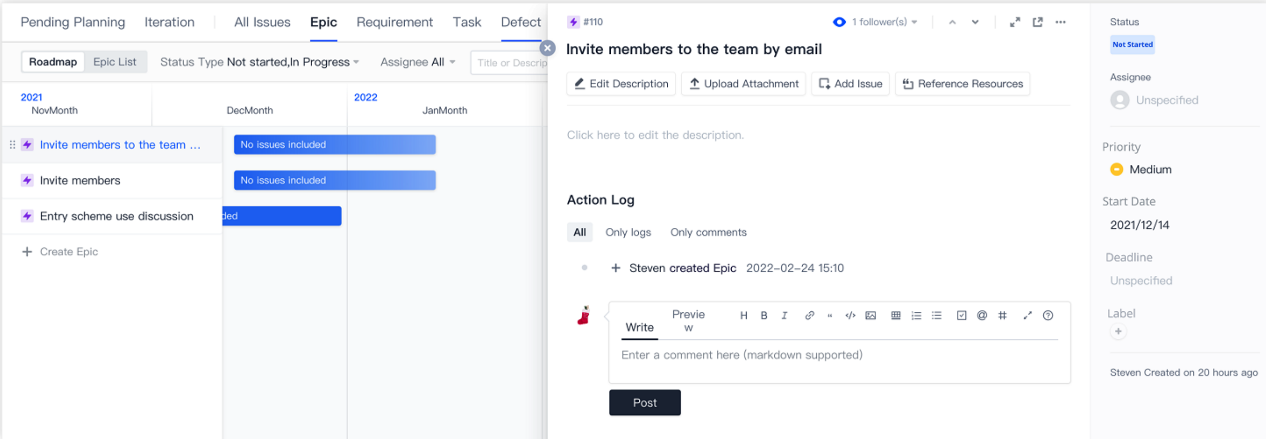
View or Use Epic List

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.



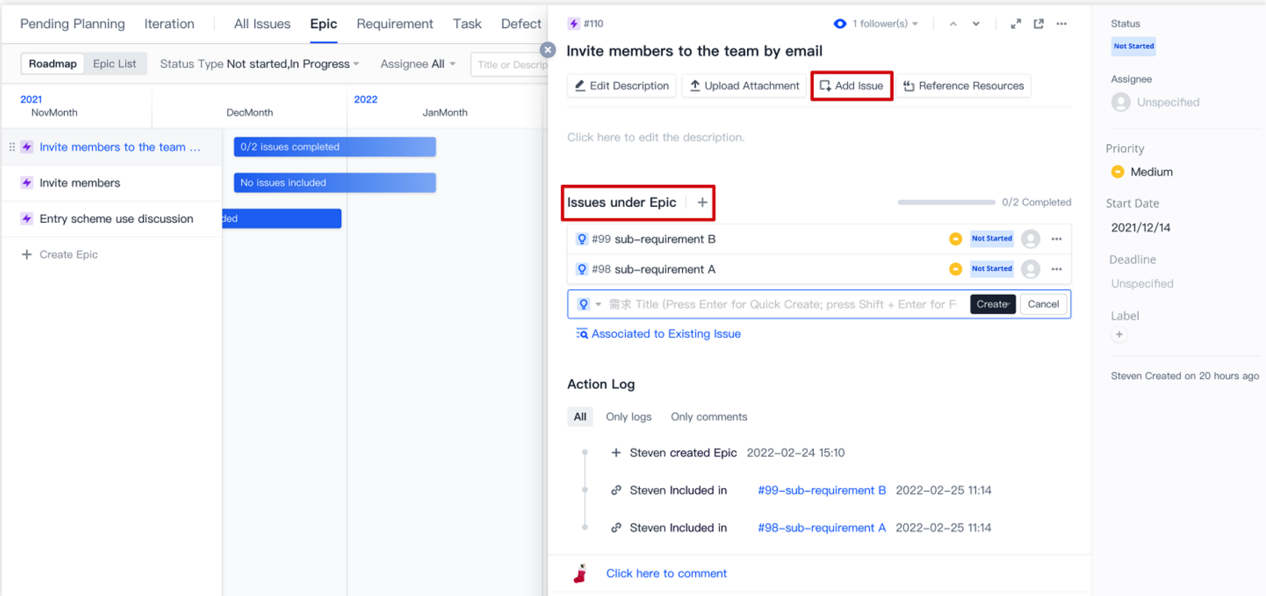
Edit Epics

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



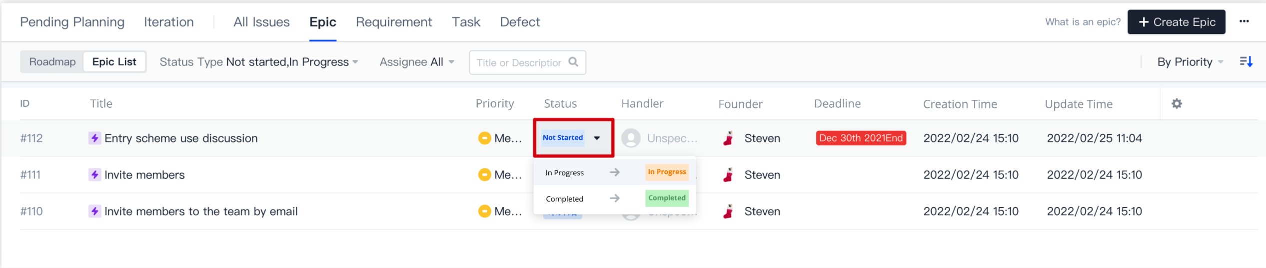
Add issues

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.



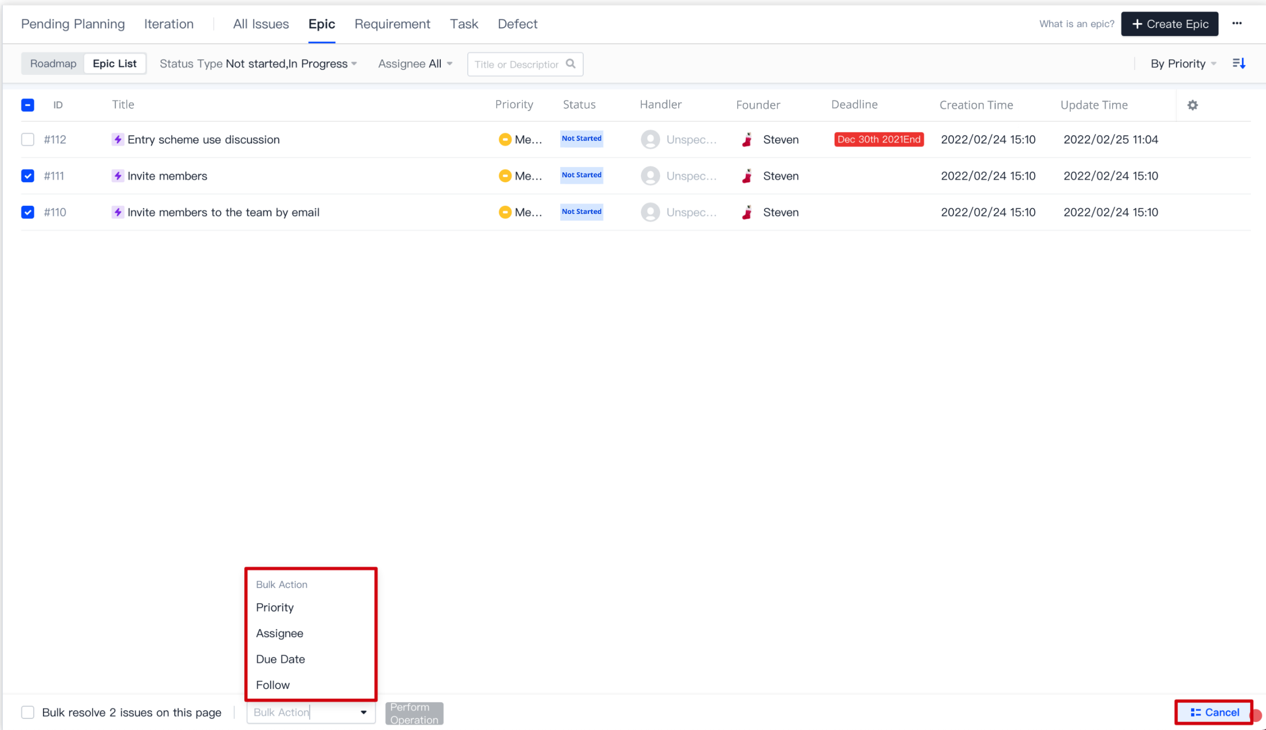
Epic Status Transition

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.



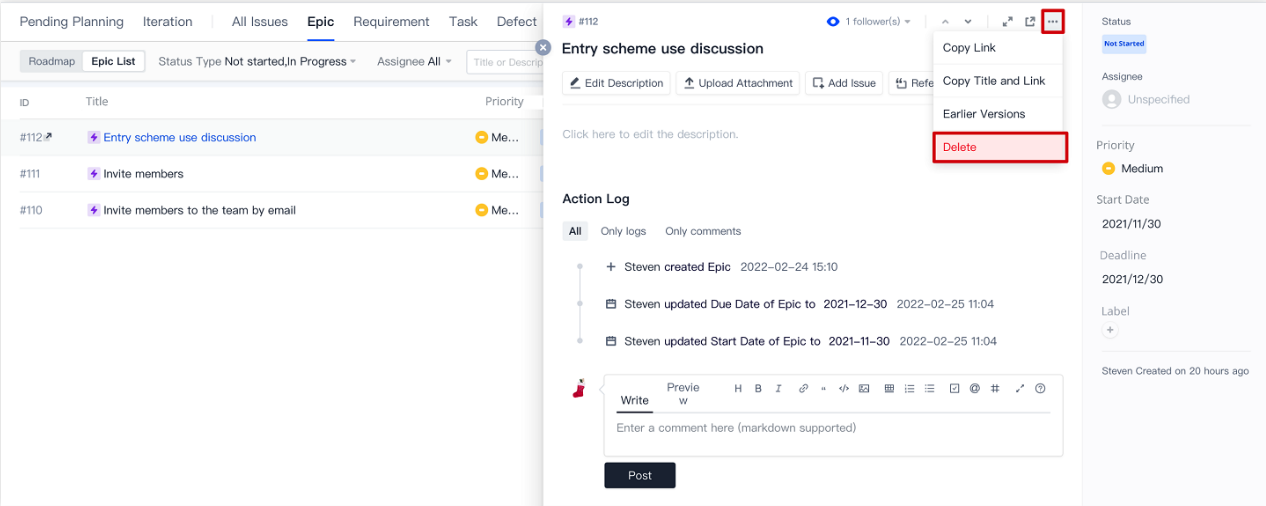
Update Epics in Batches

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.



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.


Pending Planning
Iteration
All Issues
Epic
Requirement
Task
Defect
Roadmap
Epic List
Status Type Not started,In Progress
Assignee All
ID
Title
Priority
#112
Entry scheme use discussion
#111
Invite members
#110
Invite members to the team by email
#112
1 follower(s)
Entry scheme use discussion
Edit Description
Upload Attachment
Add Issue
Copy Link
Copy Title and Link
Earlier Versions
Delete
Click here to edit the description.
Action Log
All
Only logs
Only comments
Steven created Epic 2022-02-24 15:10
Steven updated Due Date of Epic to 2021-12-30 2022-02-25 11:04
Steven updated Start Date of Epic to 2021-11-30 2022-02-25 11:04
Write
Enter a comment here (markdown supported)
Post
Status
Not Started
Assignee
Unspecified
Priority
Medium
Start Date
2021/11/30
Deadline
2021/12/30
Label
Steven Created on 20 hours ago

Manage Requirements

Last updated：2023-12-26 18:02:33

This document describes requirements in Scrum agile management.

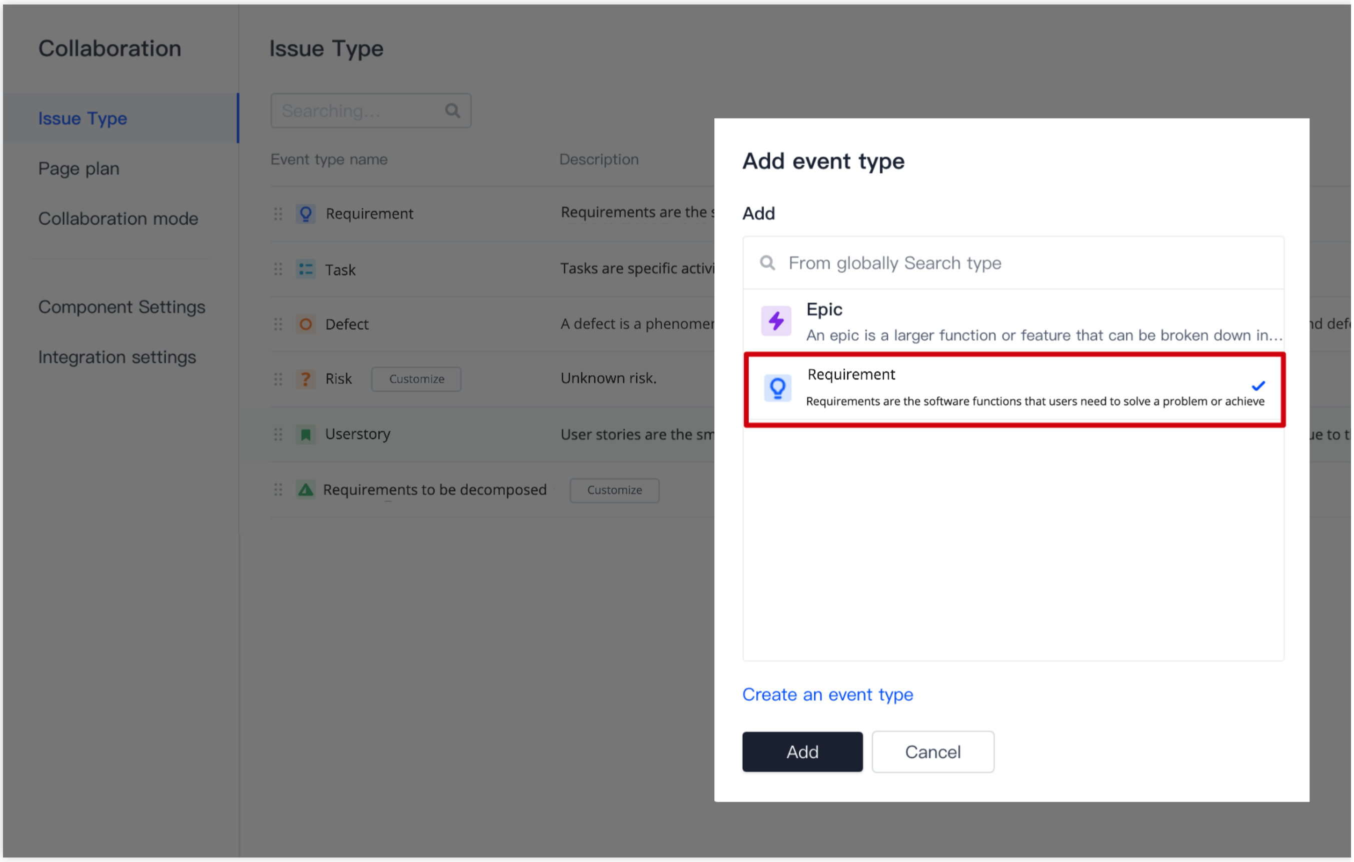
Open Project

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.

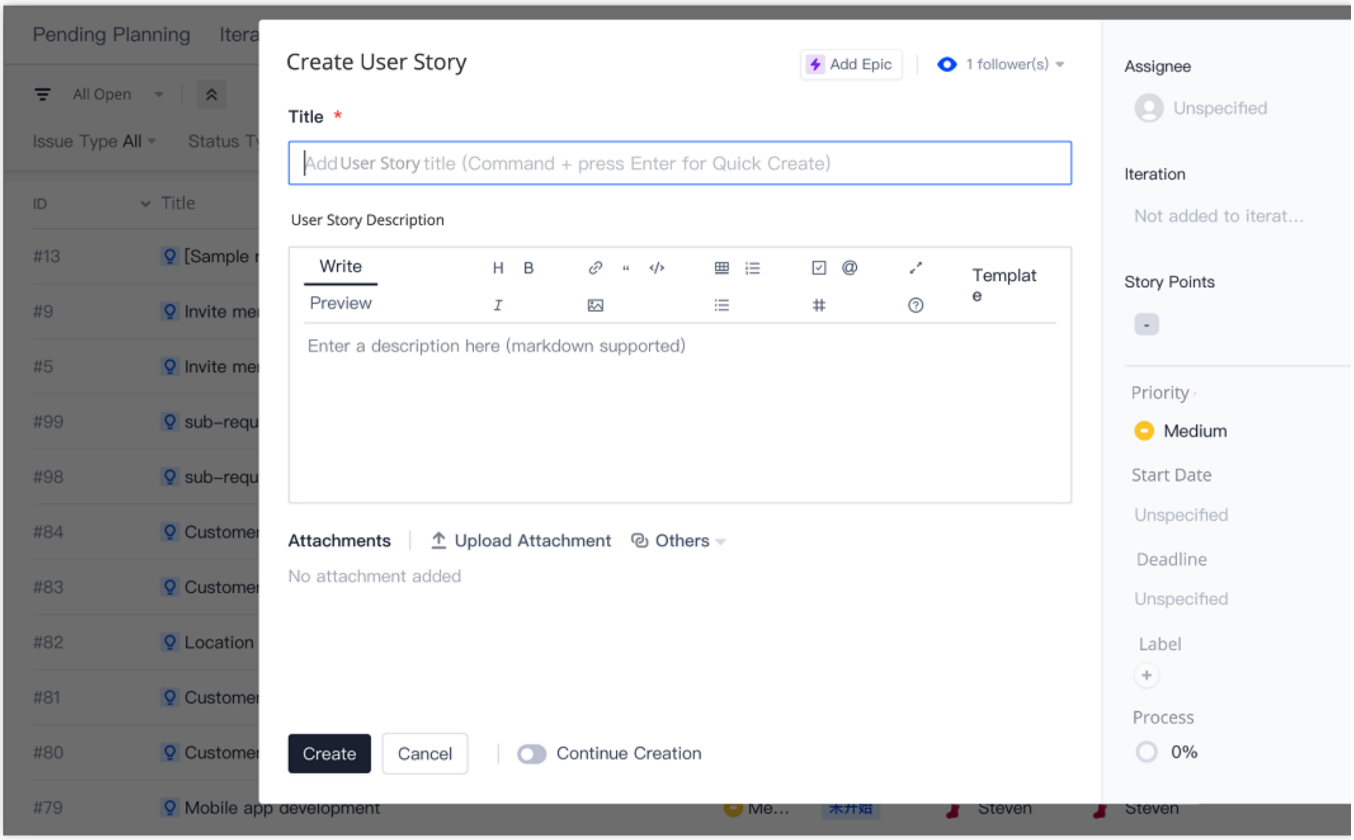
Create Requirement

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:

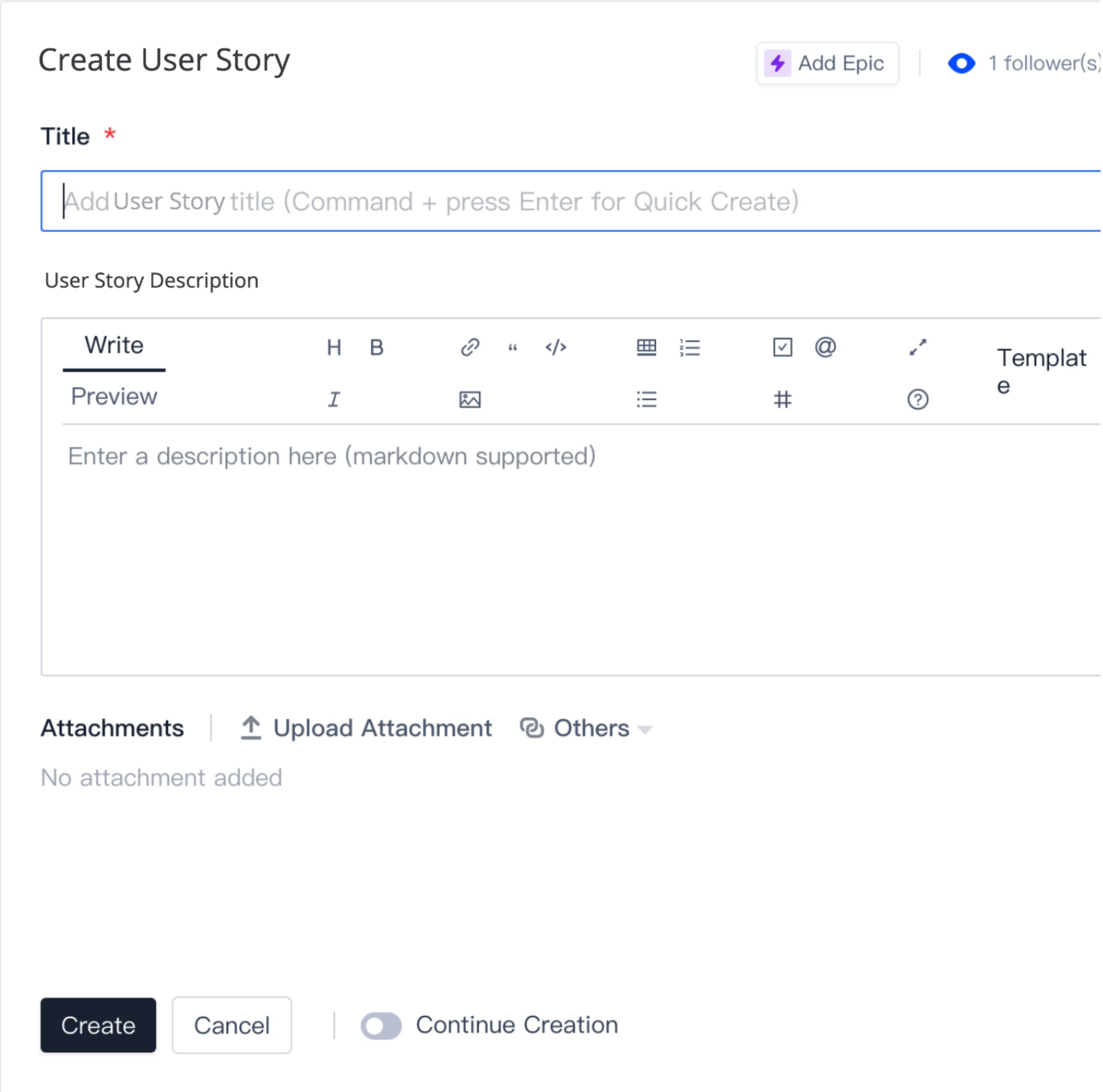
Role: Who will use this feature?

Activity: What feature needs to be fulfilled?

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



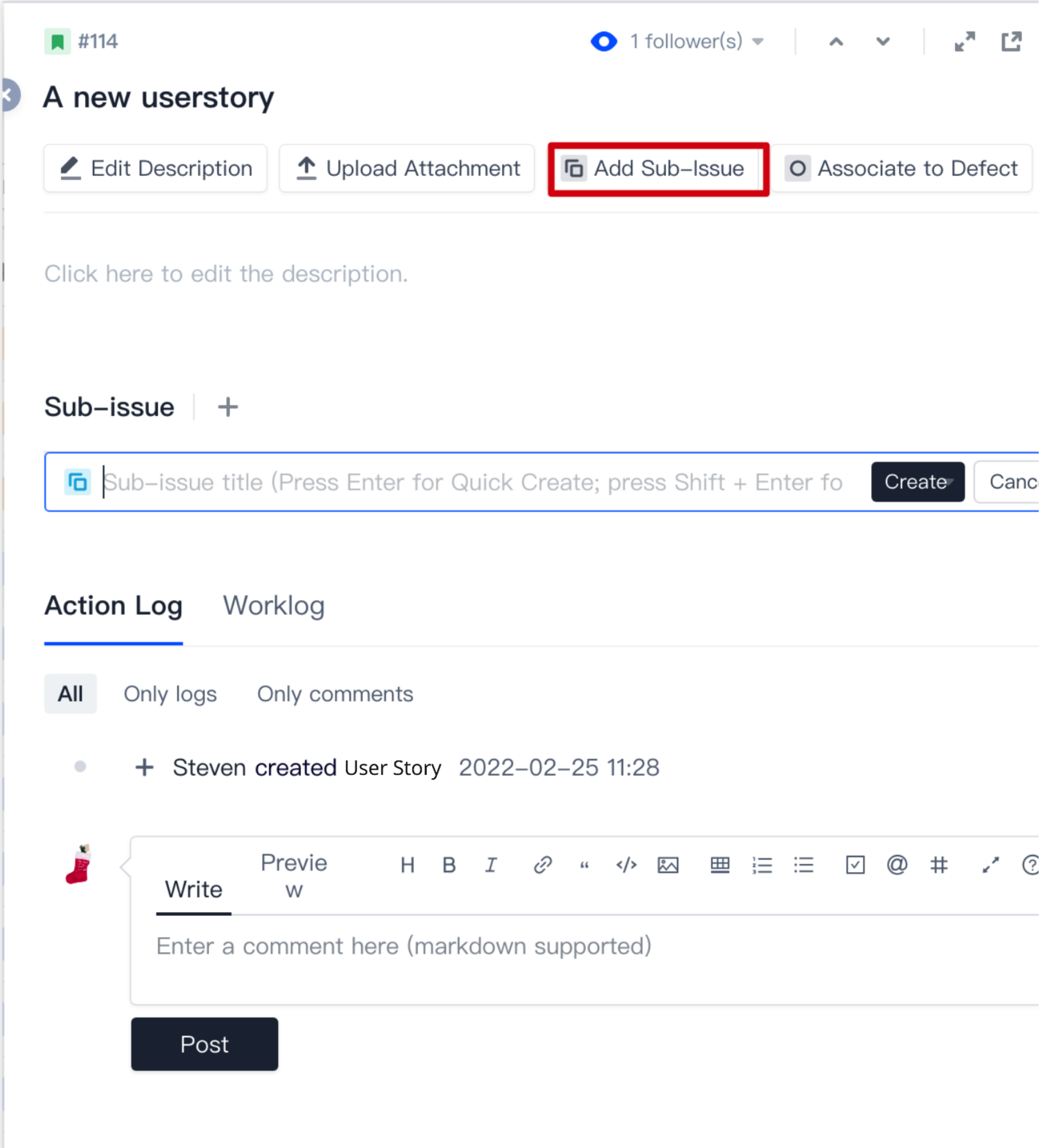
2. After creating a user story, you can set the assignee and iteration, set the story points, adjust the priority, and set the due date.



Break Down Requirement

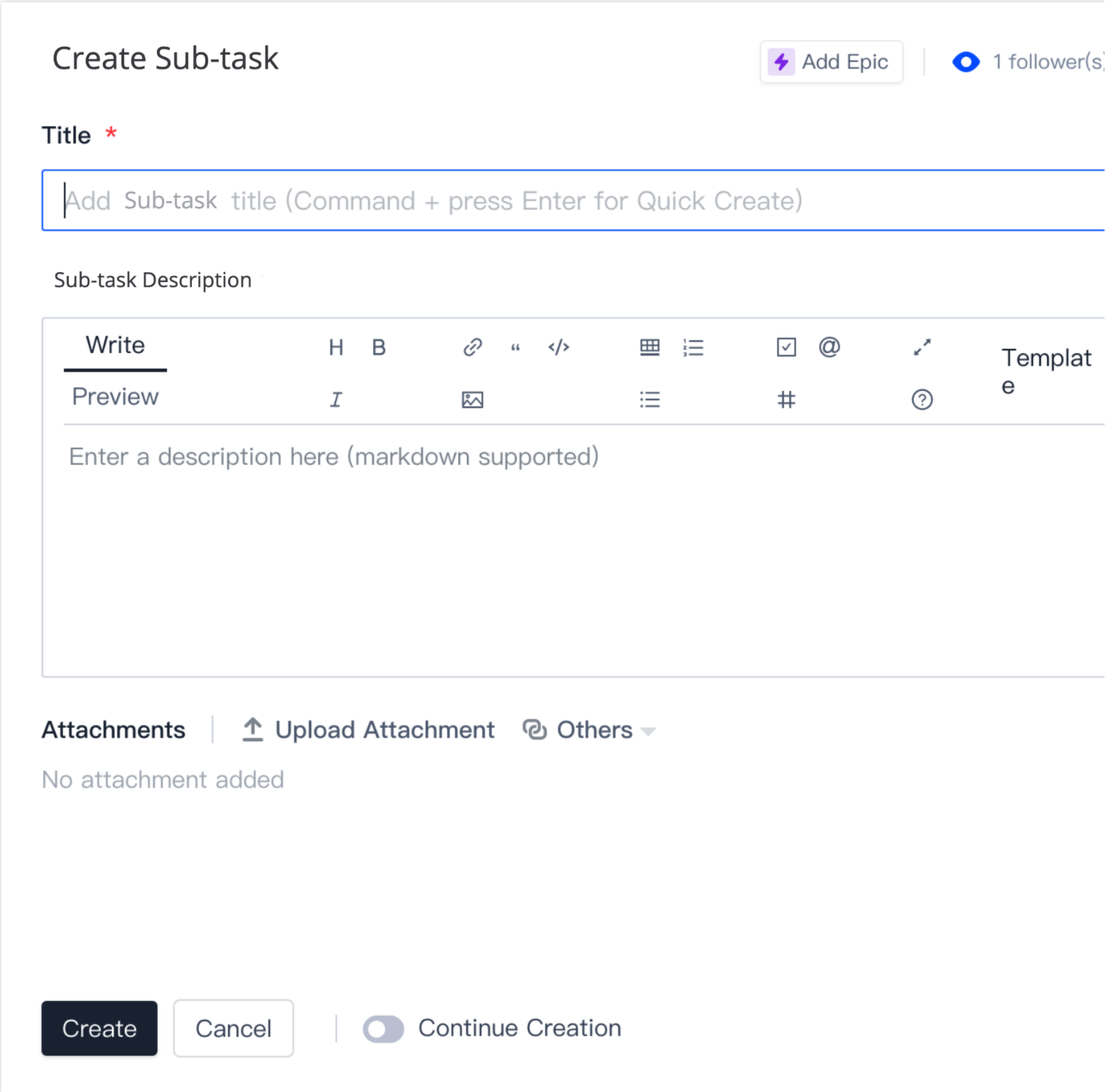
Sub-issues are specific activities carried out to fulfill **requirements** (user story or requirement). You can break down and assign requirements by creating sub-issues under them.

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

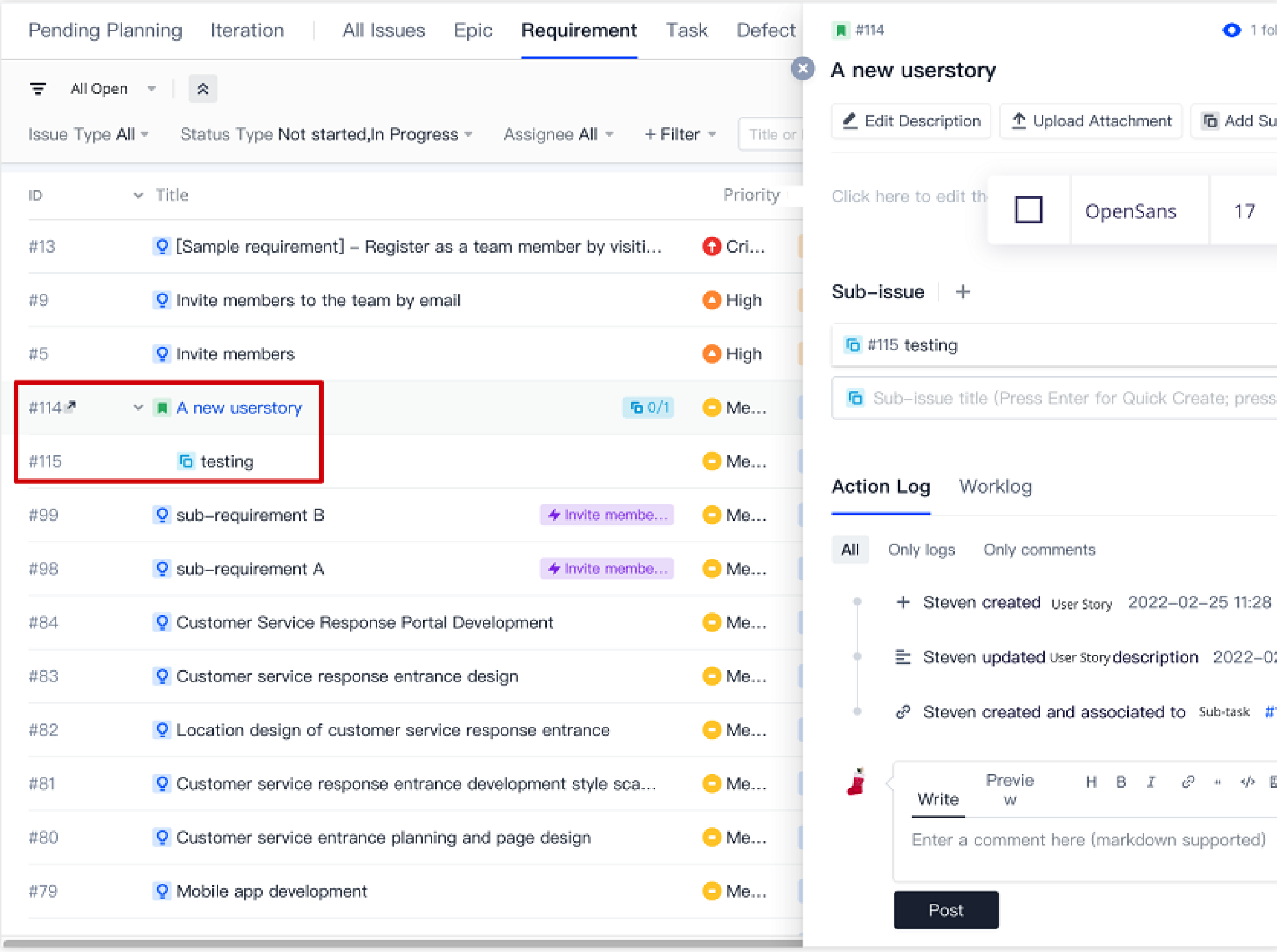


2. Simply enter a title and press Enter to quick create a sub-issue.

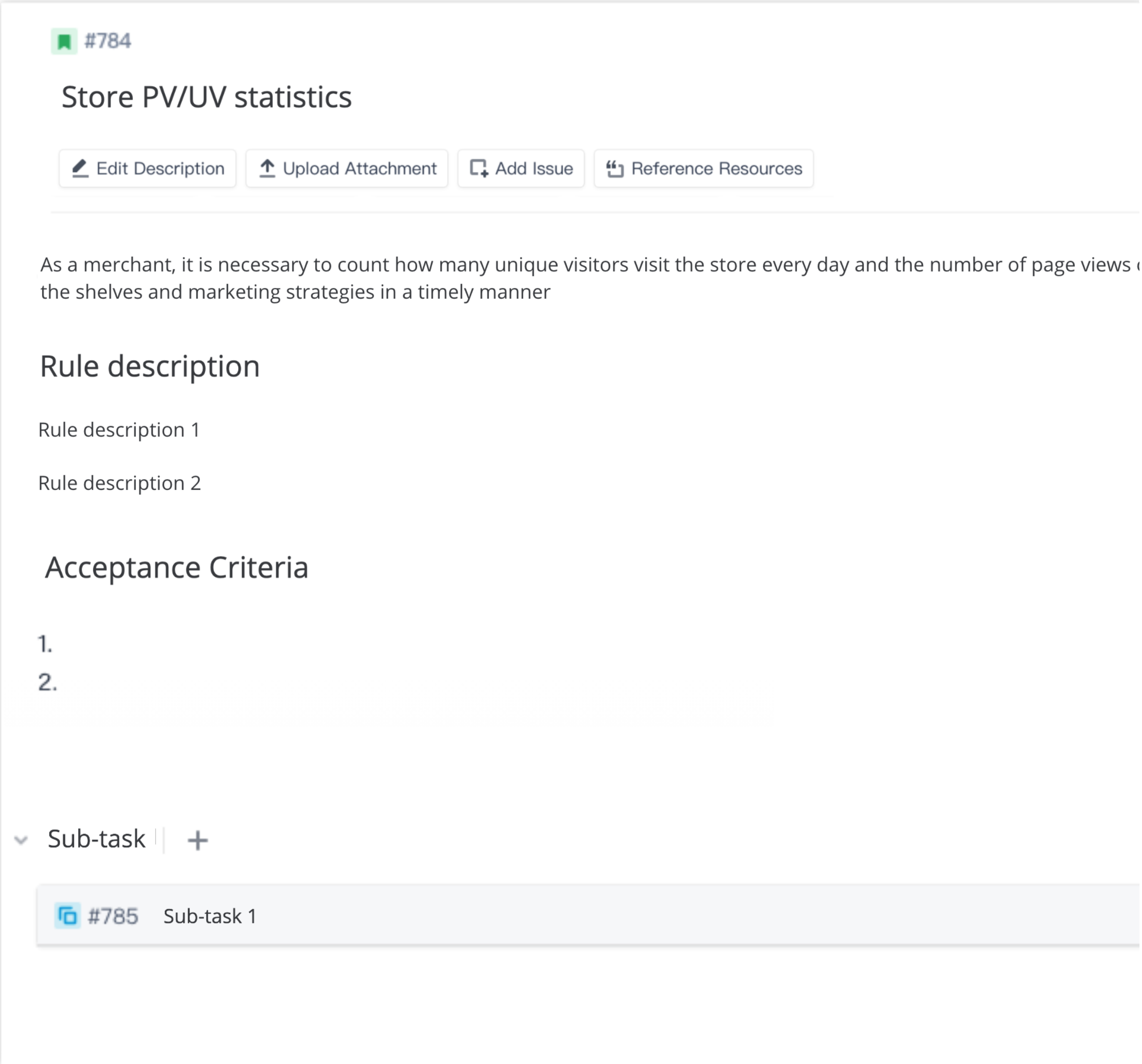
You can also select **Create** and click **Full Create** in the dropdown menu (keyboard shortcut: Shift + Enter) and enter details before creating a sub-issue.



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.



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.

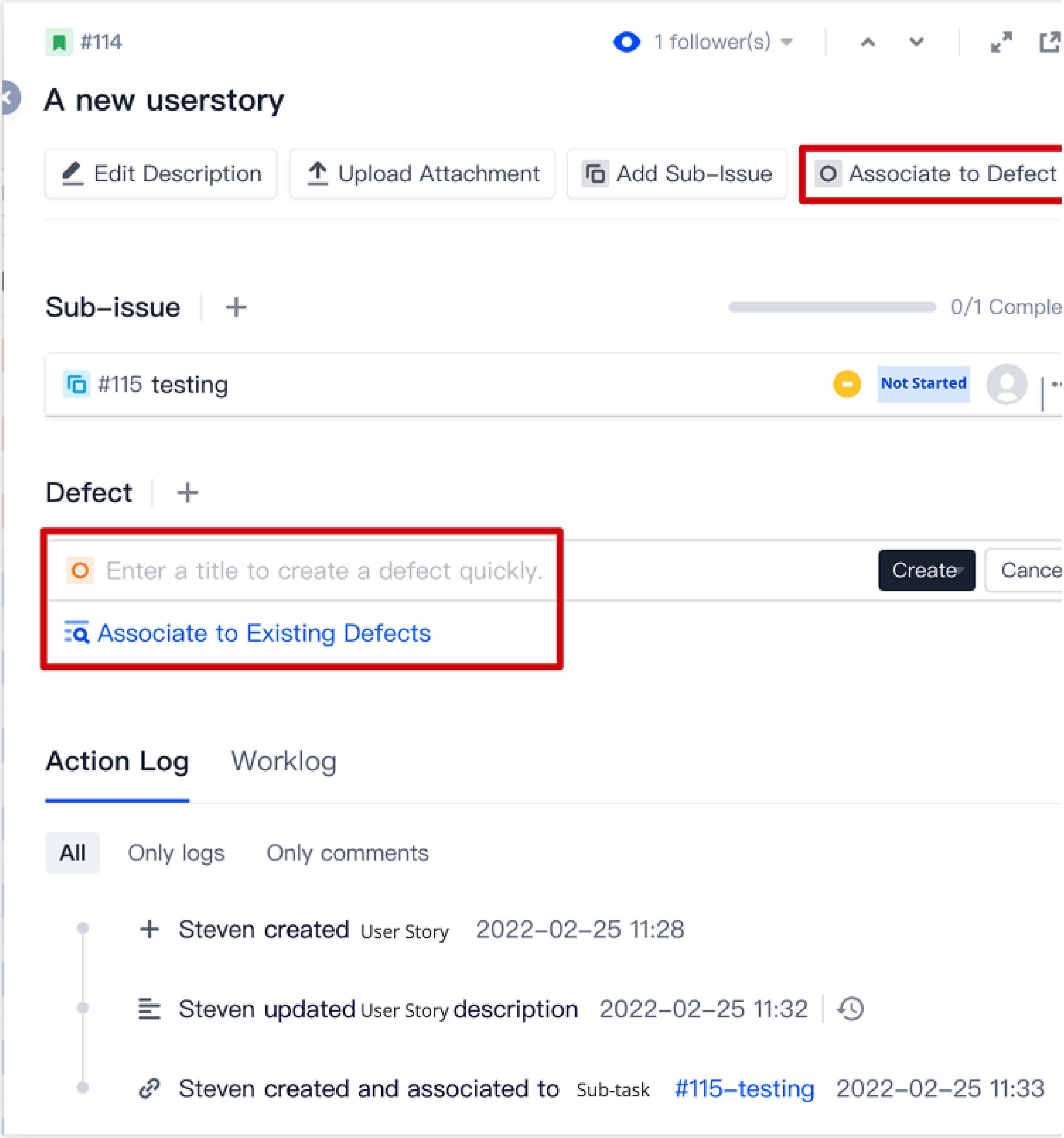


Associate Resource

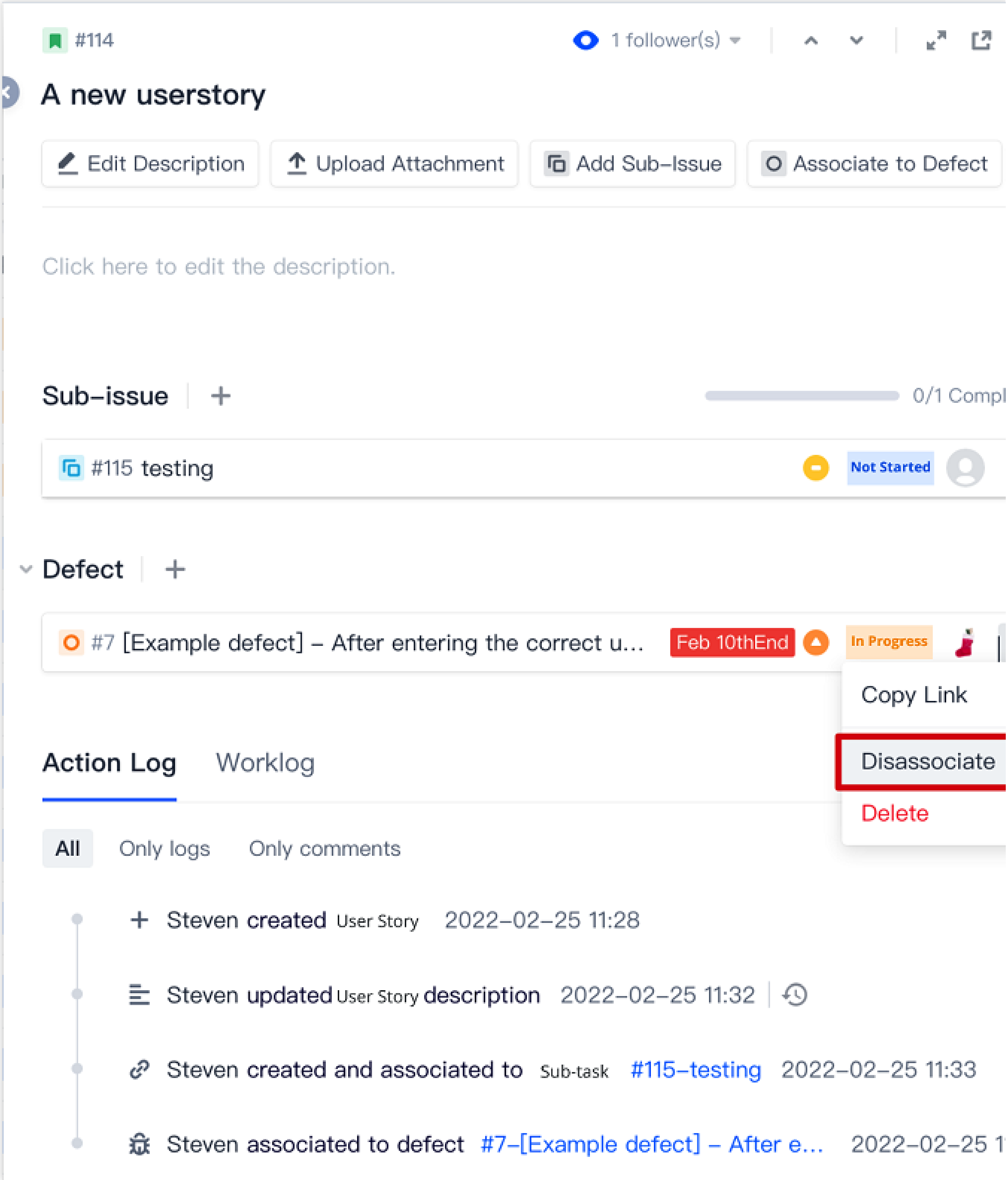
Associate bug

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.

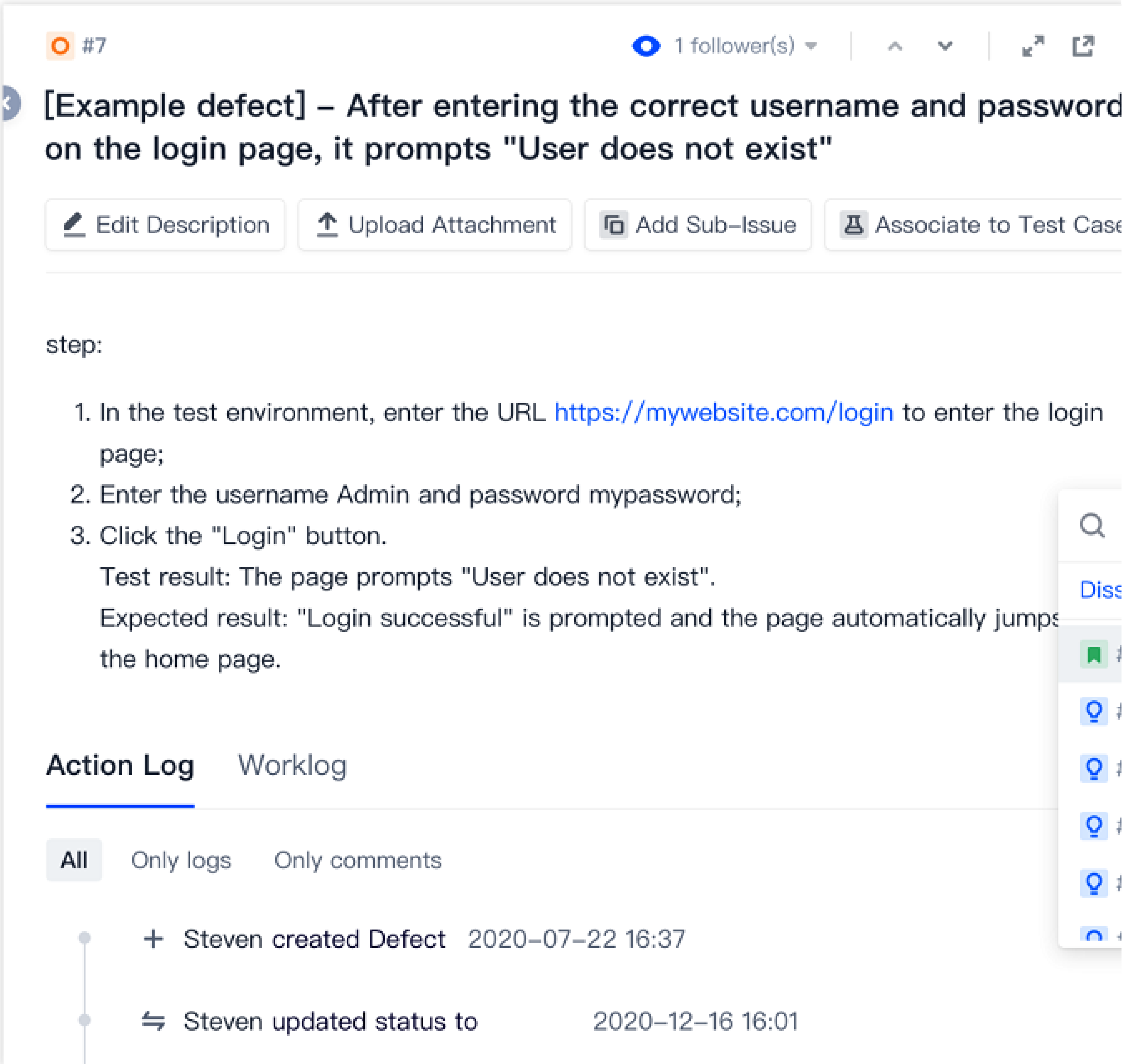
1. On the user story list page, select **Associate Bug** and click Associate to Existing Bug or quick create a new bug and associate it.



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

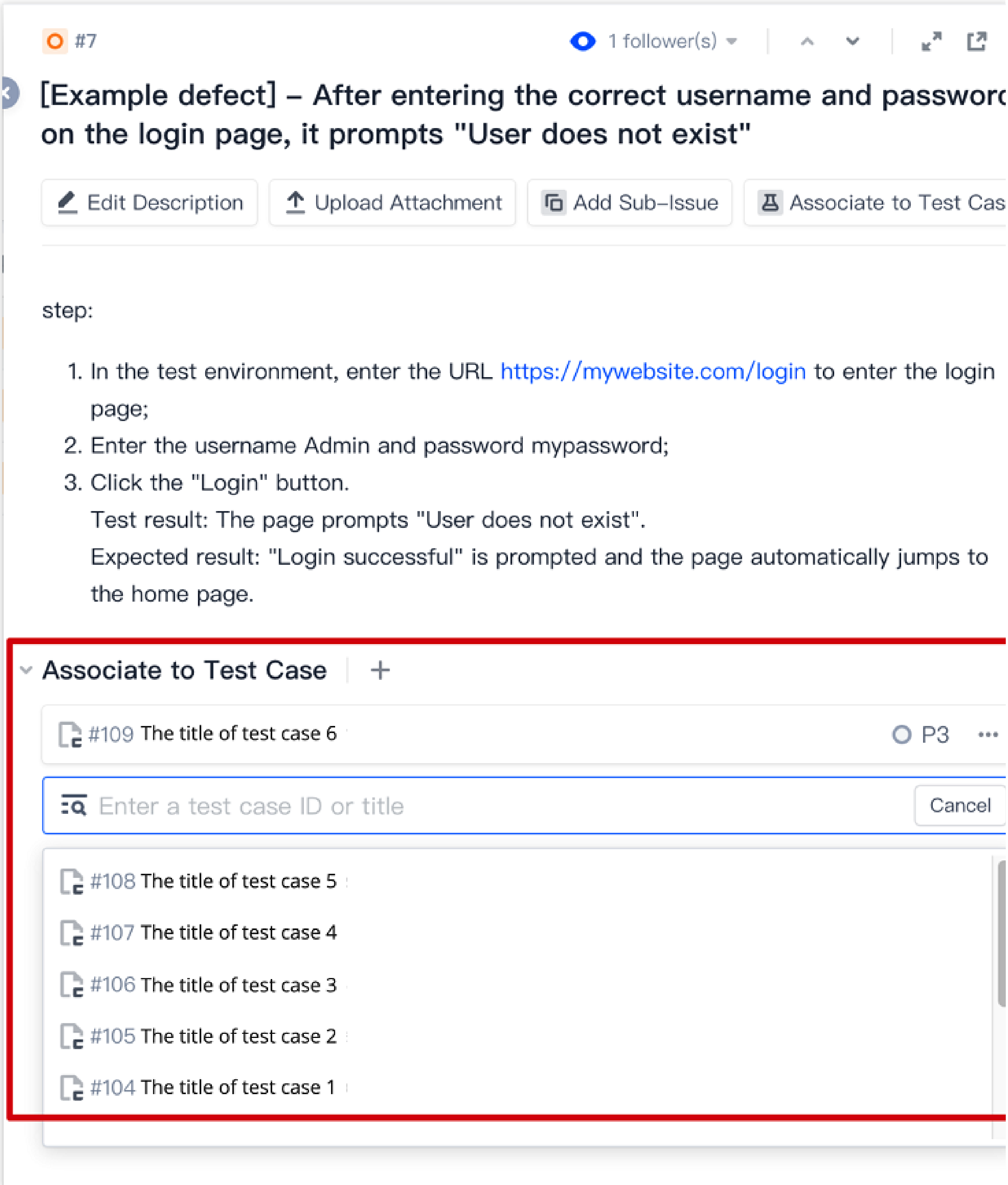


Go to the bug details page, and you can view requirements that are currently associated and disassociate or switch between them in the menu on the right.



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.



Reference resources

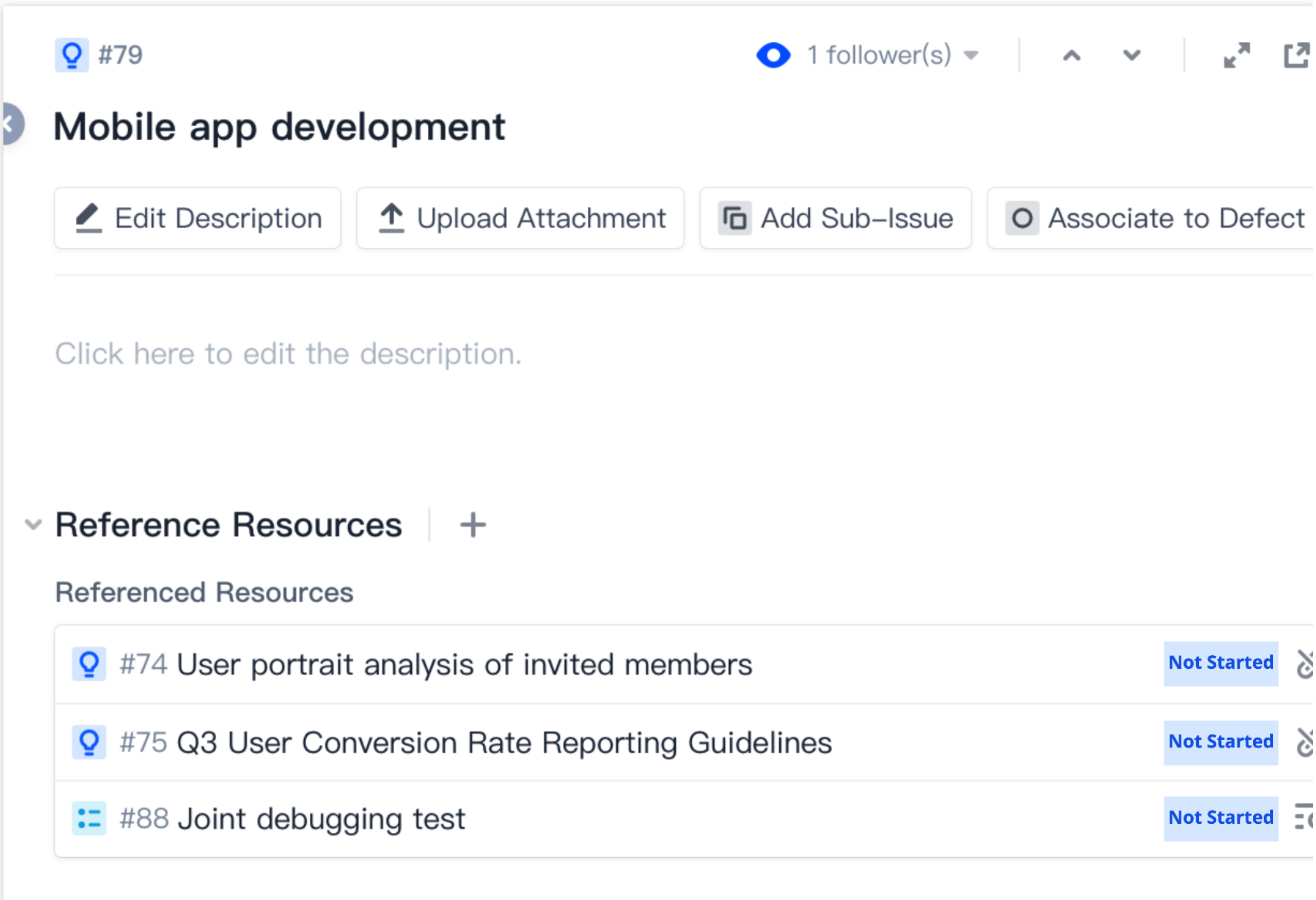
In the Description or Comments on the user story details page, you can use `# + reference ID/title` to select a resource. The resource referenced will be shown in the References list. If the current requirement has been referenced by another resource, the resource will be shown in the Referenced By list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

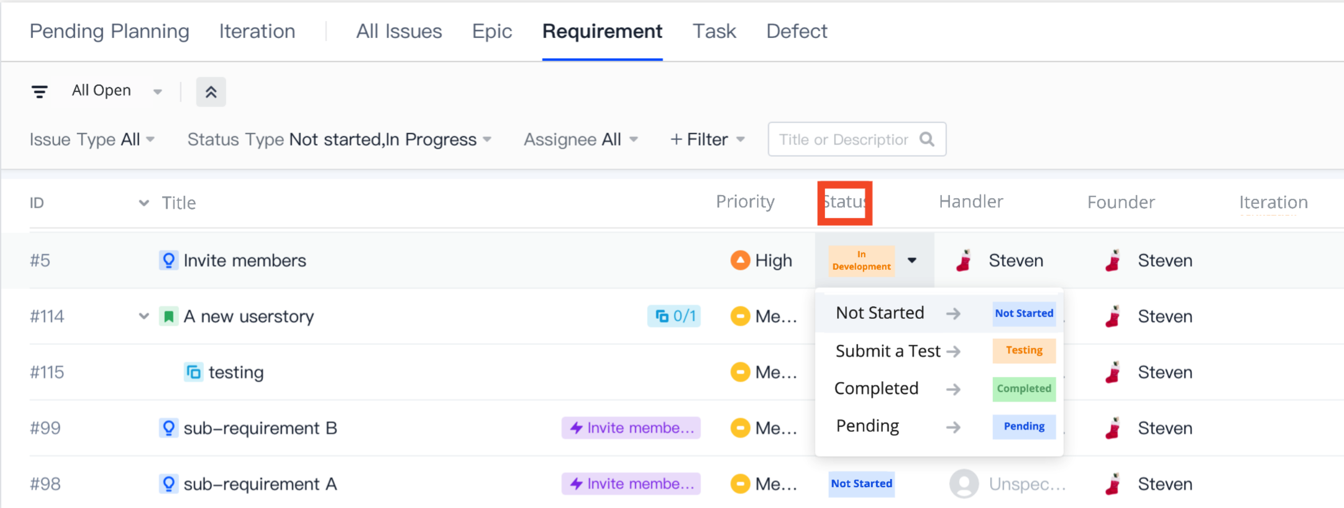
Requirement Status Transition

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

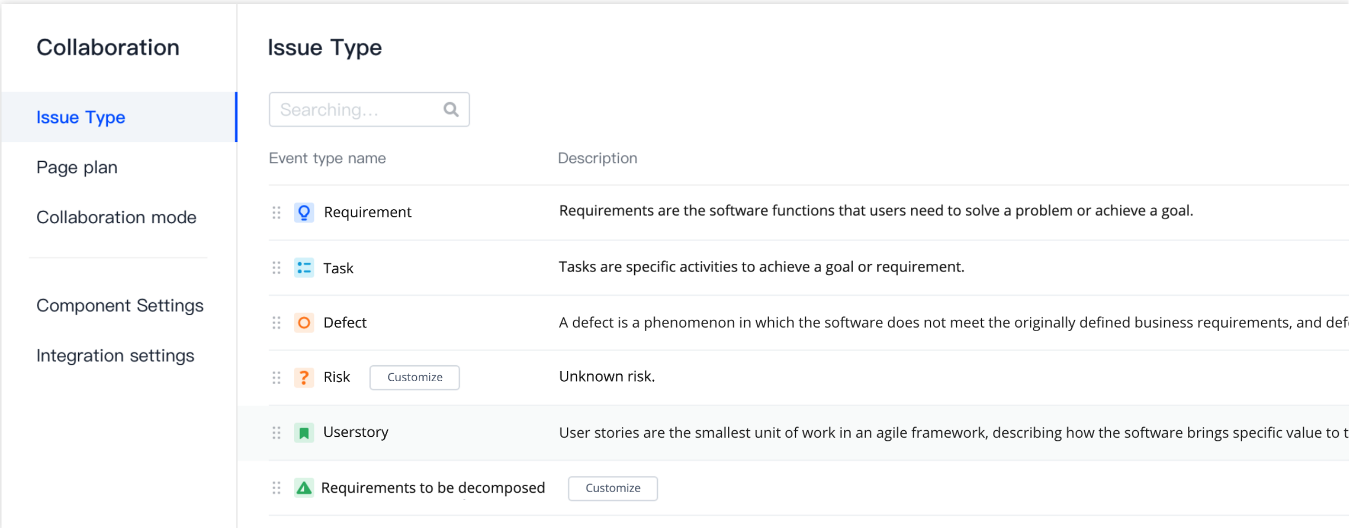
1. After creating a user story, go to the user story details page. The user story status is **Not started** by default. Select options from the dropdown menu on the right to switch its status.



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



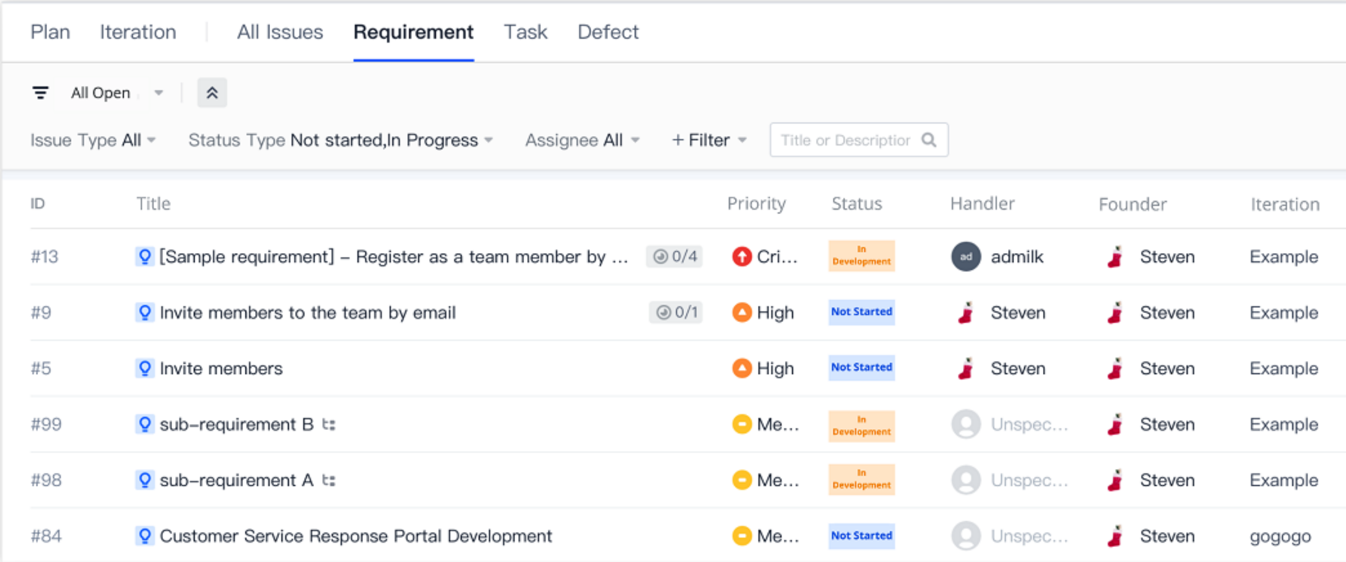
3. Click **Project Settings** > **Project Collaboration** > **Issue Types** to set custom user story and requirement workflows. For more information, see Custom Workflows.



Requirement View

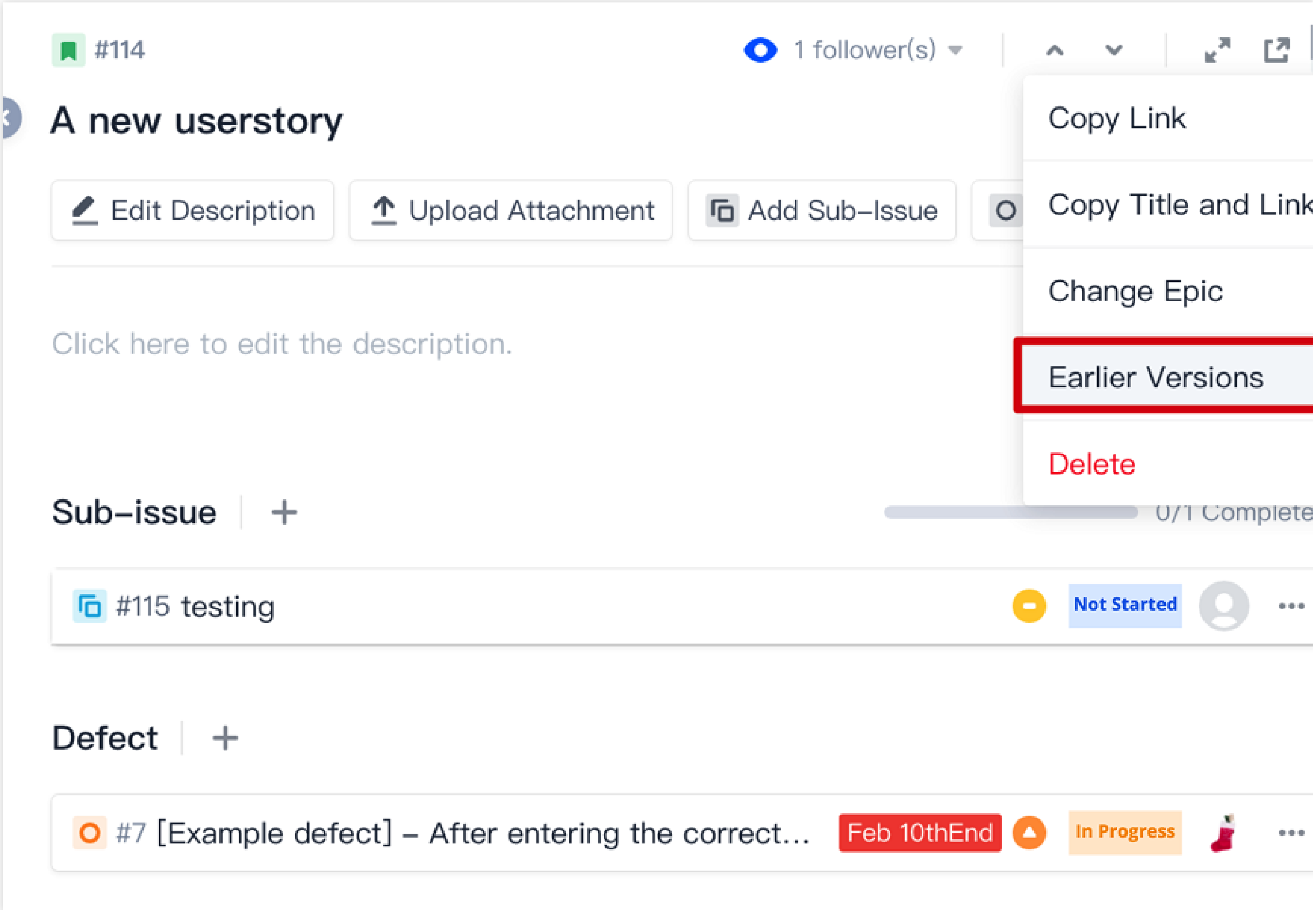
The requirement list is the major workspace for relevant product personnel. You can switch between **Tree View**, **Tile View**, and **Kanban View** to suit your needs. This helps you create a global view of all requirements and their progress in the current project. The next time you go to this page,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



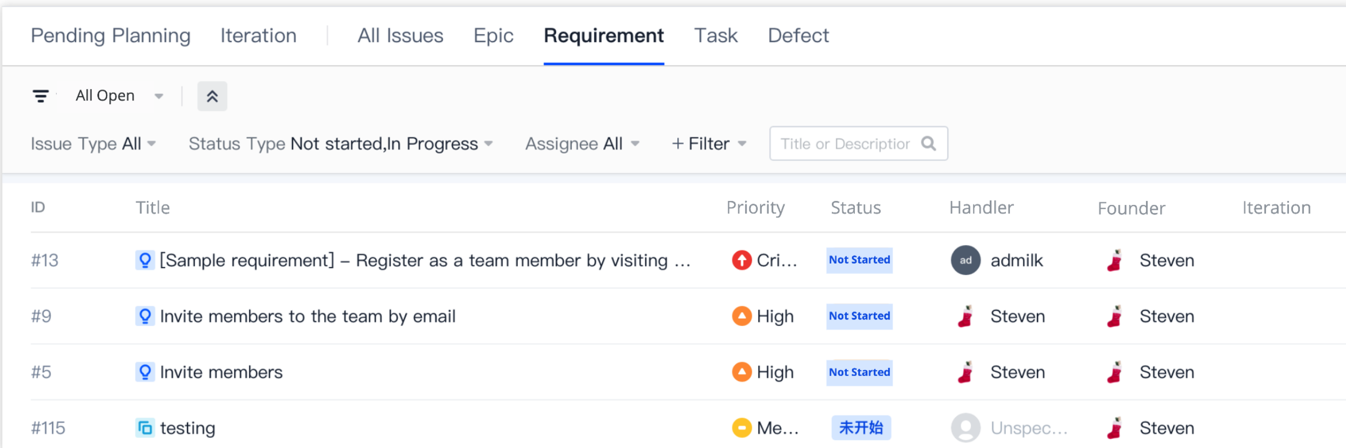
Version Backtracking

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.



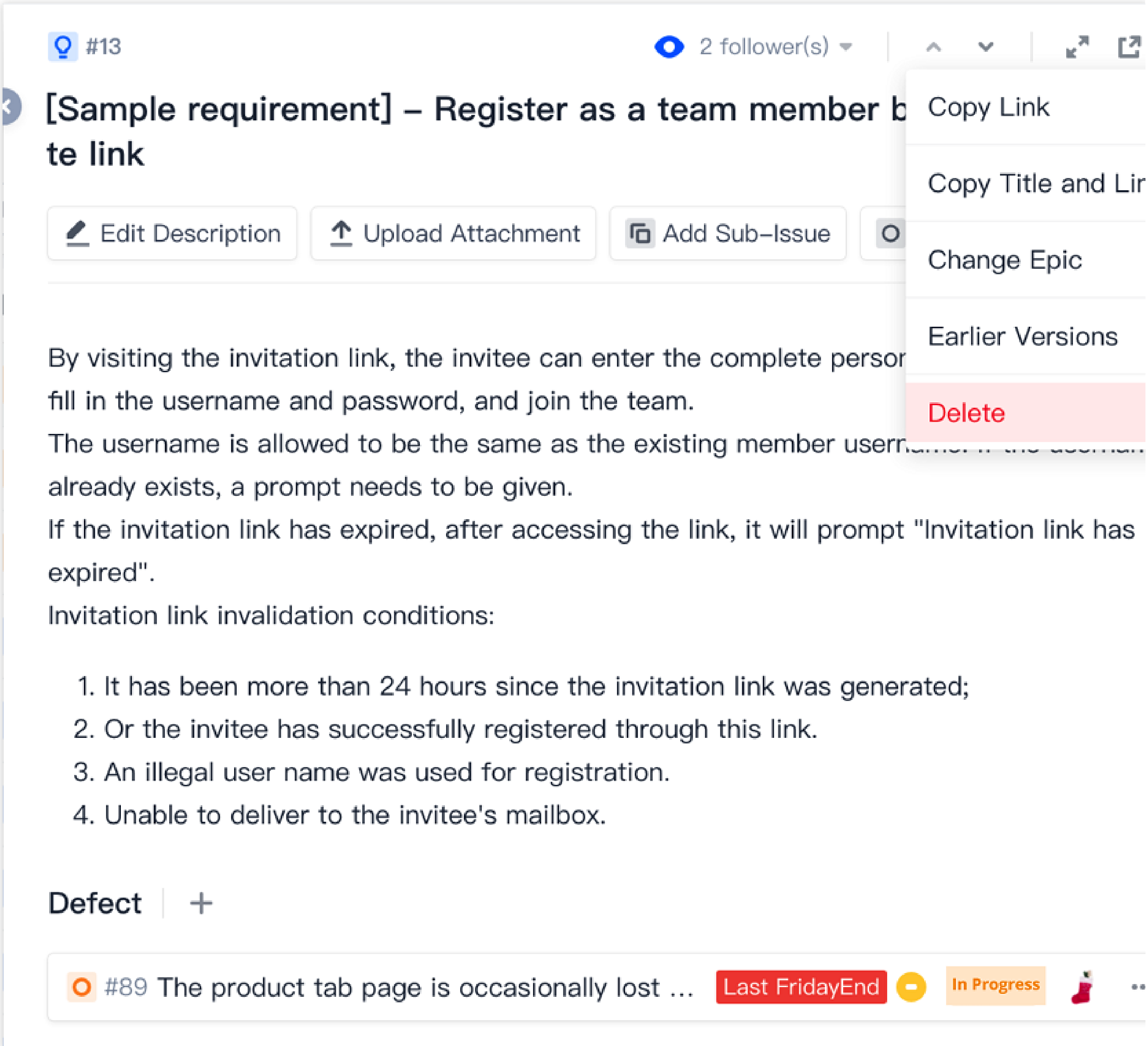
Import or Export Requirements

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.



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.



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

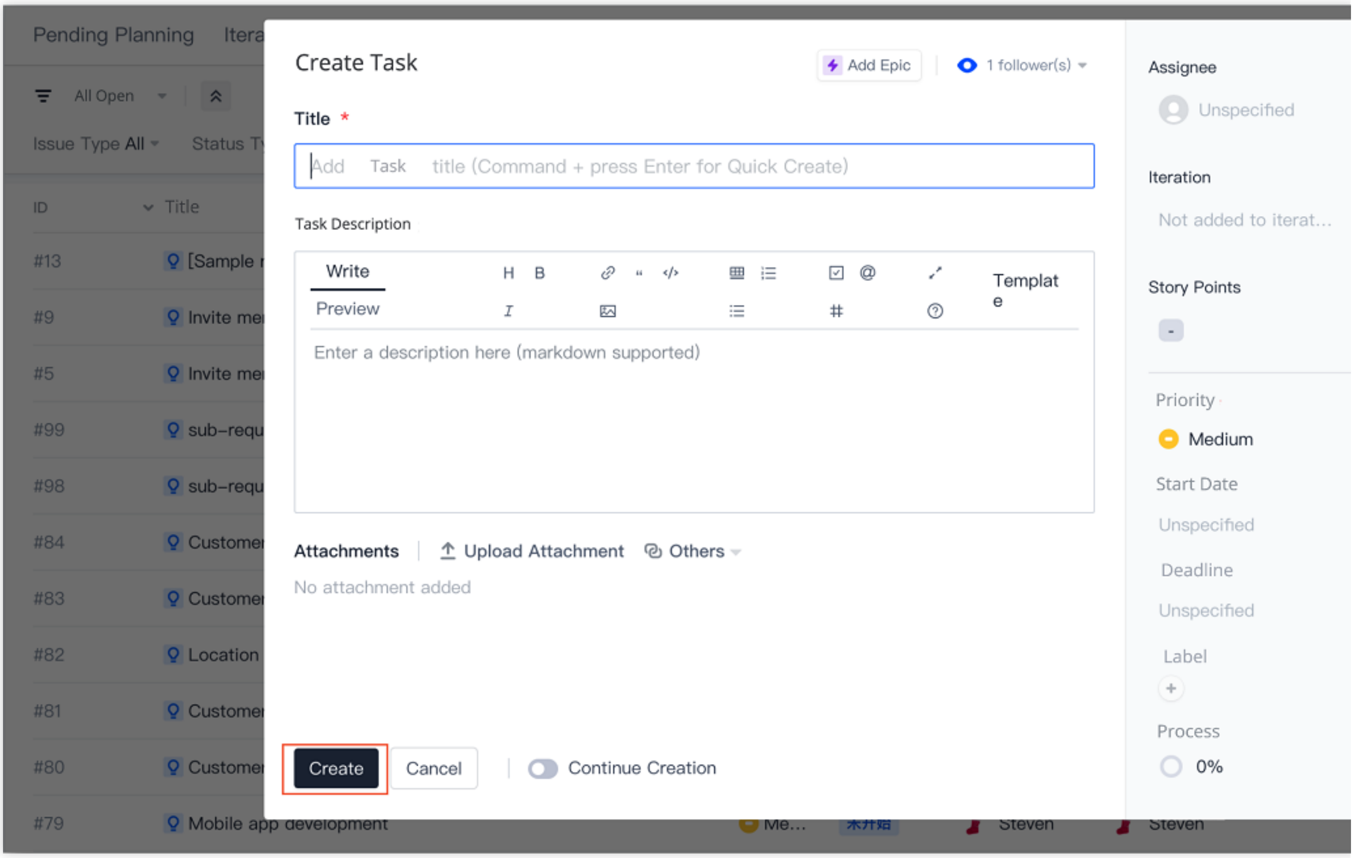
in the upper-right corner to open the project list page and click a project icon to open the project.
3. In the menu on the left, click **Project Collaboration**.

Function Overview

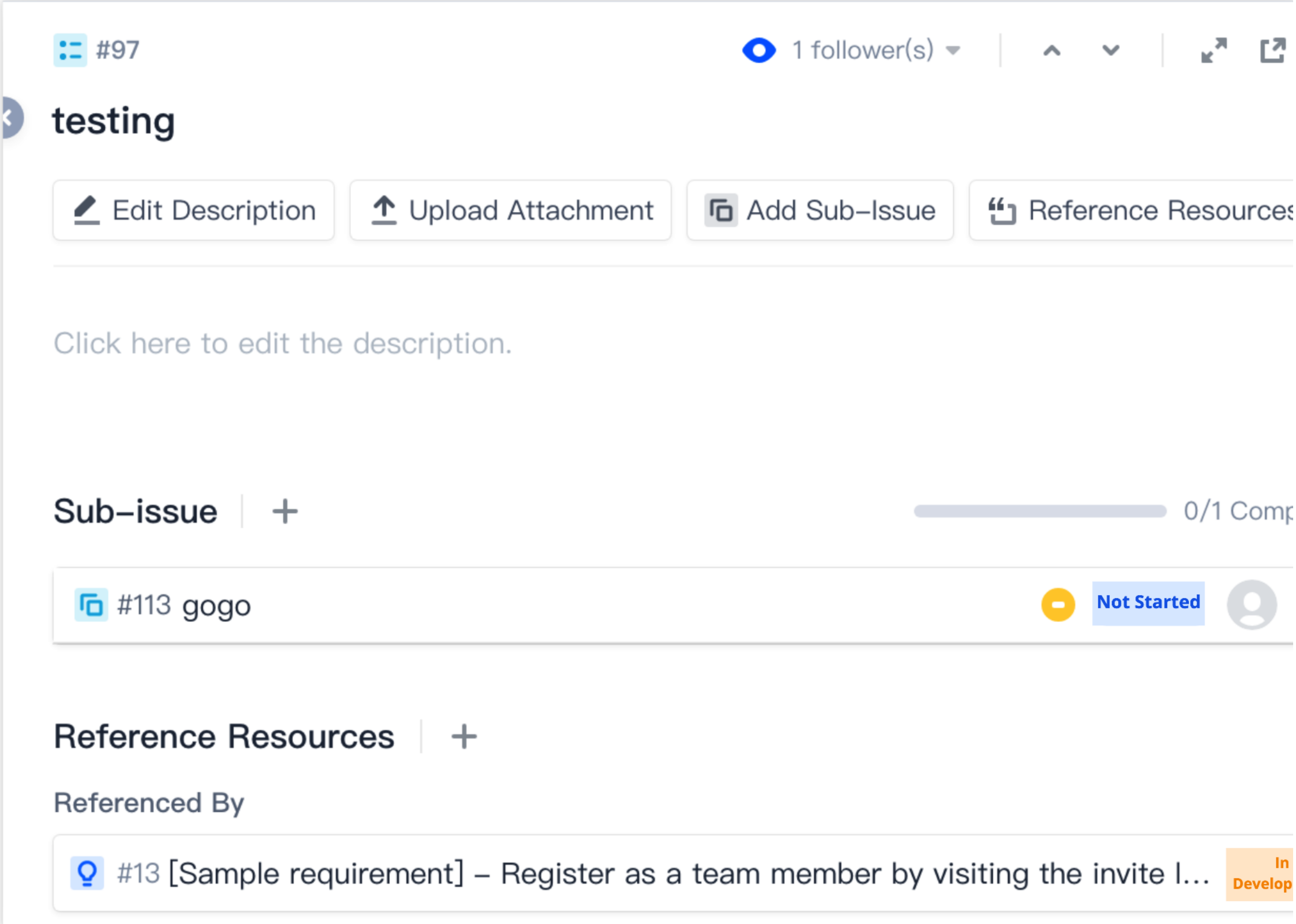
Facilitating team collaboration, tasks refer to specific activities carried out to achieve a certain goal. Generally, a task can be completed in one iteration. In an iteration, any number of tasks may be completed.
Go to **Project Collaboration** > **Tasks** and create a task. Then, you can set its assignee, 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.



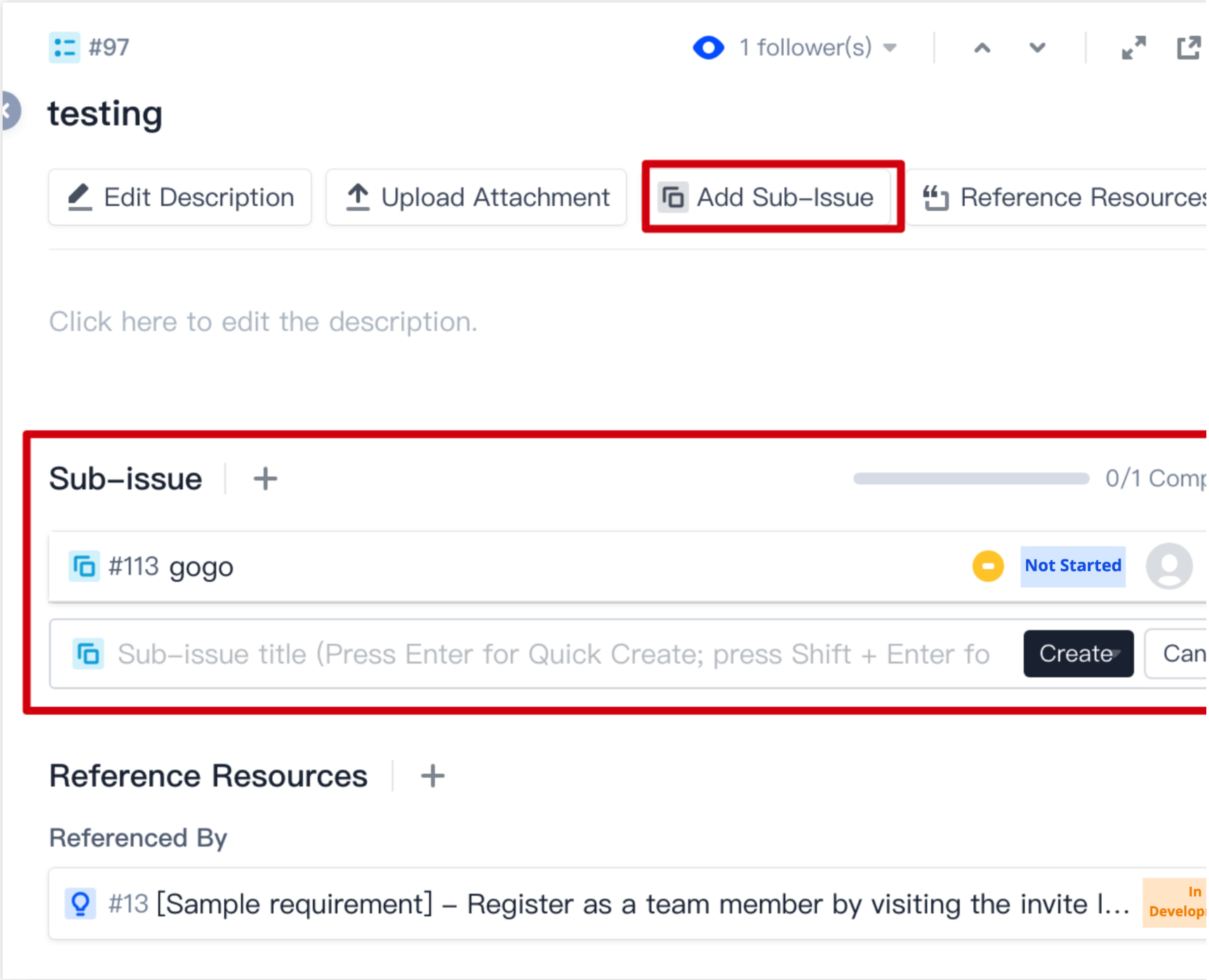
2. After creating a task, you can set the assignee and iteration, set the story points, adjust the priority, and set the due date on the task details page.



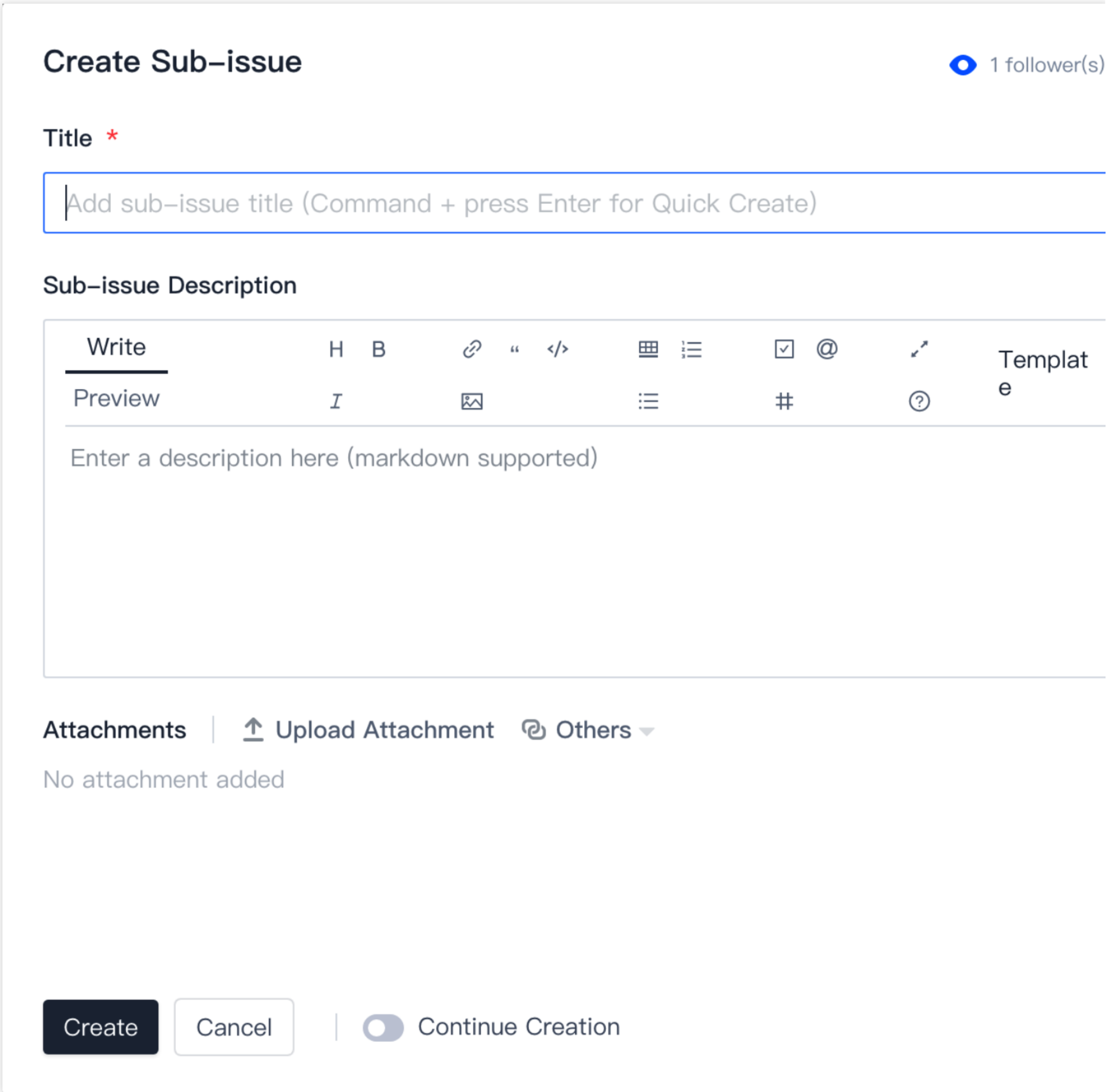
Break Down Tasks

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.

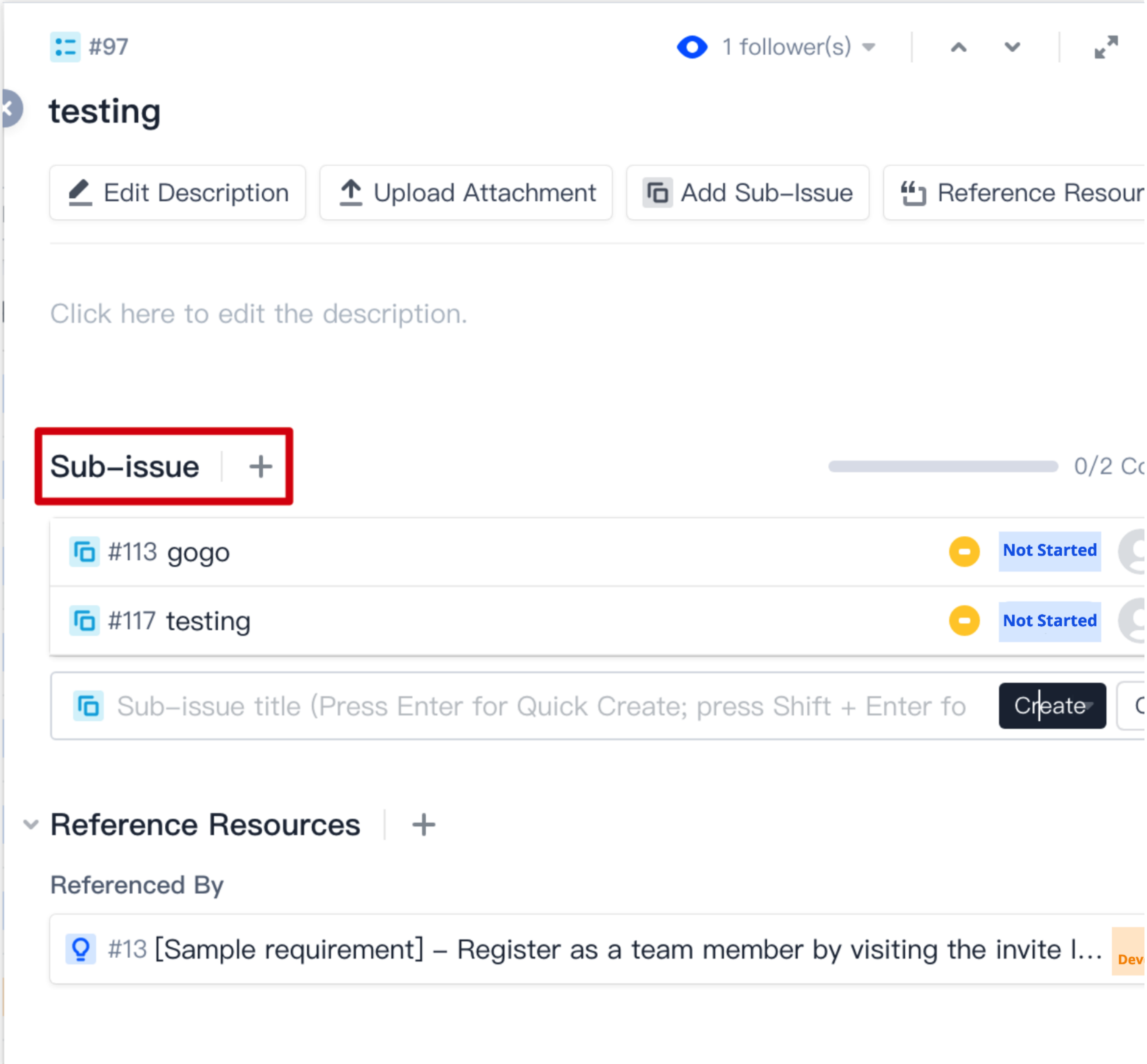
1. On the task details page, click **Add Sub-Issue**.



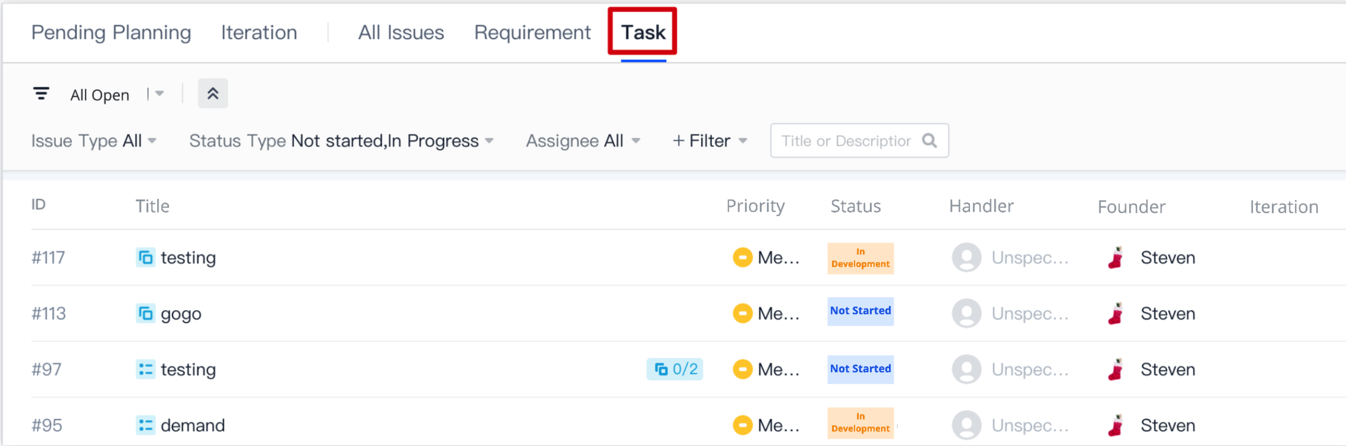
2. You can simply enter a title to quick create a sub-issue.
3. You can also select **Create** and click **Full Create** in the dropdown menu (keyboard shortcut: Shift + Enter) and enter details before creating a sub-issue.



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



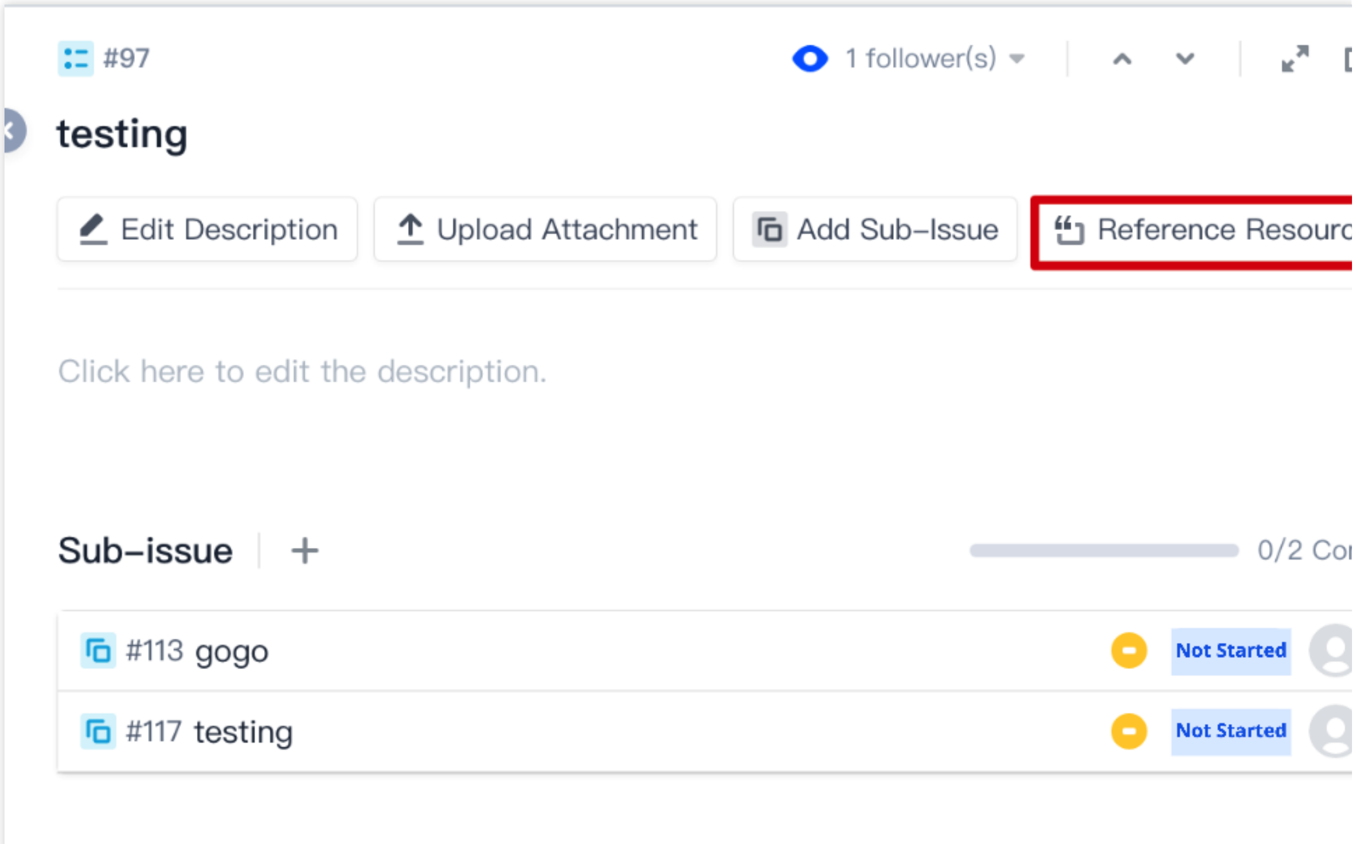
5. You can also view the sub-issue in the **task** list.

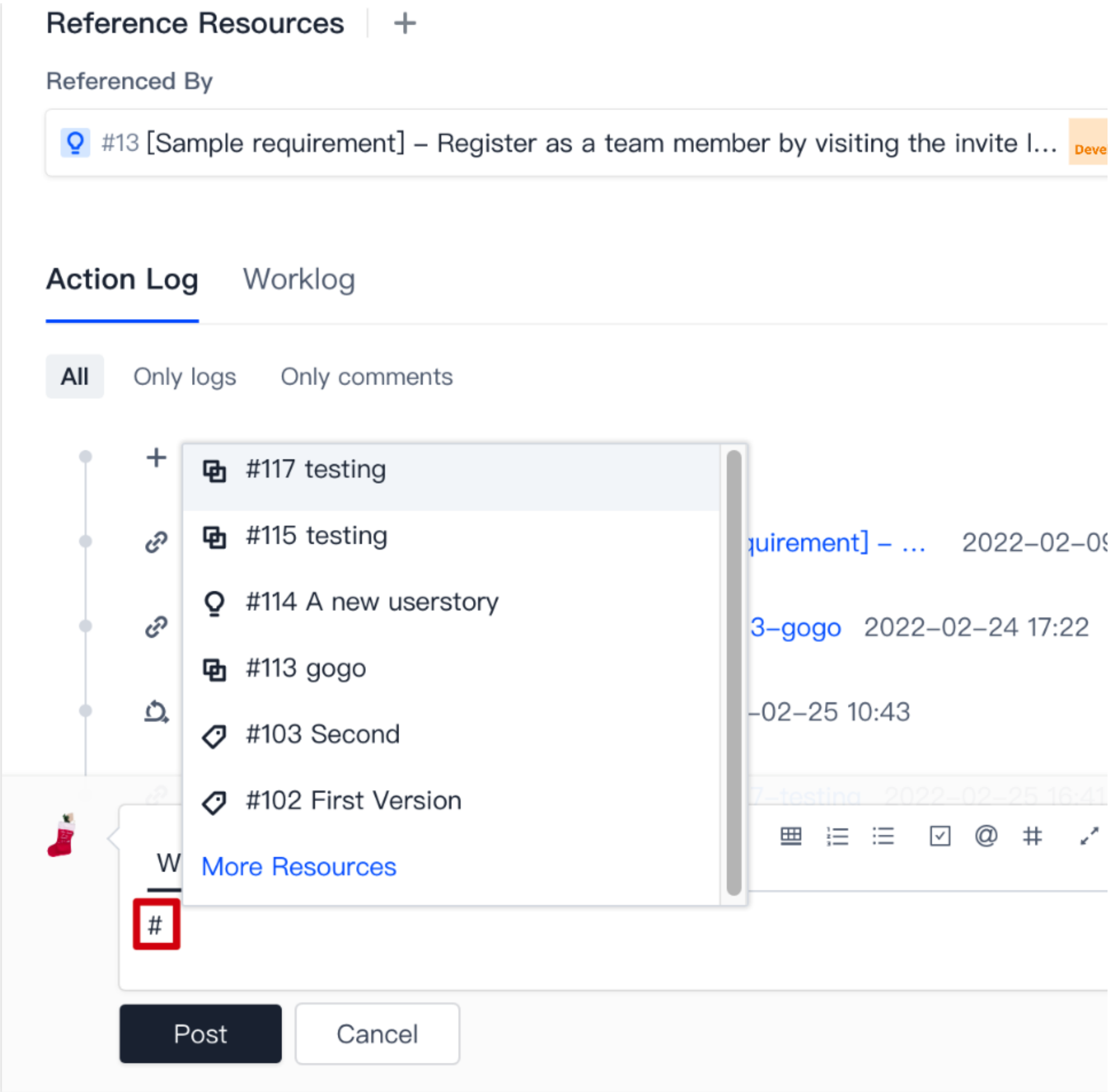


6. On the task details page, you can select `...` to the right of a sub-issue and change the associated parent issue or delete the current sub-issue.

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.



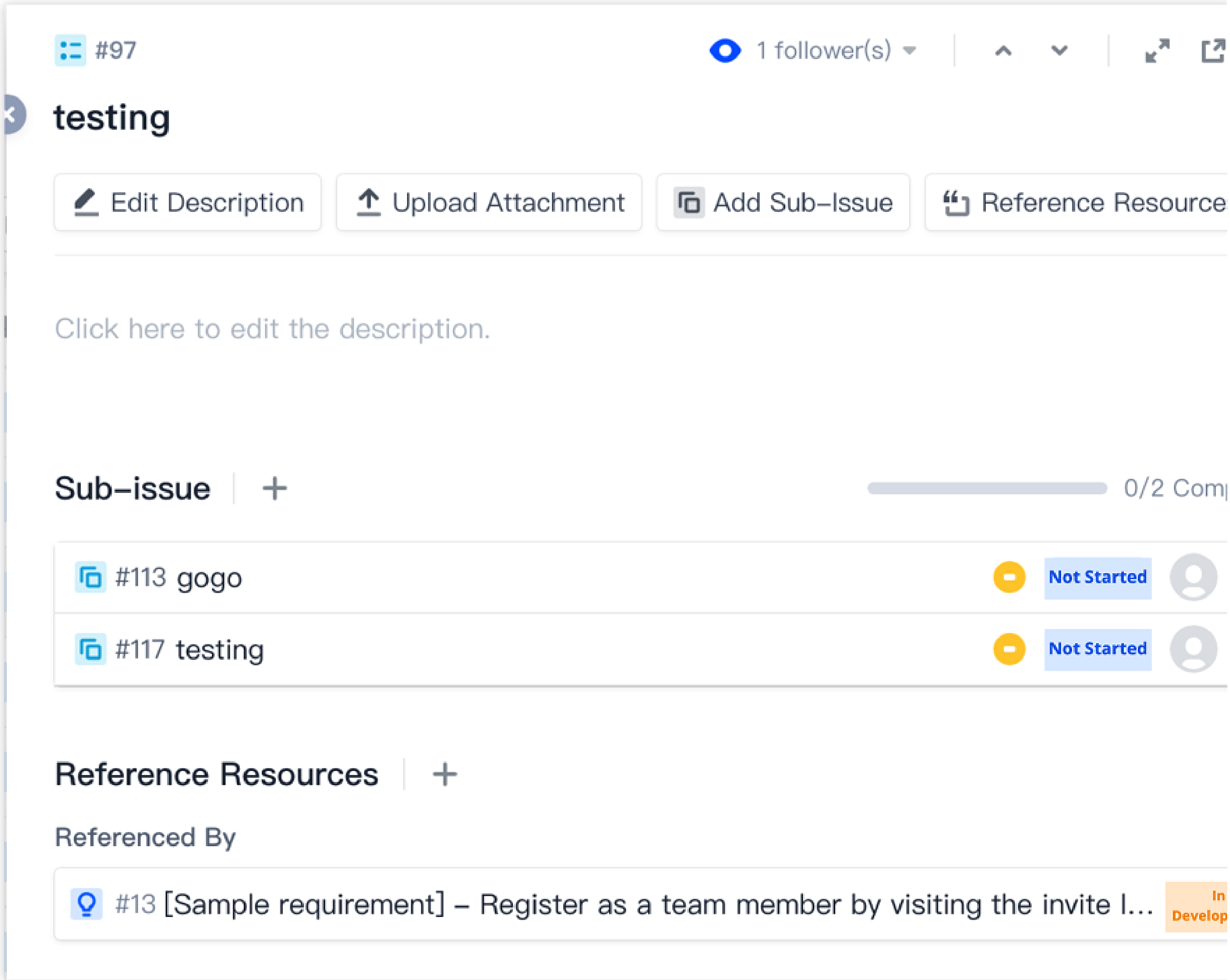


You can also associate a **code commit** with an issue. When committing code, add the `# + reference ID/title` of the issue to the commit information (for example, this is a commit #3). For more information, see Reference Resources and Upload Attachments.

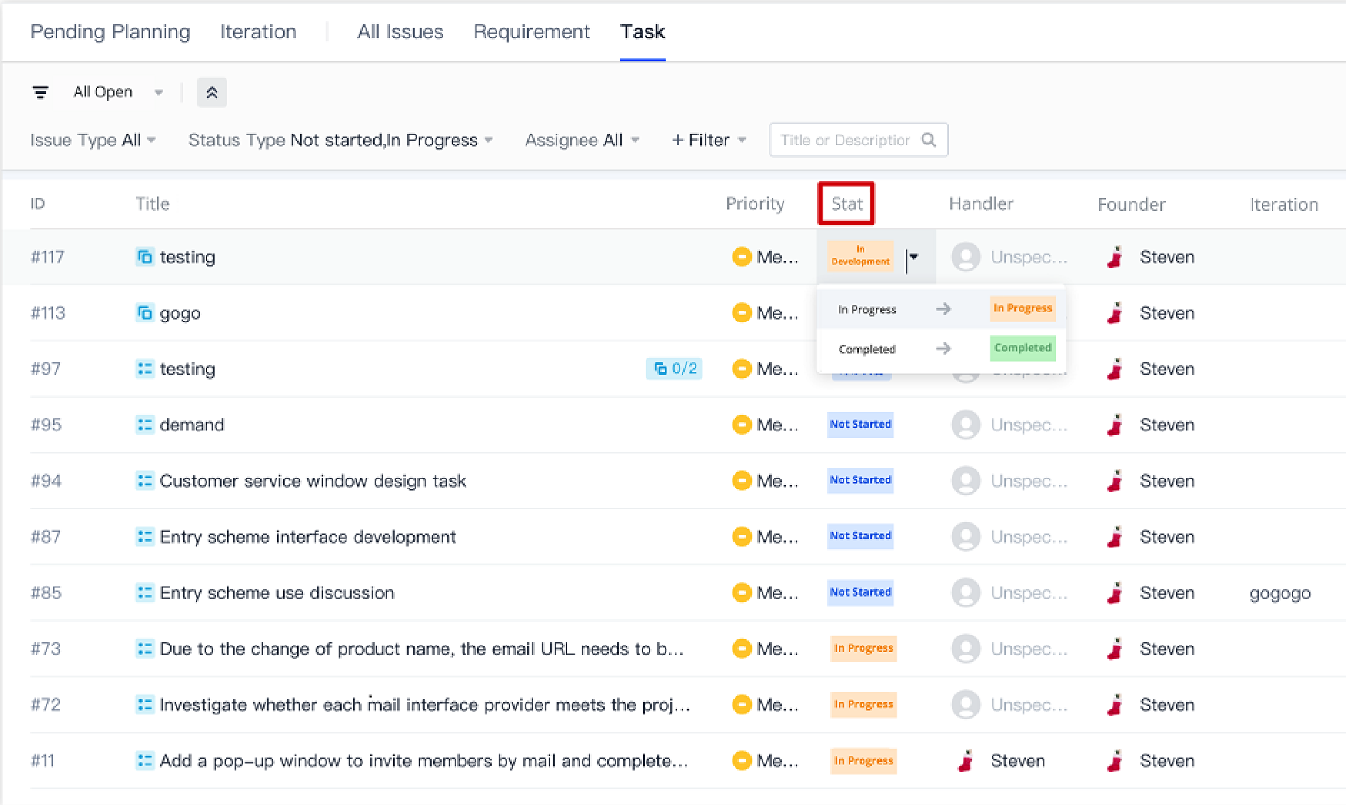
Task Status Transition

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

1. After creating a task, 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 based on the current stage of the task in the **Status** column.

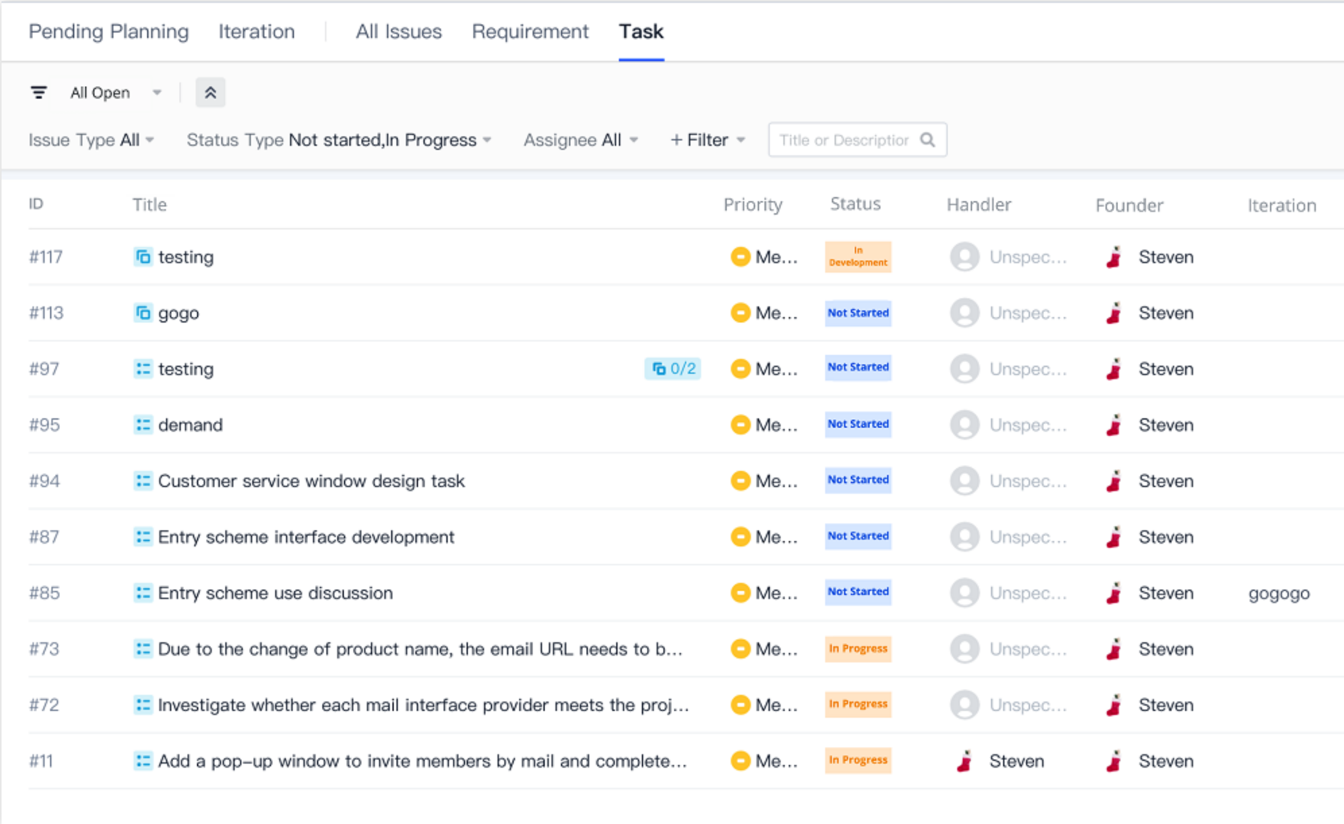


3. Click **Project Settings** > **Project Collaboration** > **Issue Types** to set custom task workflows. For more information, see Custom Workflows.

Task View

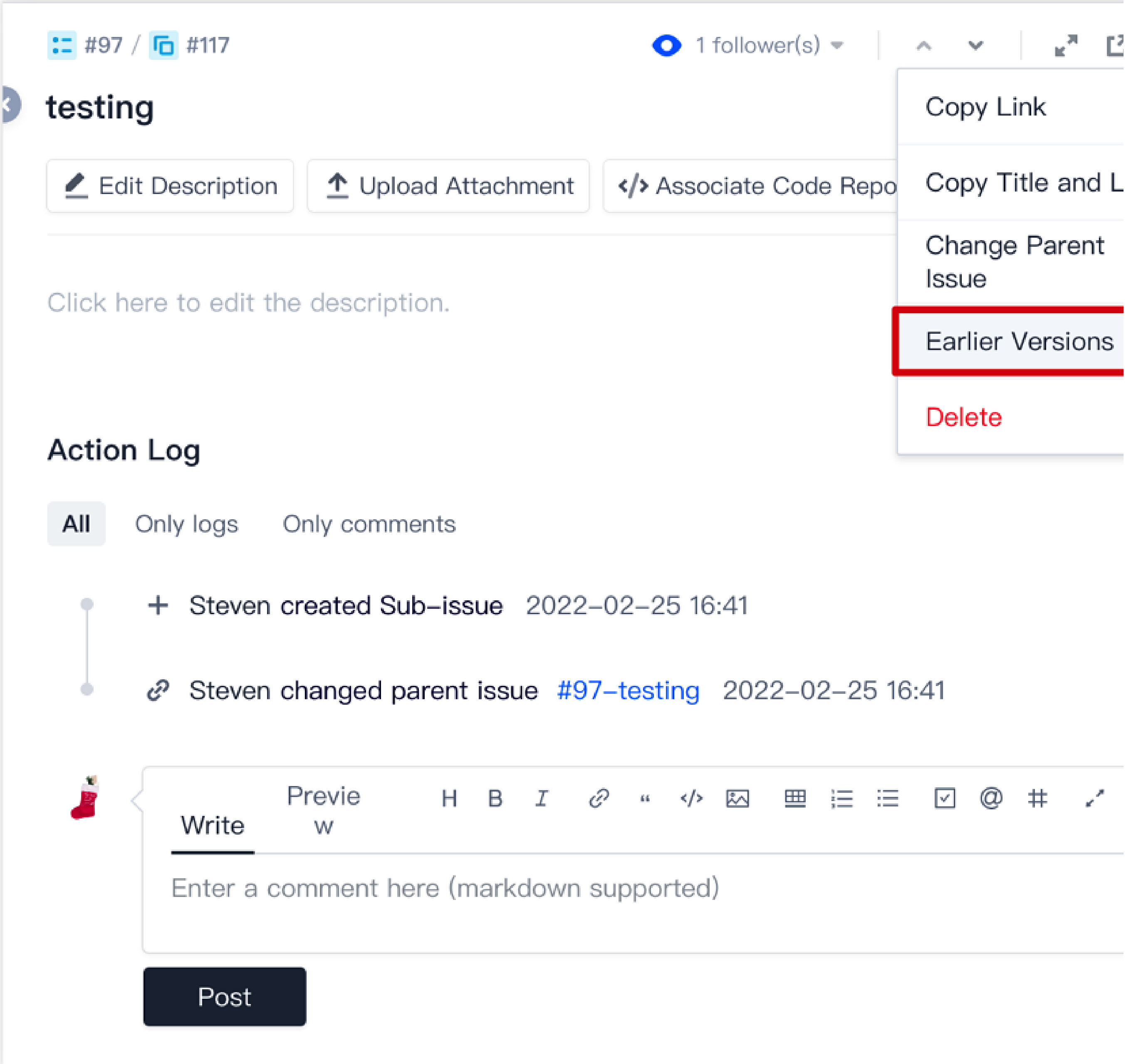
On the task list page, you can switch between **Tree View**, **Tile View**, and **Kanban View** to suit your needs. The next time you go to this page, the system will display the last used view by default.

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.



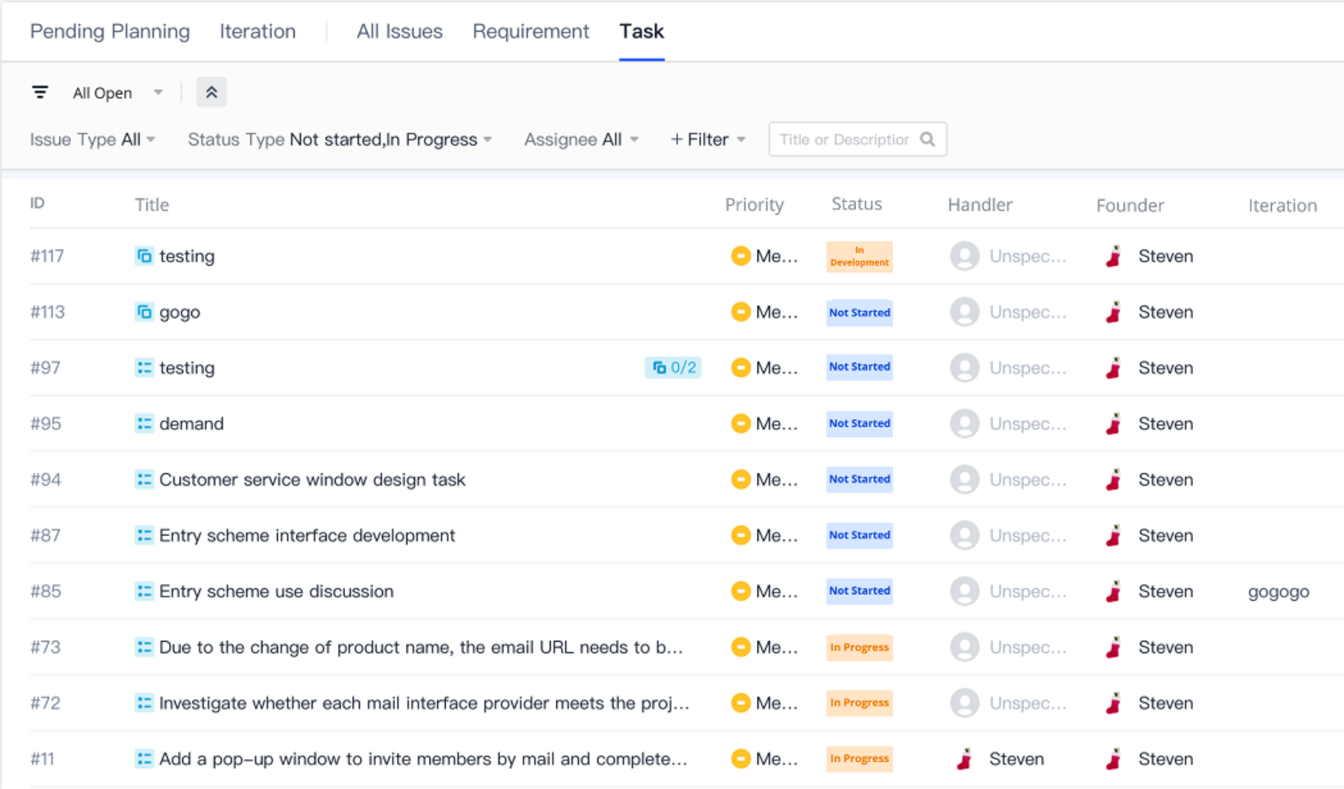
Version Backtracking

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.



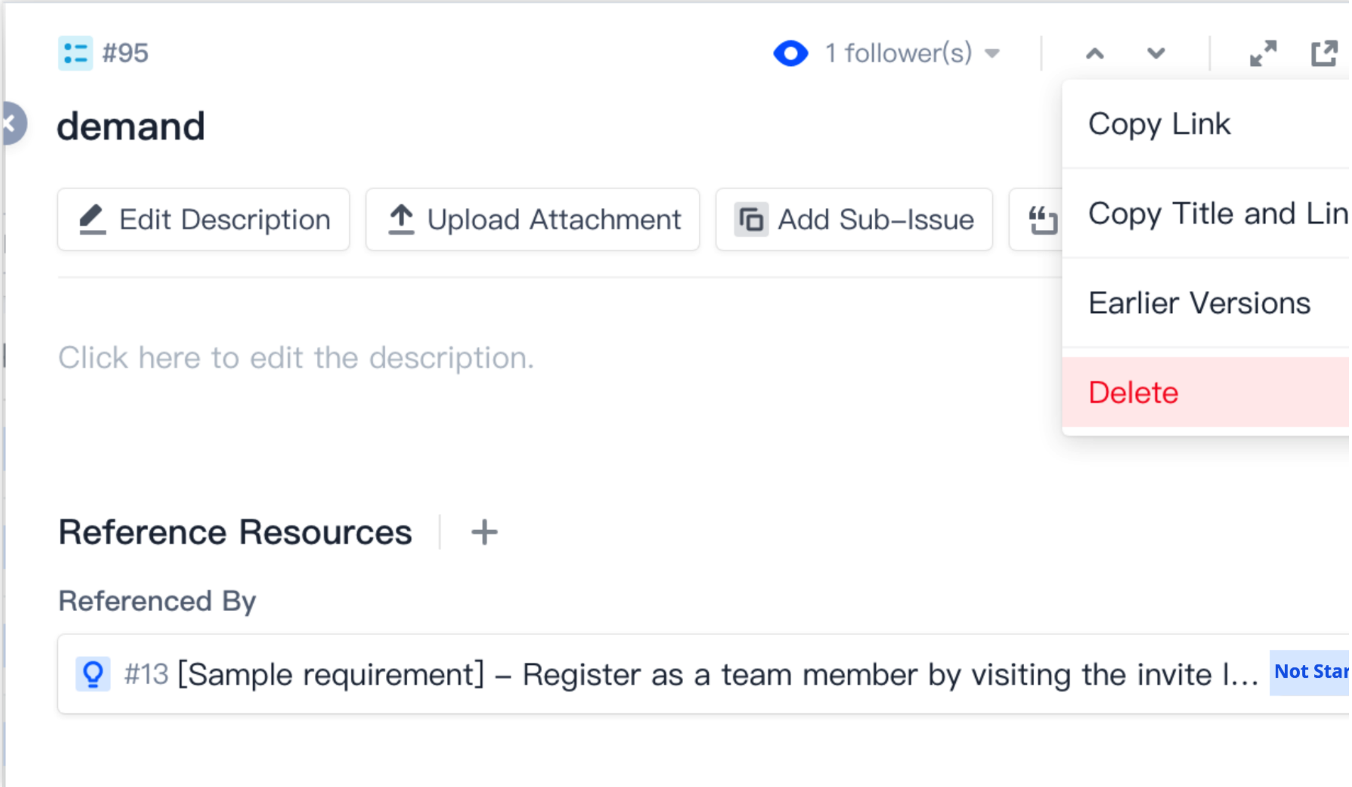
Import or Export Tasks

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.



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)
demand
Edit Description
Upload Attachment
Add Sub-Issue
Copy Link
Copy Title and Lin
Earlier Versions
Delete
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

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

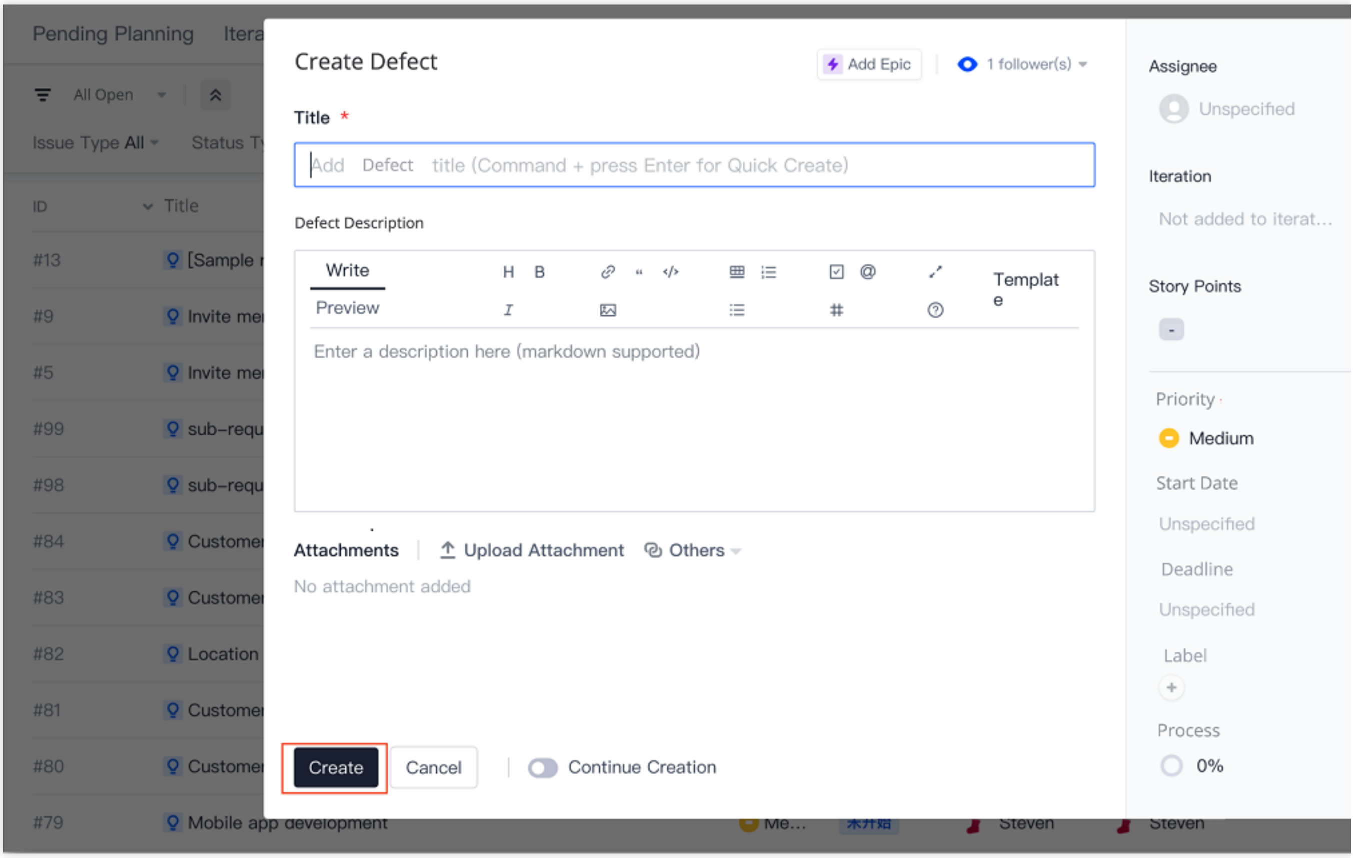
in the upper-right corner to open the project list page and click a project icon to open the project.
3. In the menu on the left, click **Project Collaboration**.

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

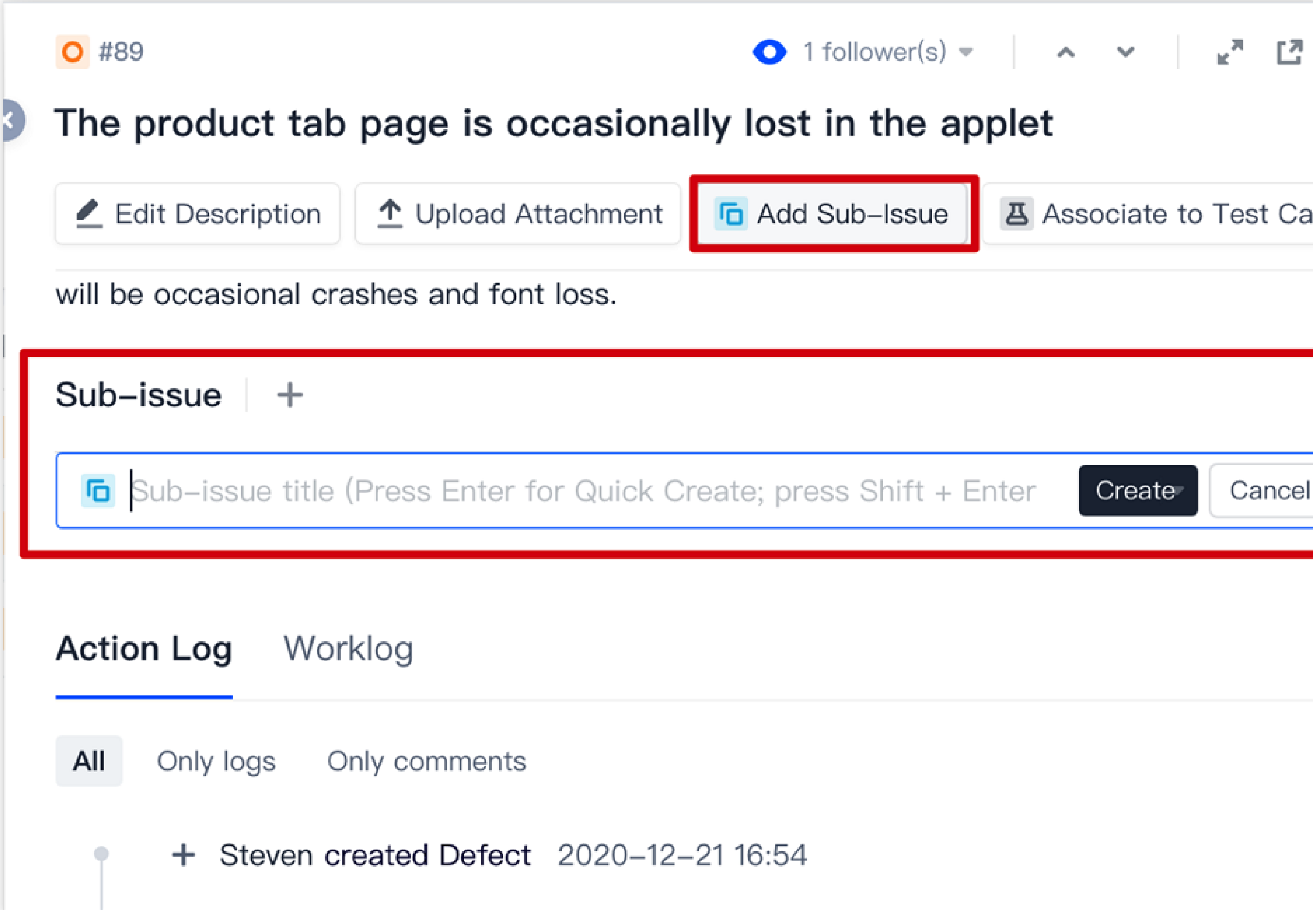
Open a project and select **Project Collaboration** > **Bugs**. Click **Create Bug** in the upper-right corner and enter a bug title, bug description, and other basic information to quickly create the bug.



Break Down Bugs

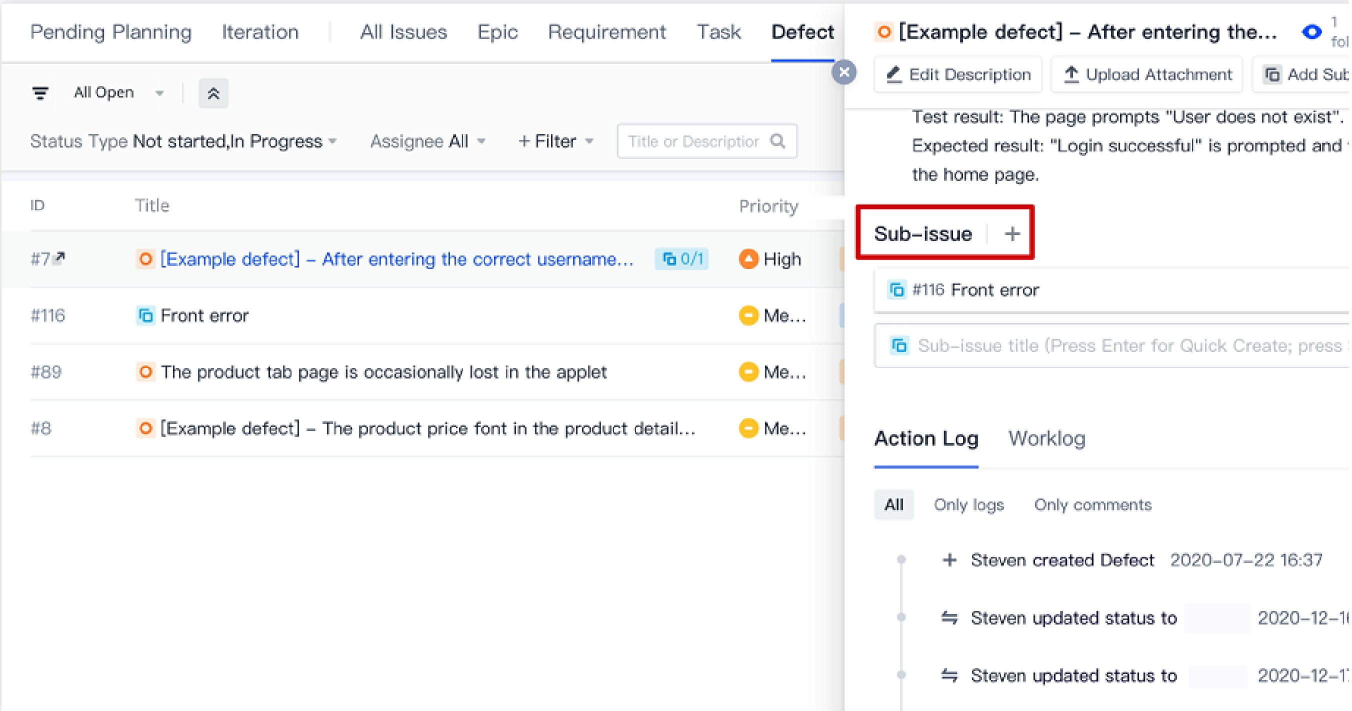
You can create sub-issues under a bug to break down a large bug.

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

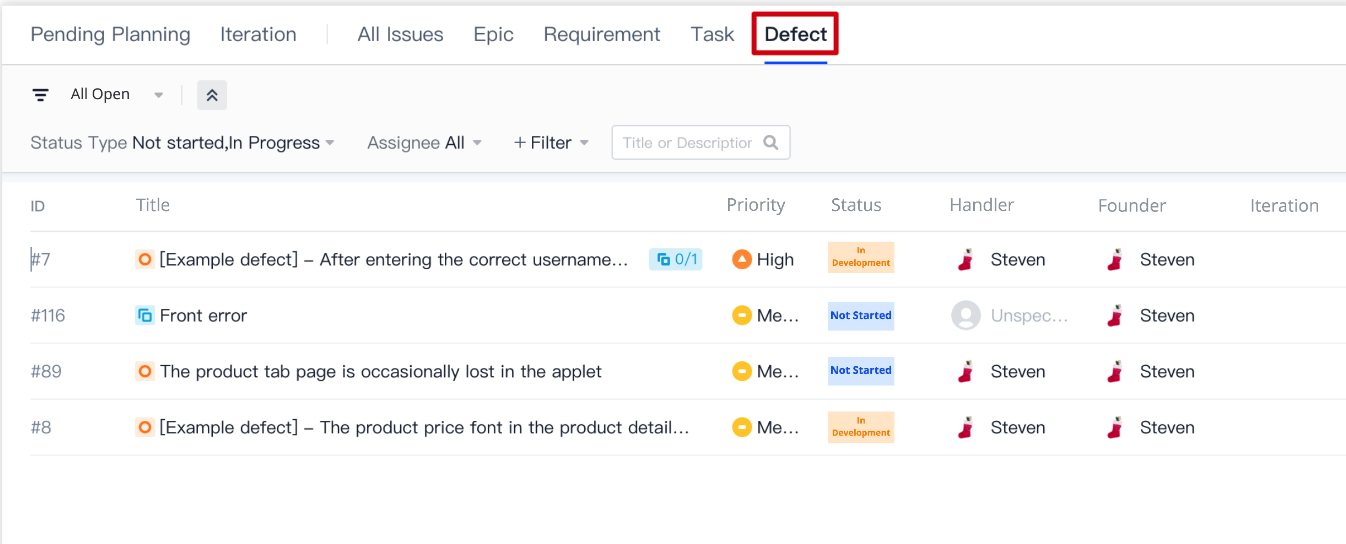


You can also select **Create** and click **Full Create** in the dropdown menu (keyboard shortcut: Shift + Enter) and enter details before creating a sub-issue.

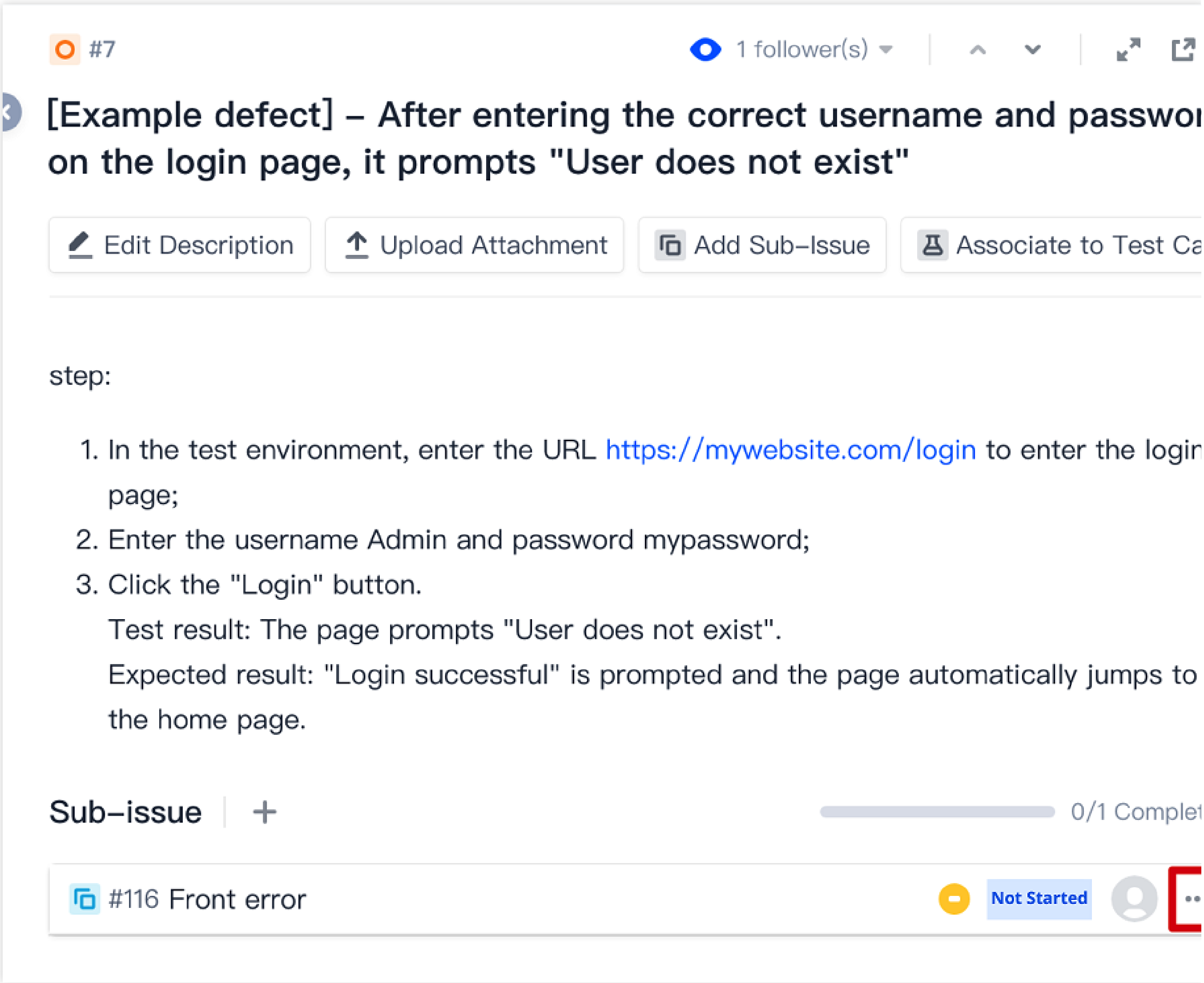
2. After you have created the sub-issue successfully, you can view it on the bug details page.



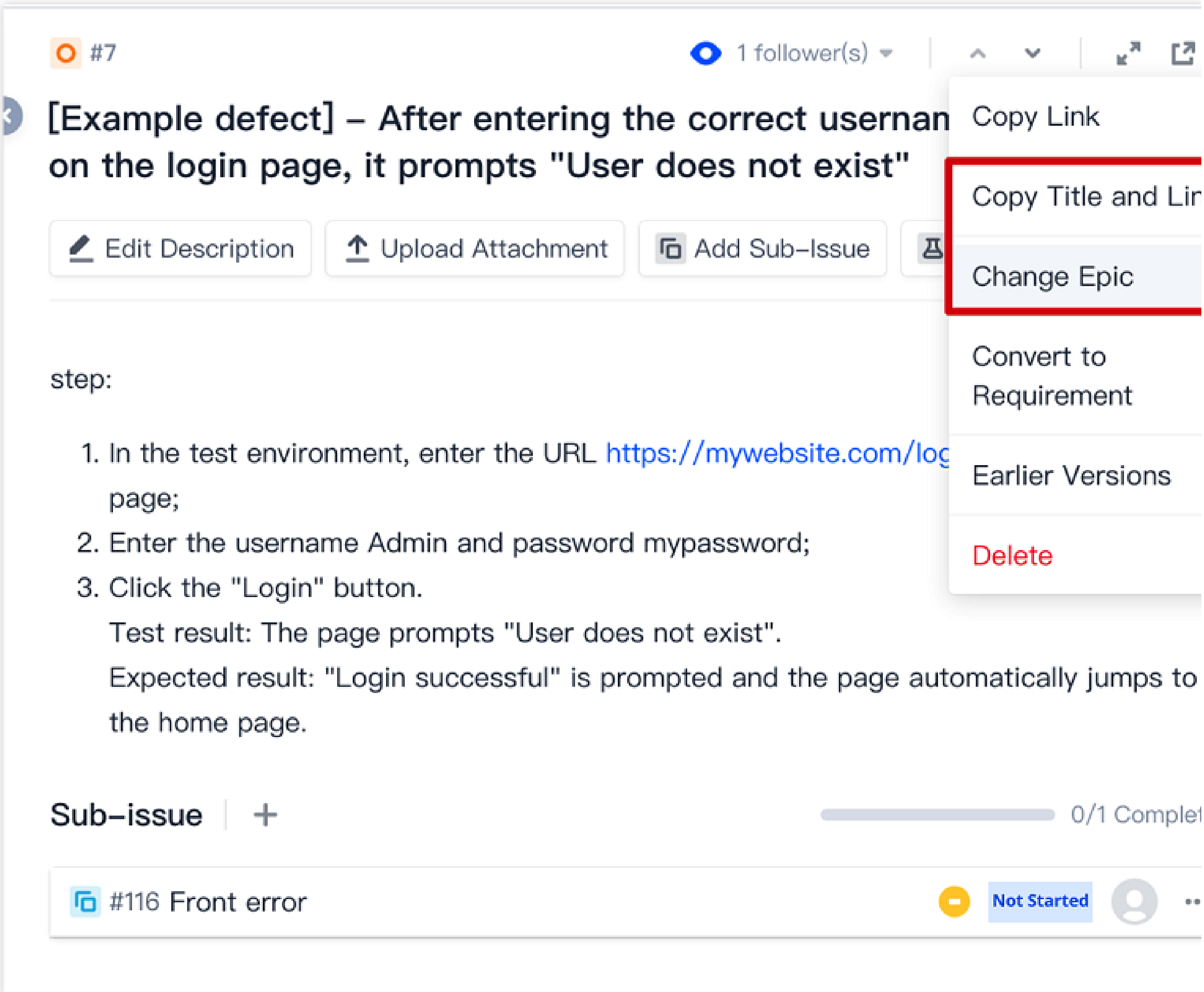
You can also view the sub-issue in the **bug** list.



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.

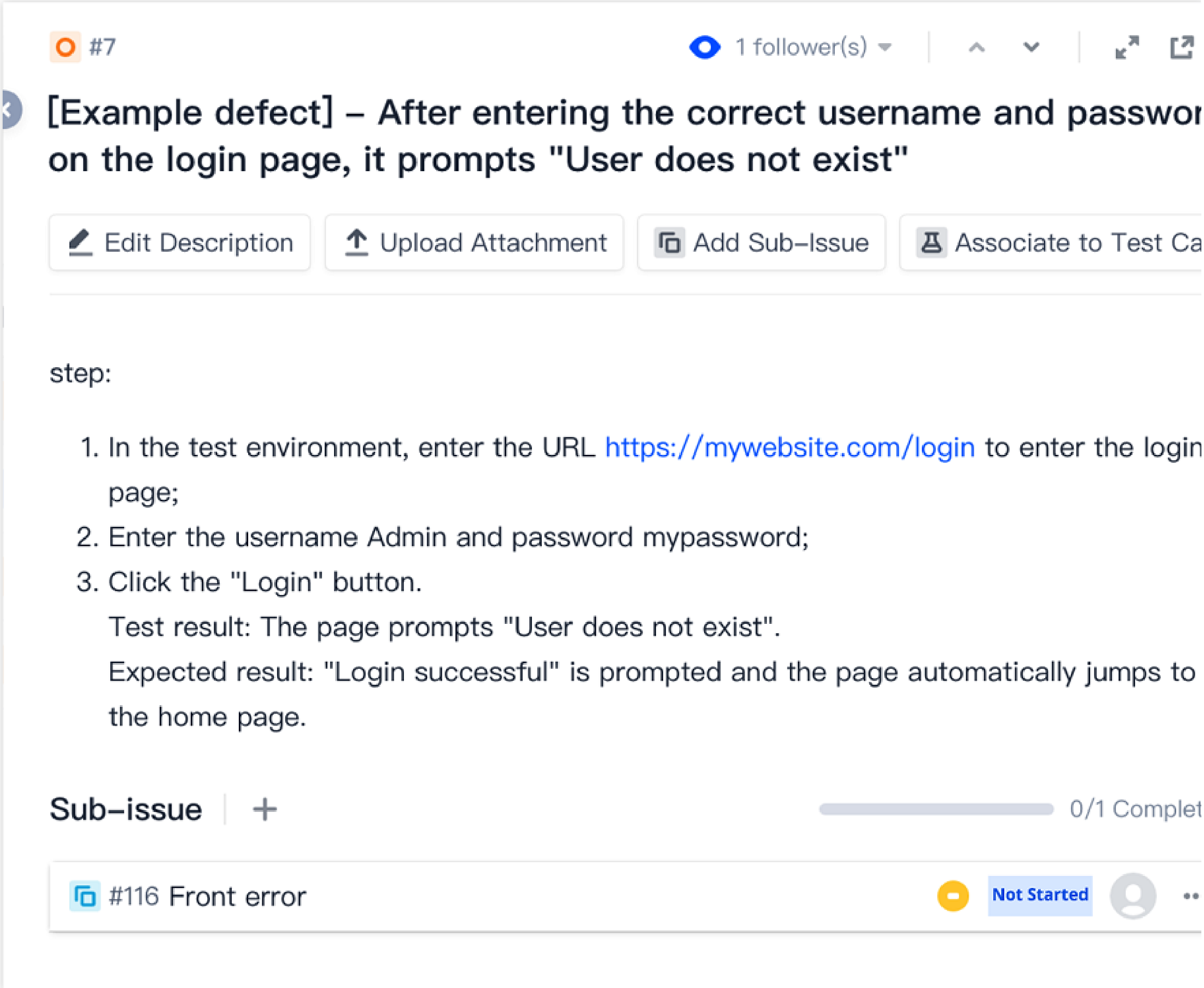


4. During actual development scenarios, unexpected bugs may arise due to insufficient planning, or complicated bugs may require lots of work for researching and handling. In this case, enter the bug details page, select `···` in the upper-right corner, and then convert the bug to a new requirement or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



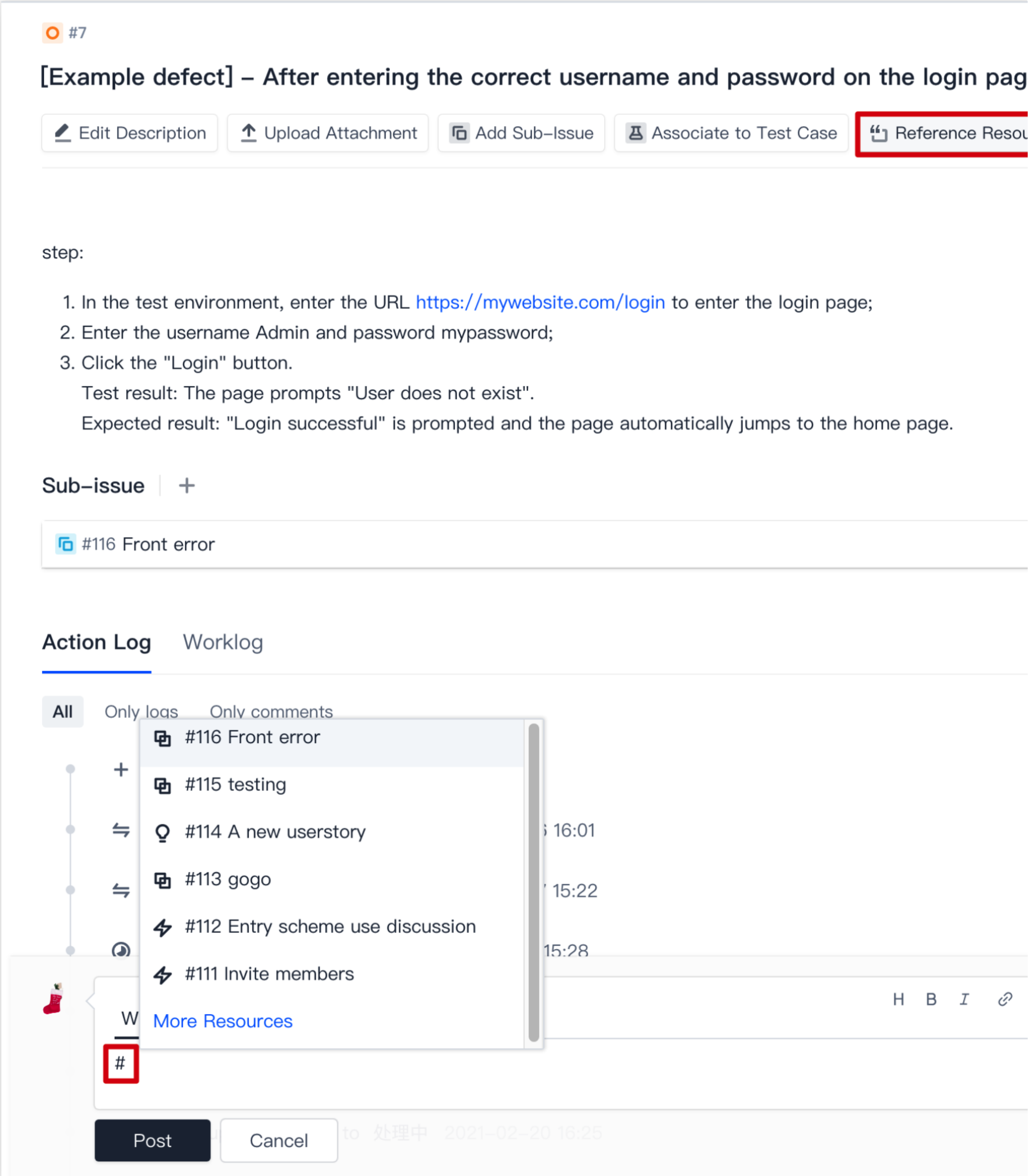
Assign Bugs

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.



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.

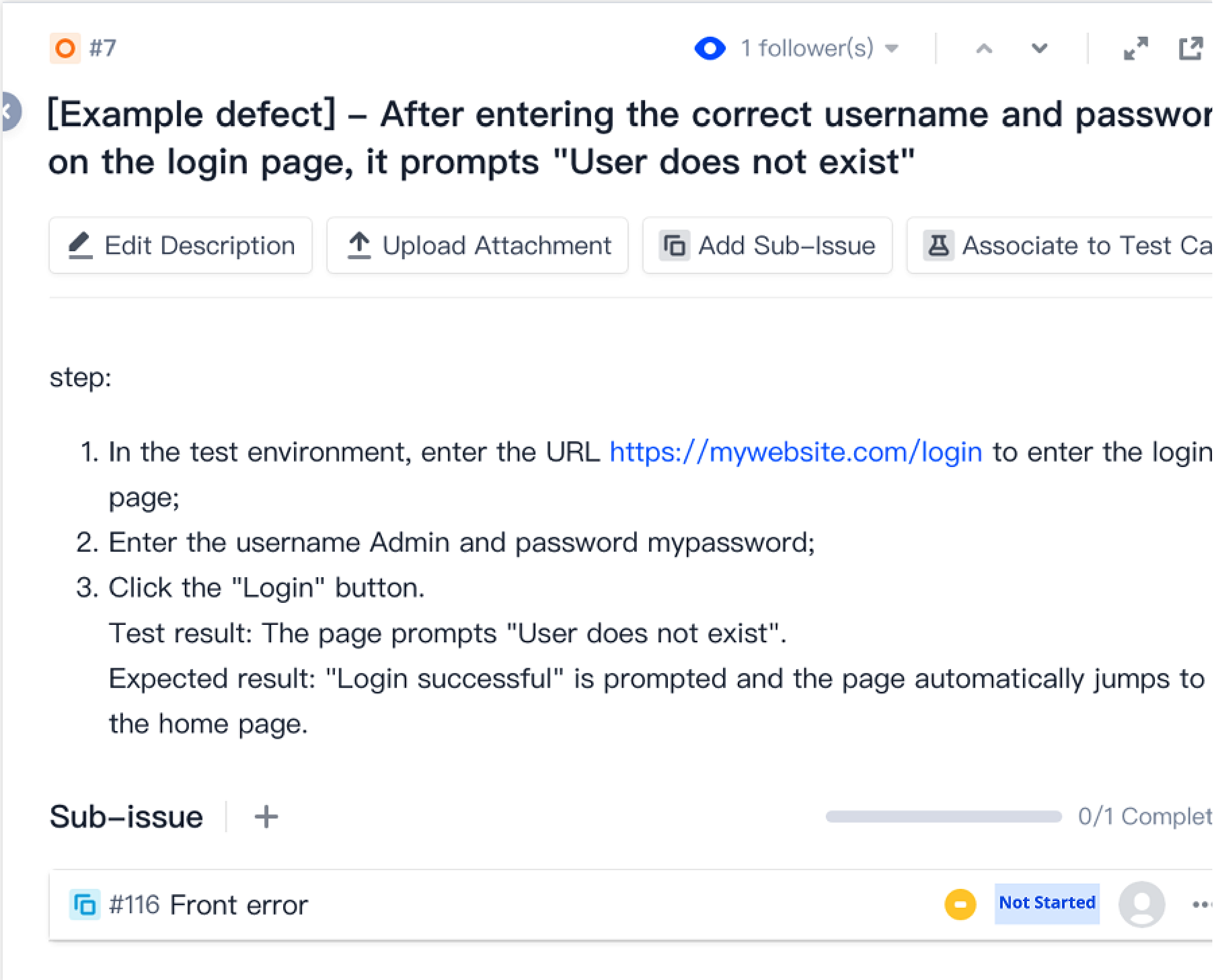


You can also associate a **code commit** with an issue. When committing code, add the `# + reference ID/title` of the issue to the commit information (for example, this is a commit #3). See Reference Resources and Upload Attachments for details.

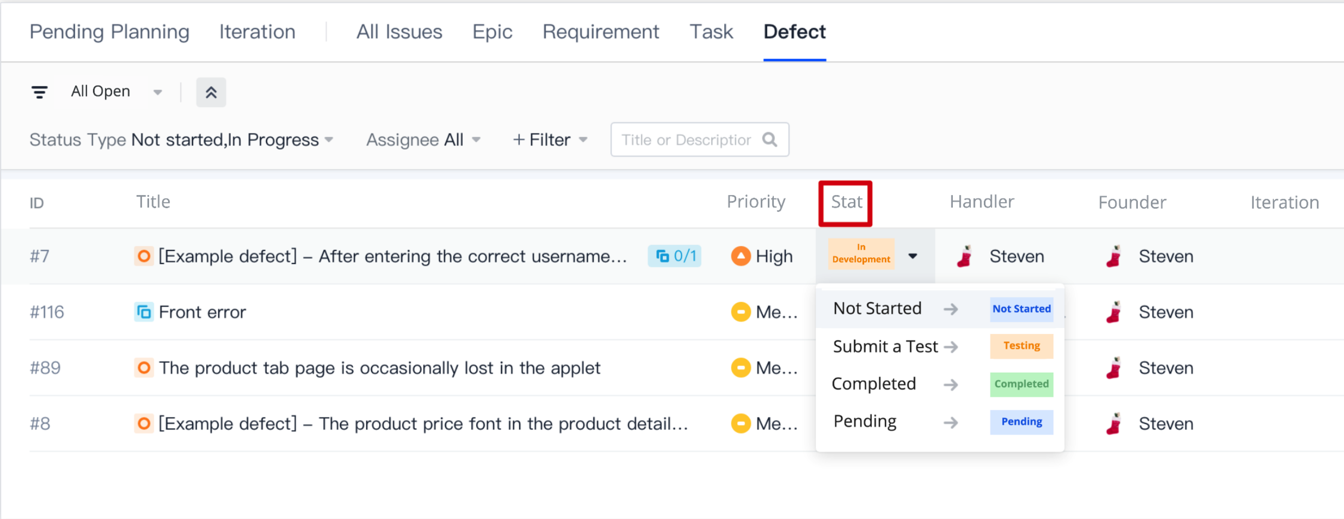
Bug Status Transition

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



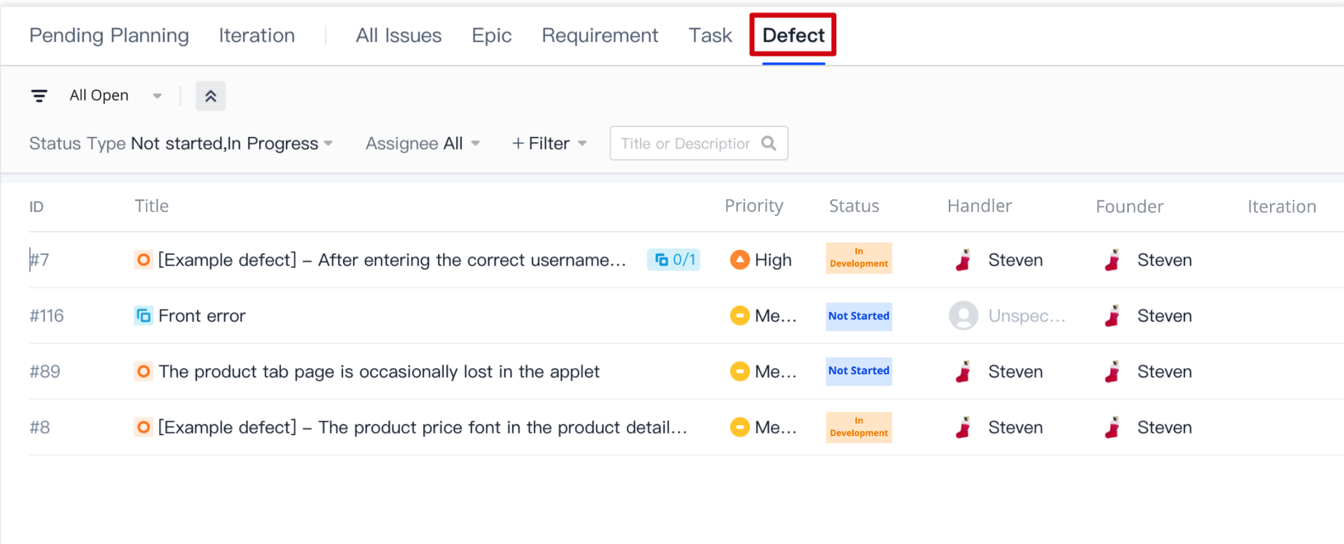
2. On the bug list page, you can switch the status based on the current stage of the bug in the **Status** column.



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

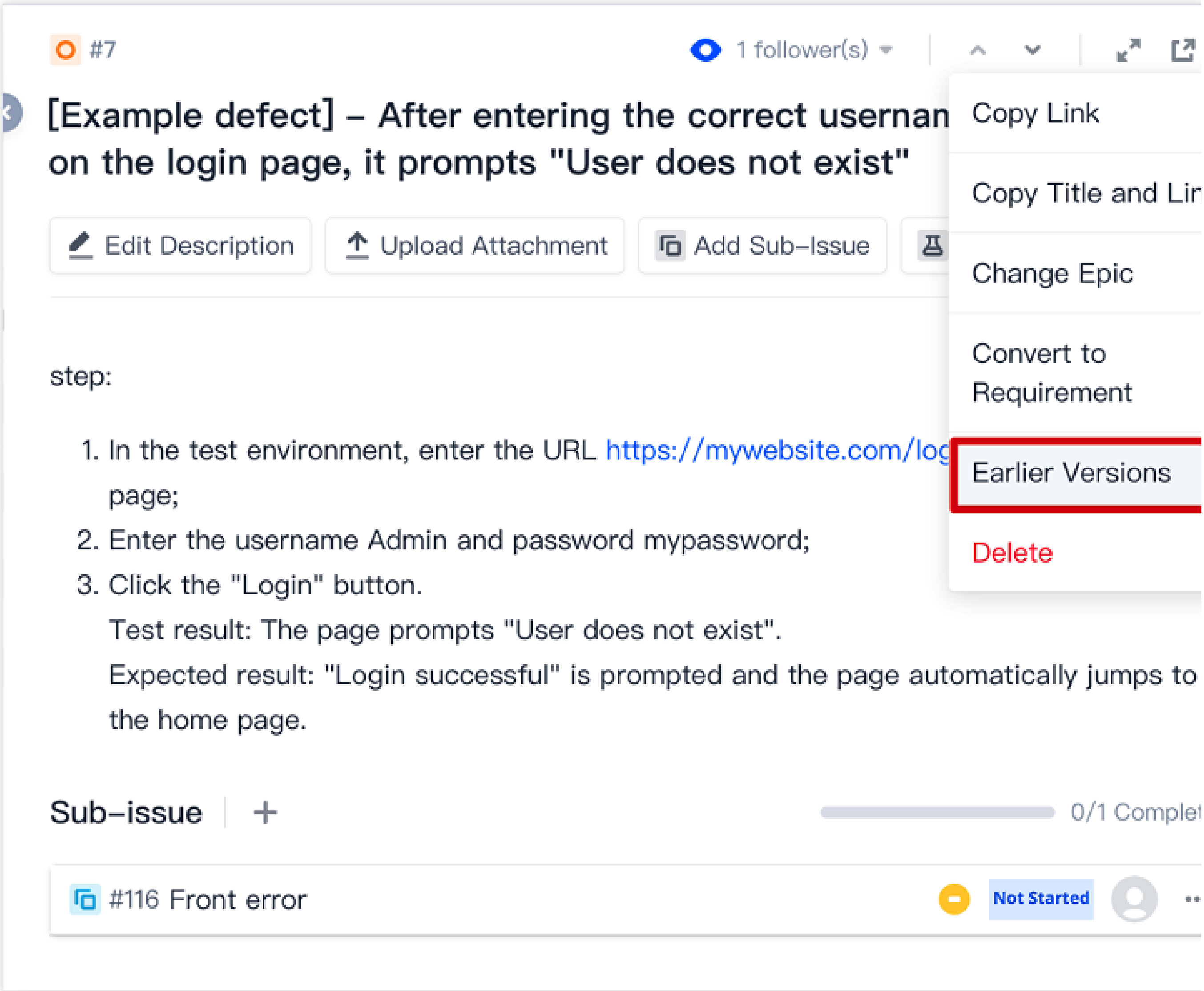
Bug View

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.



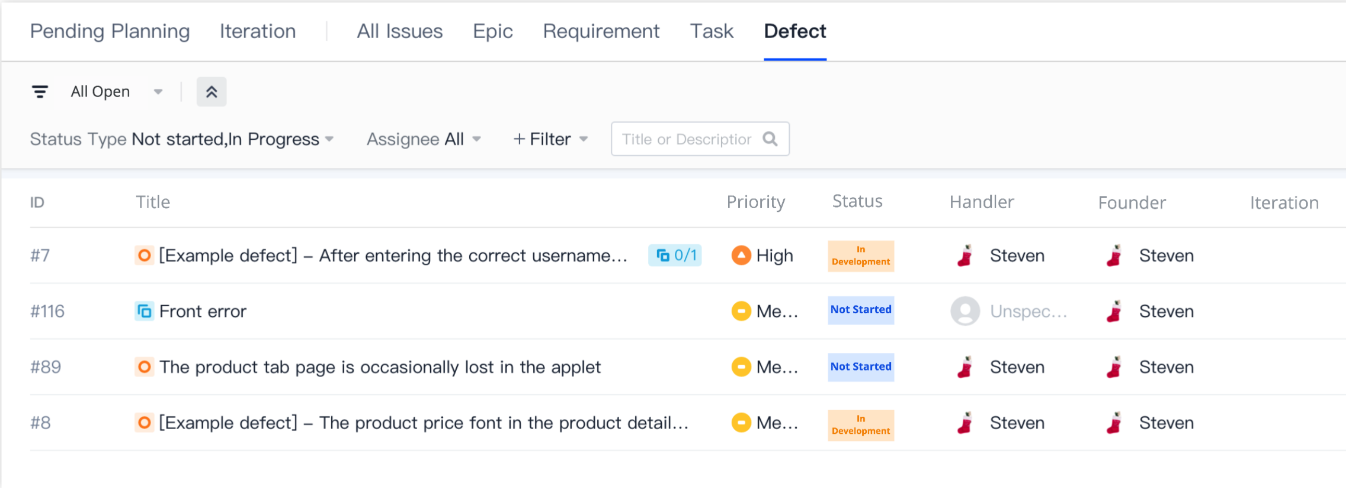
Version Backtracking

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.



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.



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:

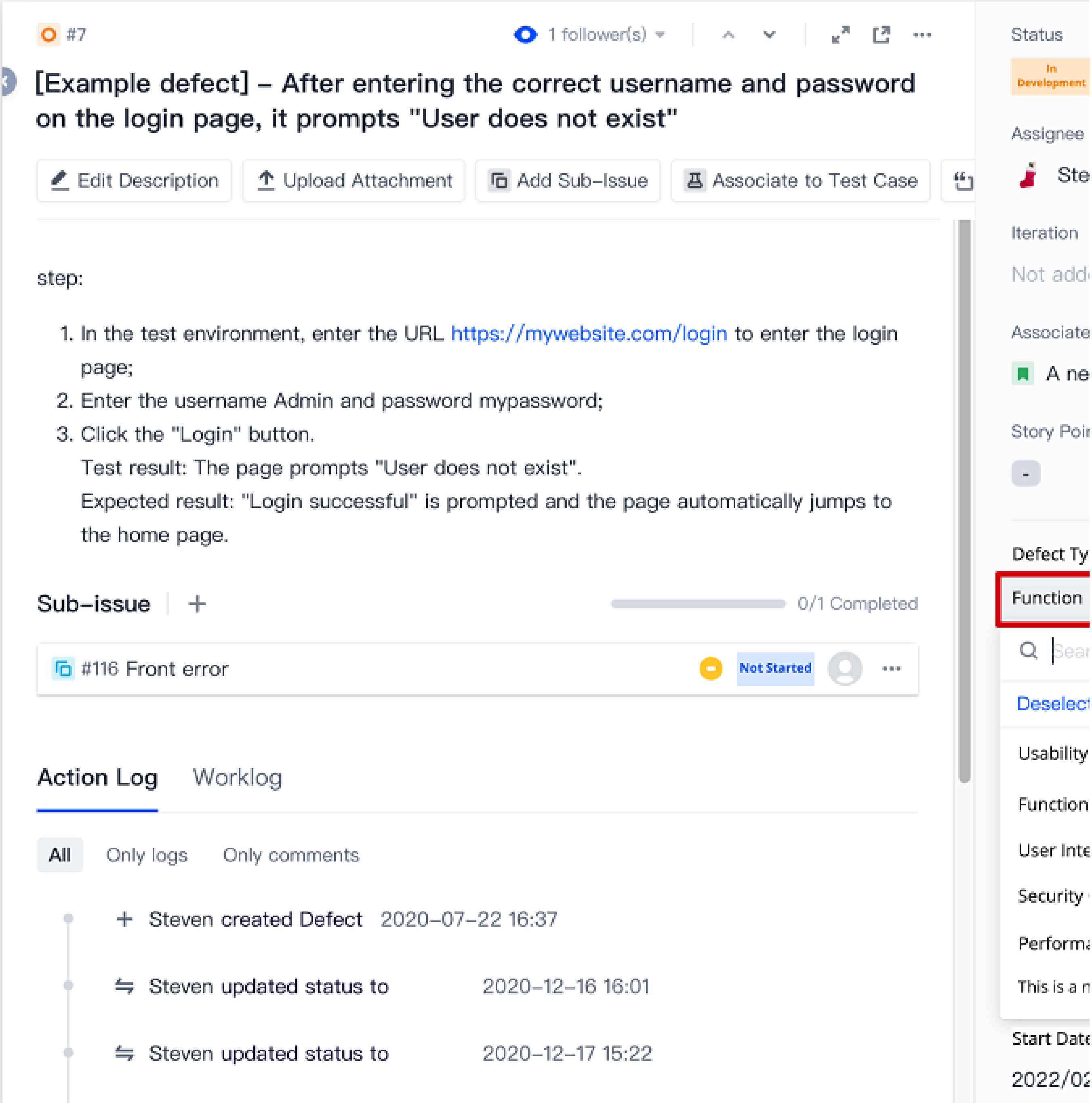
Functional bug

UI defect

Usability defect

Security defect

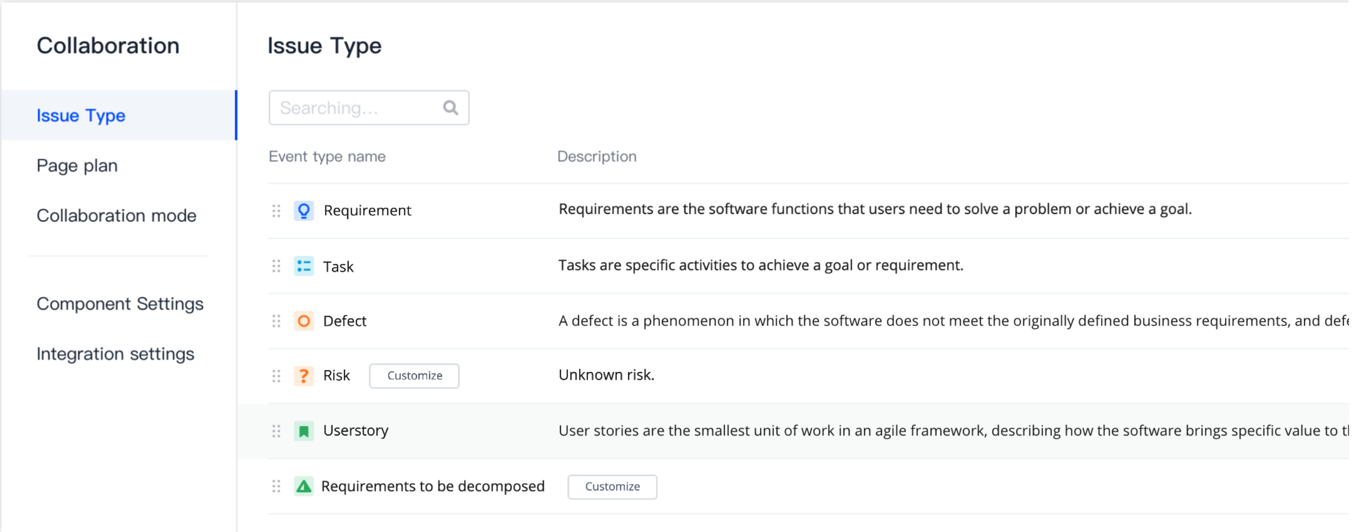
Performance defect



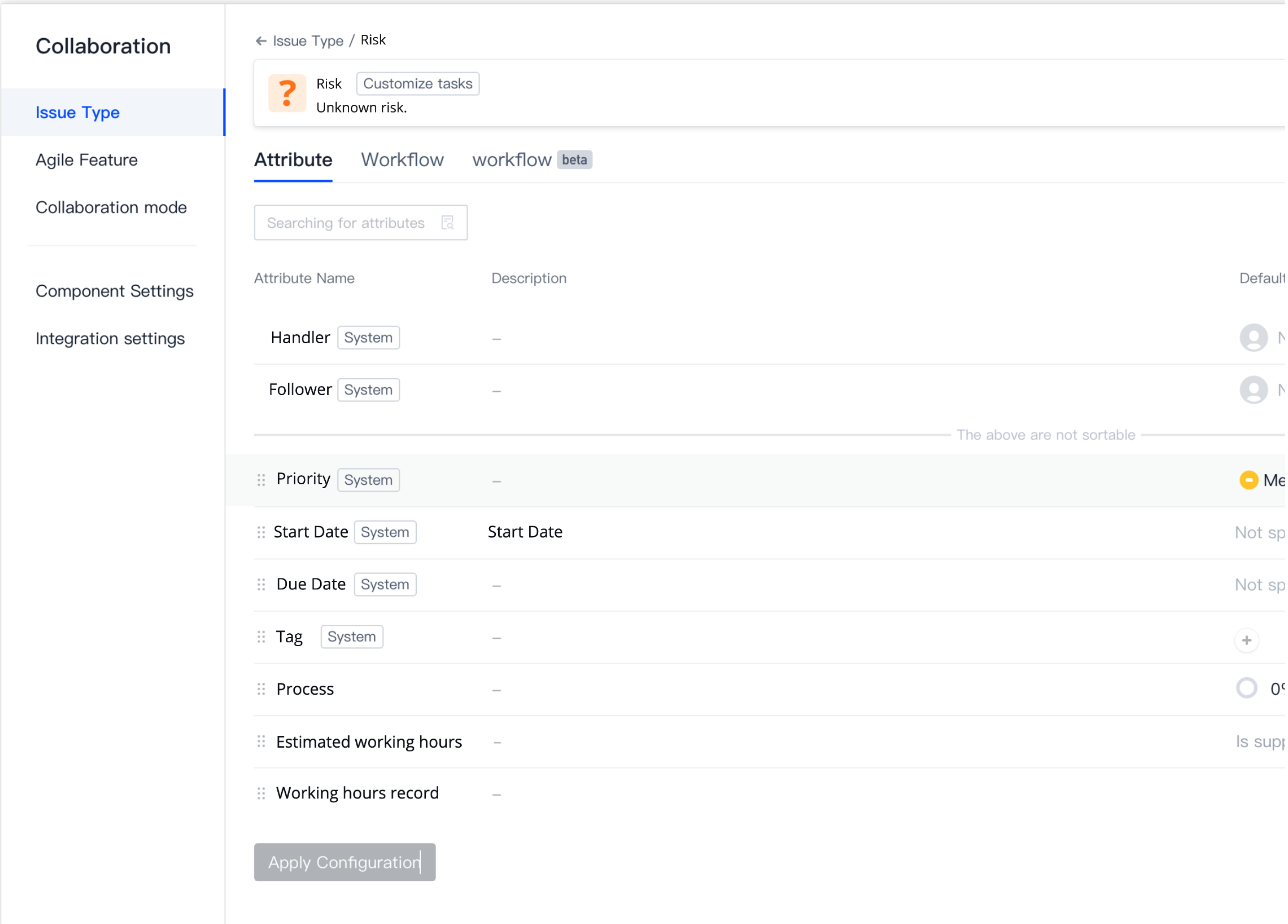
Custom bug types are also supported. Only a **team owner** or **admin** can create bug types. After a bug type is added, the bug type can be used for all projects of a team.

Create and use bug types

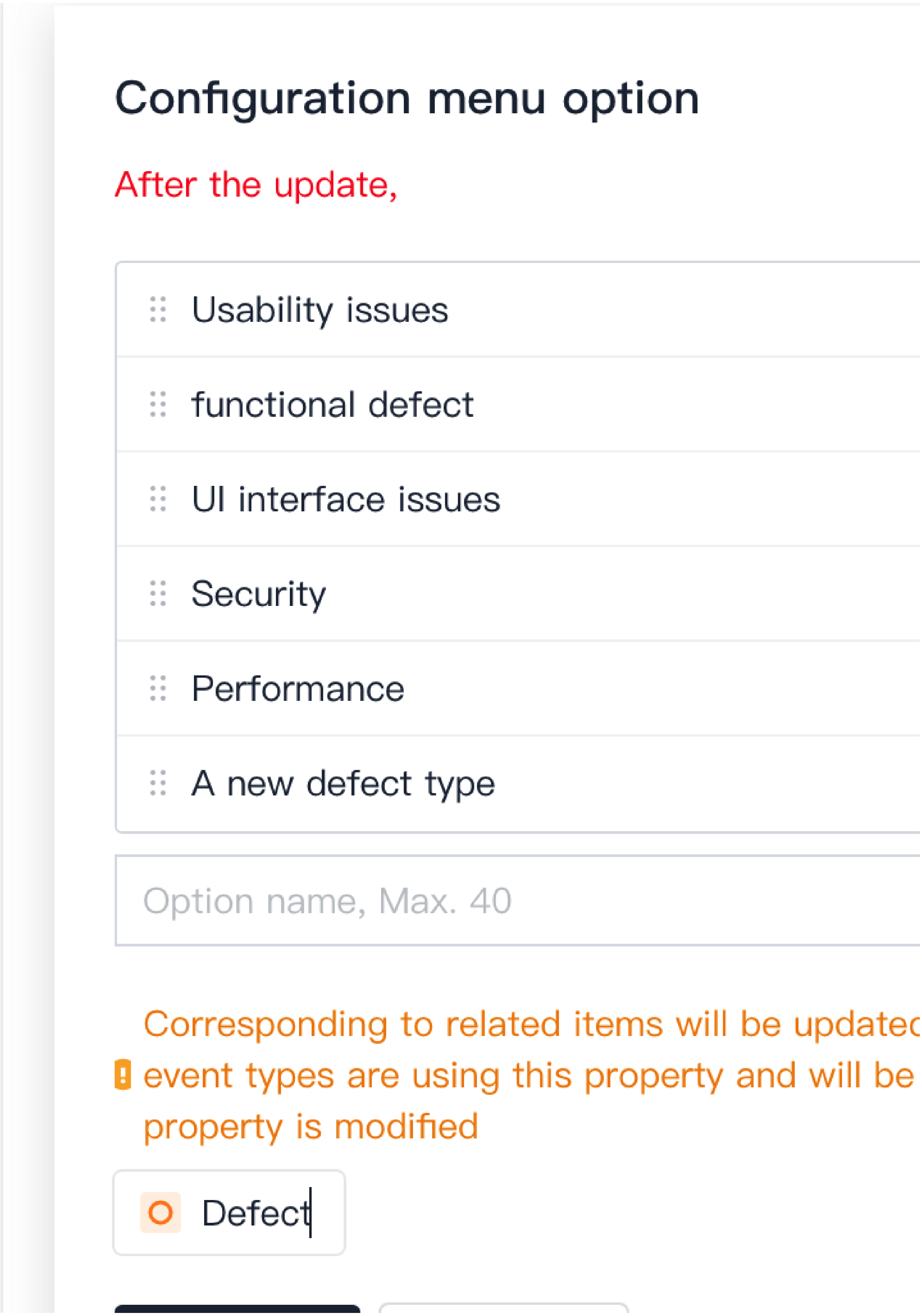
1. In a project, select **Project Settings** > **Project Collaboration** > **Issue Types**, and click **Fields** to the right of **Bugs**.

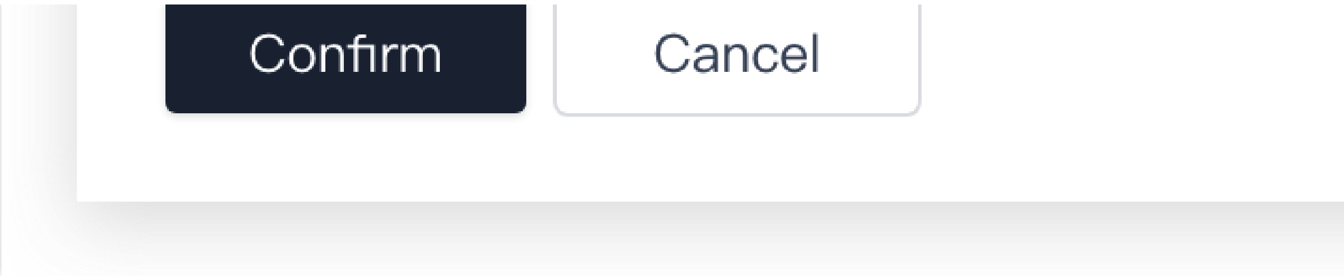


2. In **Issue Types** > **Bugs**, select **Configure Menu Options** to the right of **Bug Types**.

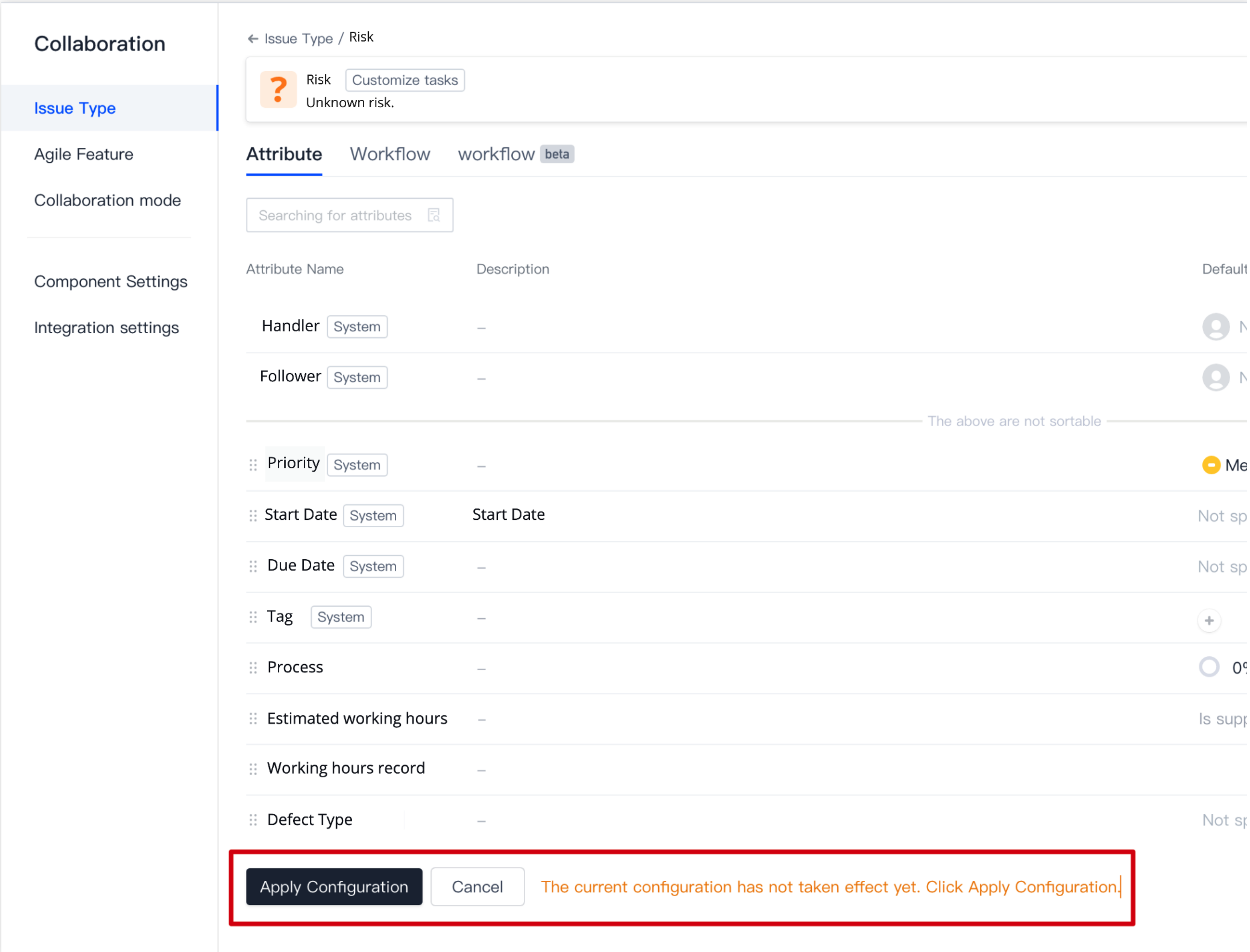


3. Enter a name for the new bug type. You can adjust the priorities of bugs through the drag-and-drop operation.

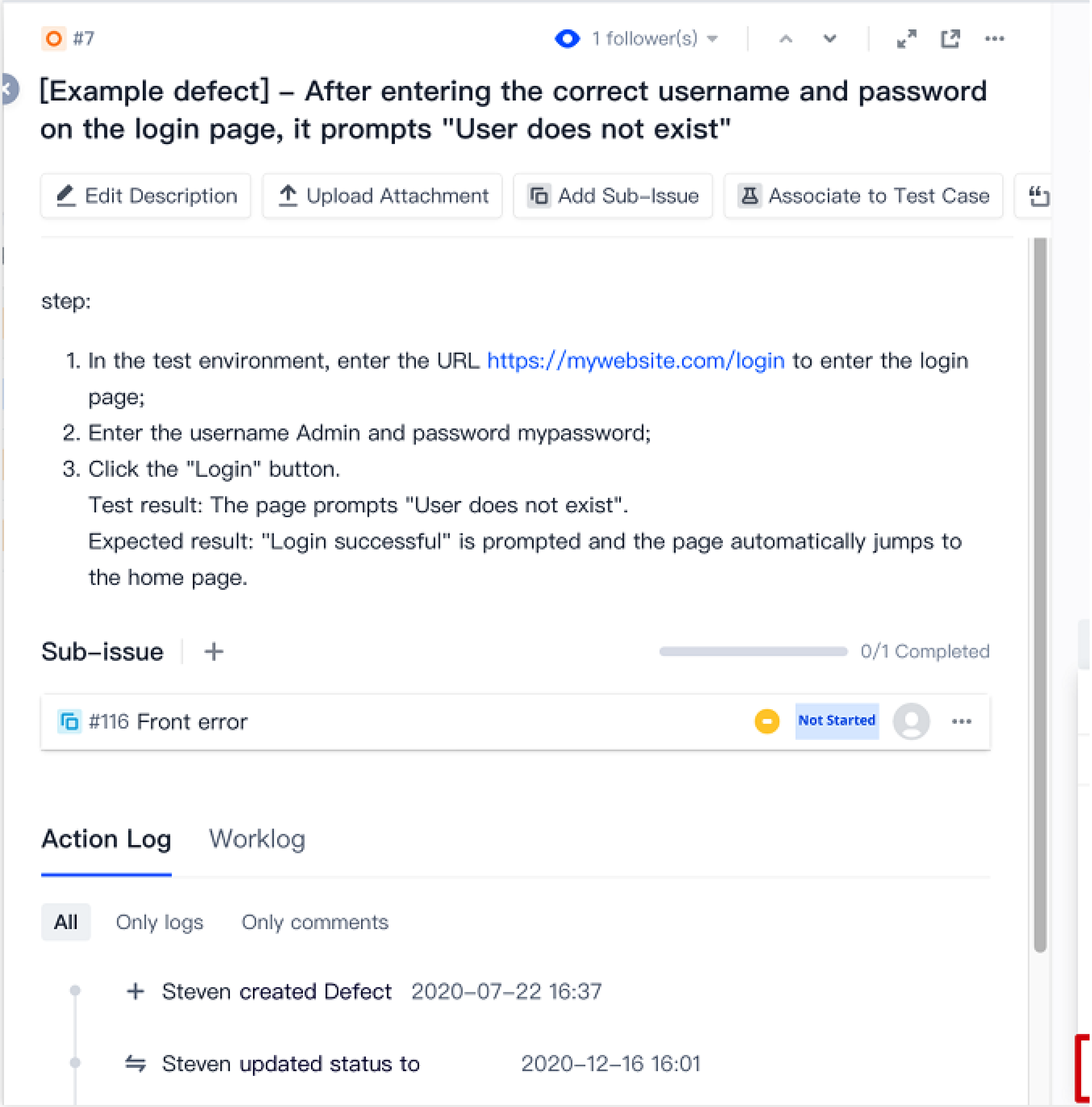

Configuration menu option
After the update,
Usability issues
functional defect
UI interface issues
Security
Performance
A new defect type
Option name, Max. 40
Corresponding to related items will be updatec
event types are using this property and will be
property is modified
Defect



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



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.

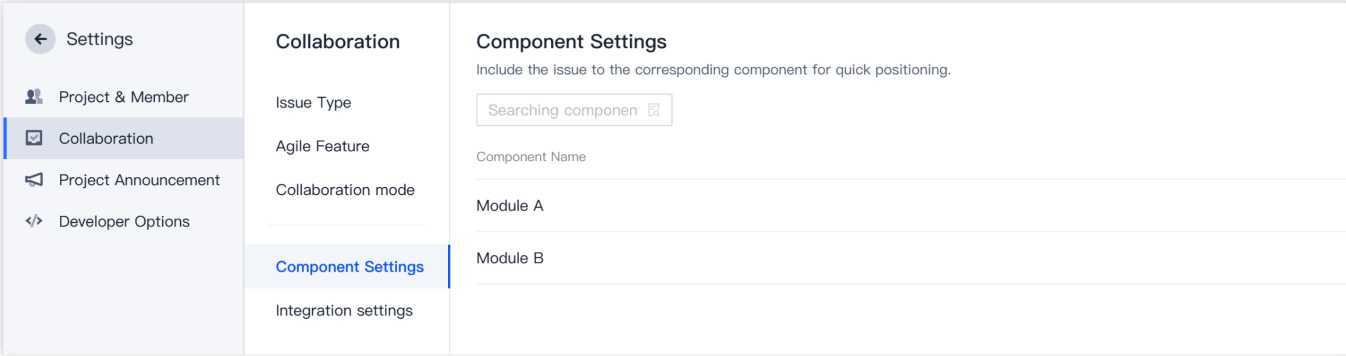


Manage bug modules

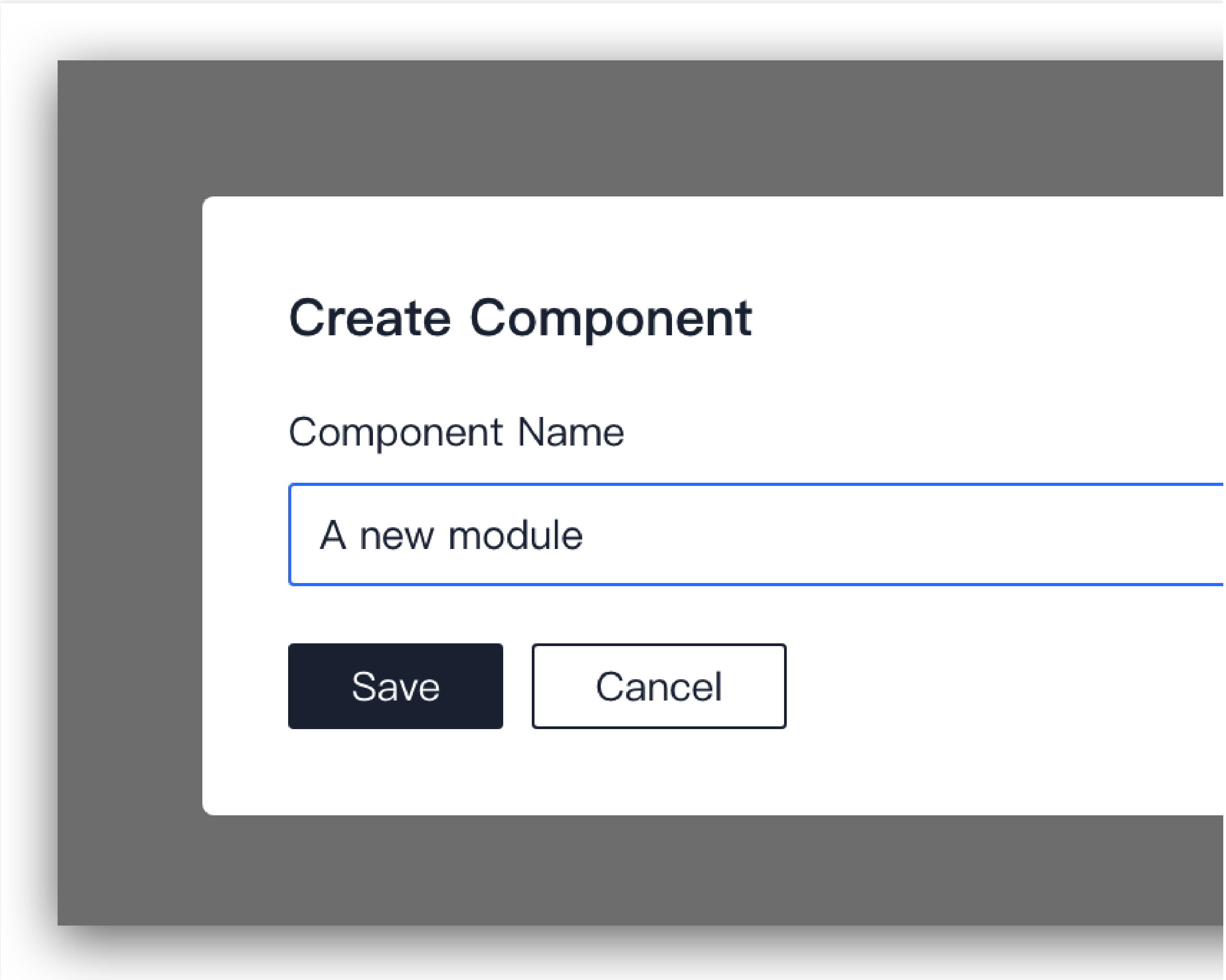
This feature is used to configure modules to which the bugs belong. Creating different modules allows you to manage and locate bugs easily to suit the needs of professional scenarios. Module data can be shared across projects for more efficient collaboration.

Create and use bug modules

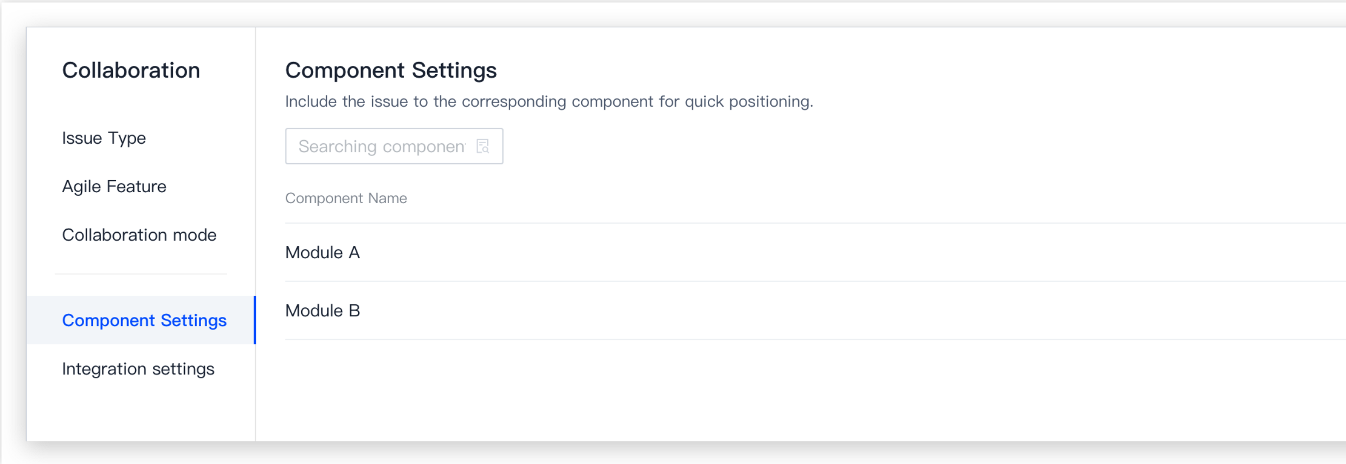
1. In a project, select **Project Settings** > **Project Collaboration** > **Module Settings** and click **Create Module**.



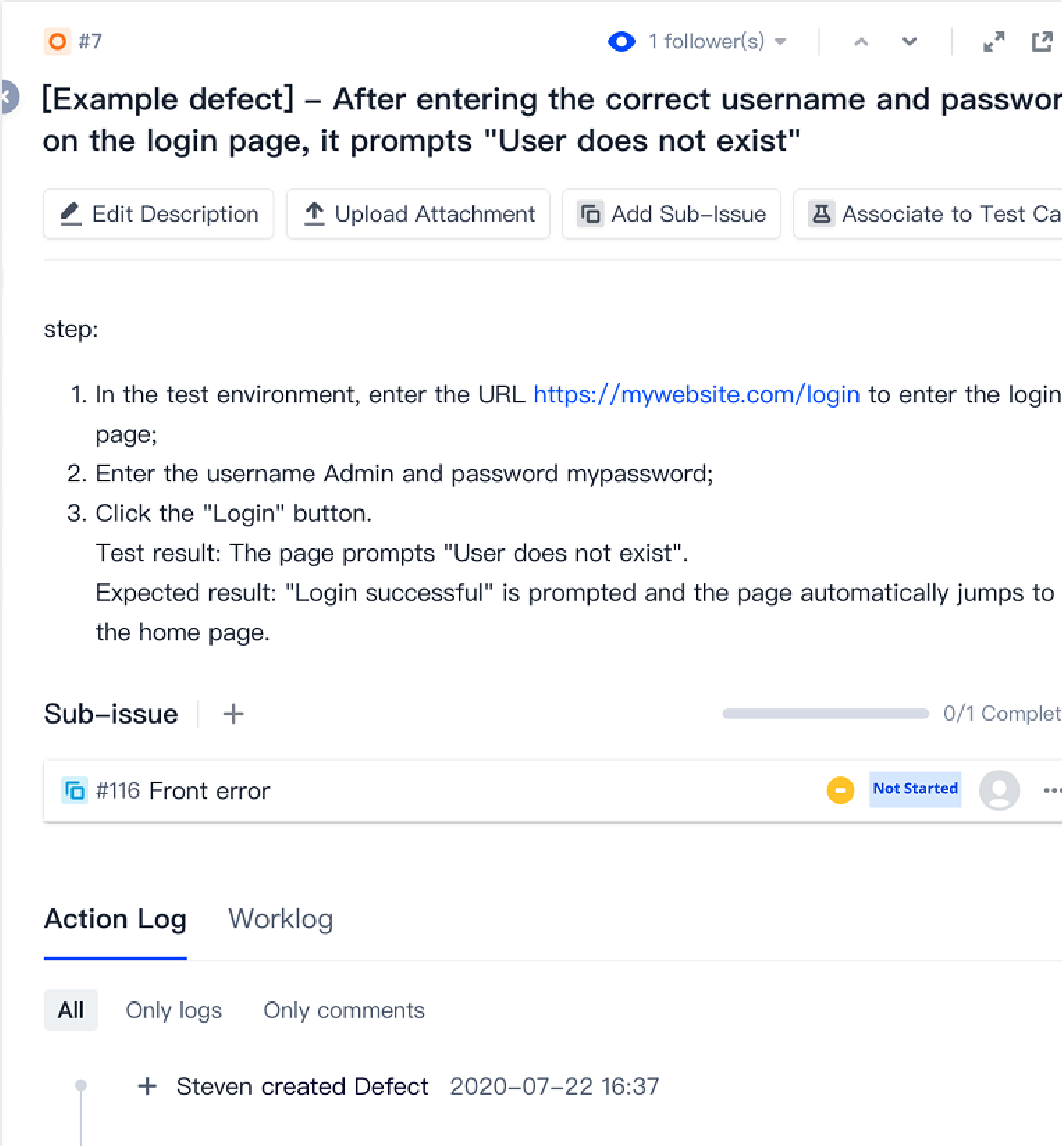
2. Enter a module name, and then select **Save** to add the bug module.



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.

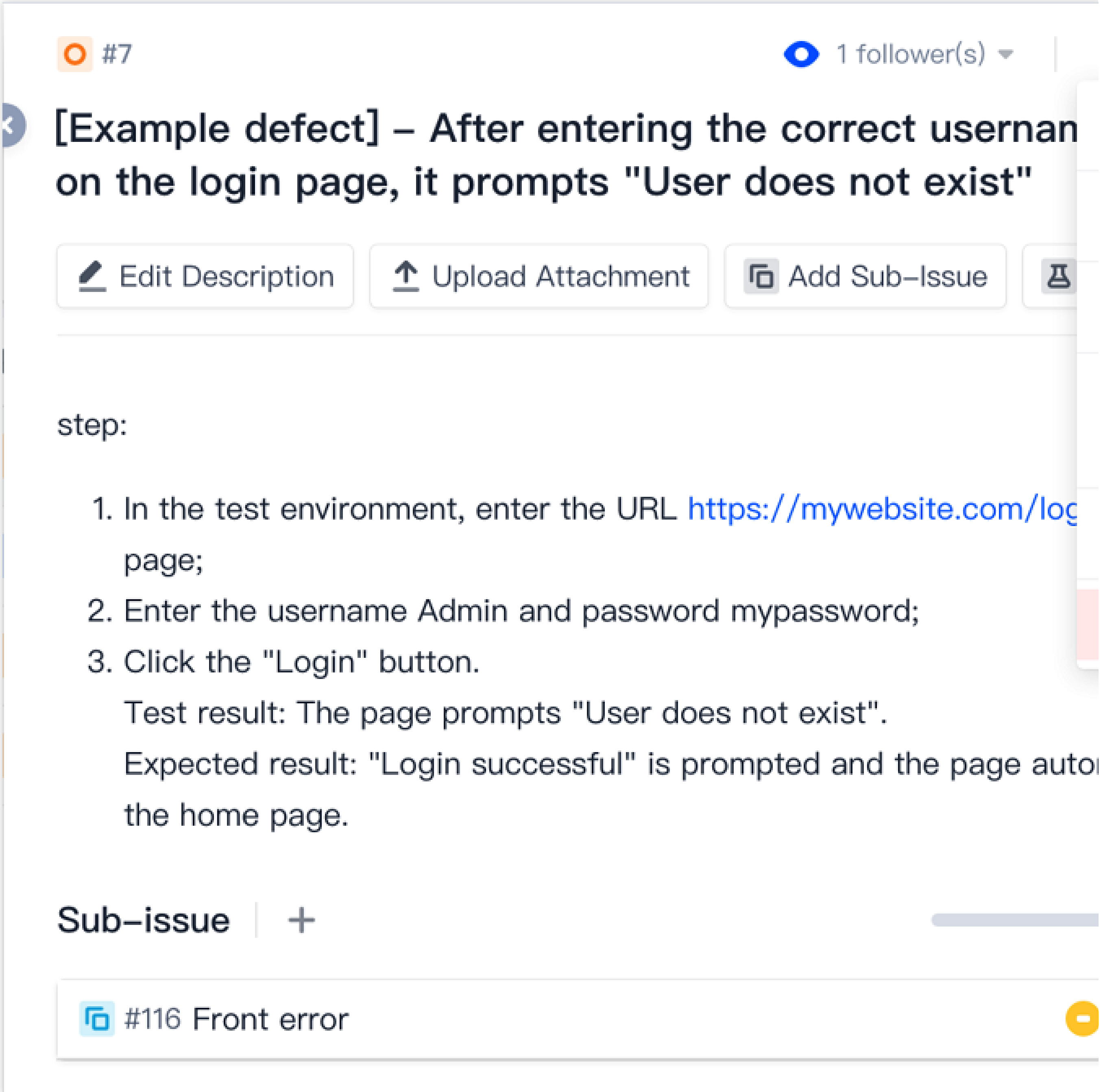


3. When creating a bug or on the bug details page, you can select the module to which the bug will be added from the **Modules** menu on the right.



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 usernan
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/log
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 autor
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

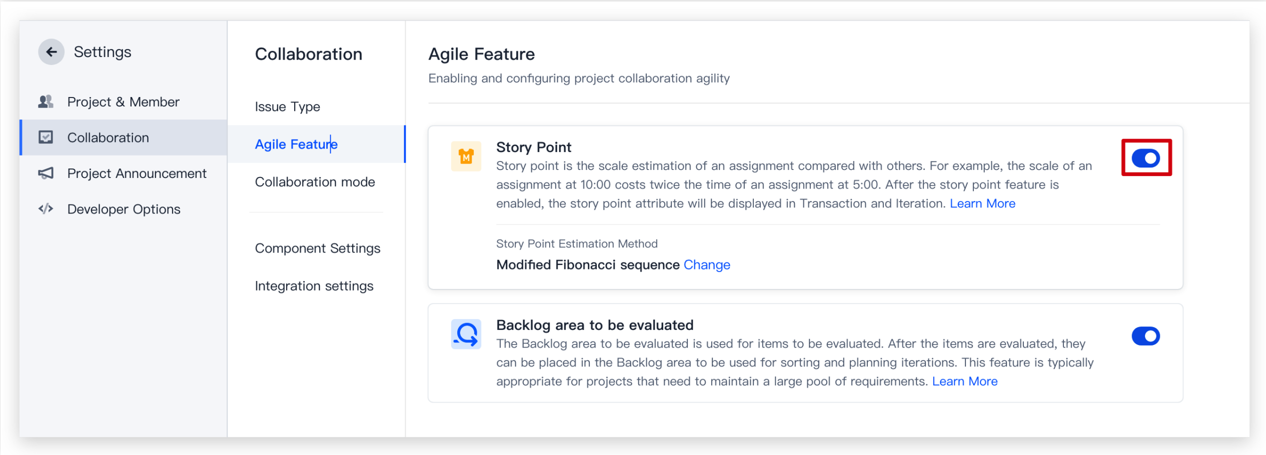
in the upper-right corner to open the project list page and click a project icon to open the project.
3. In the menu on the left, click **Project Collaboration**.

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

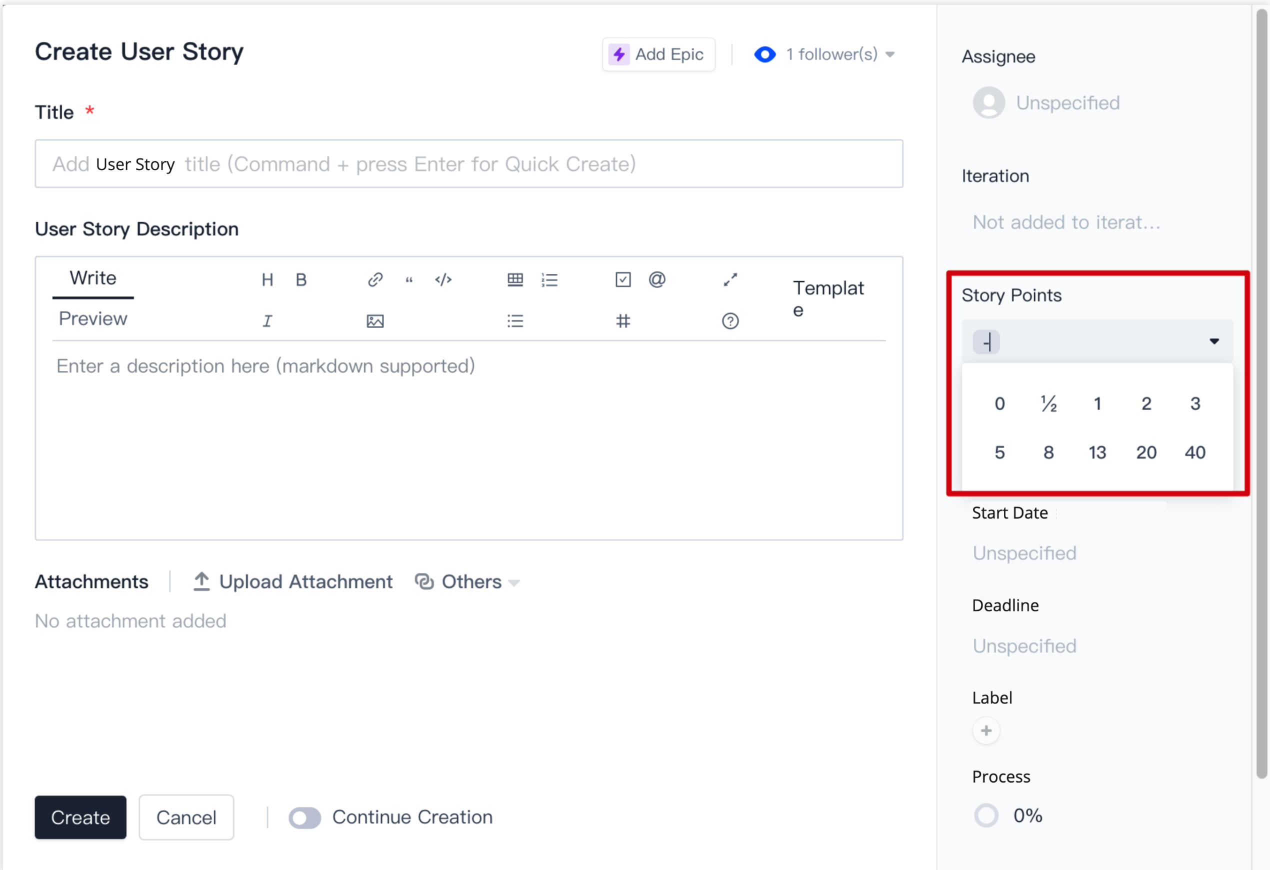
The story point function is enabled by default when a project is created. To configure the story point estimation method, go to **Project Settings** > **Project Collaboration** > **Agile Features**. The default estimation method is **Modified Fibonacci sequence** and you can change it to **T-shirt size**.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

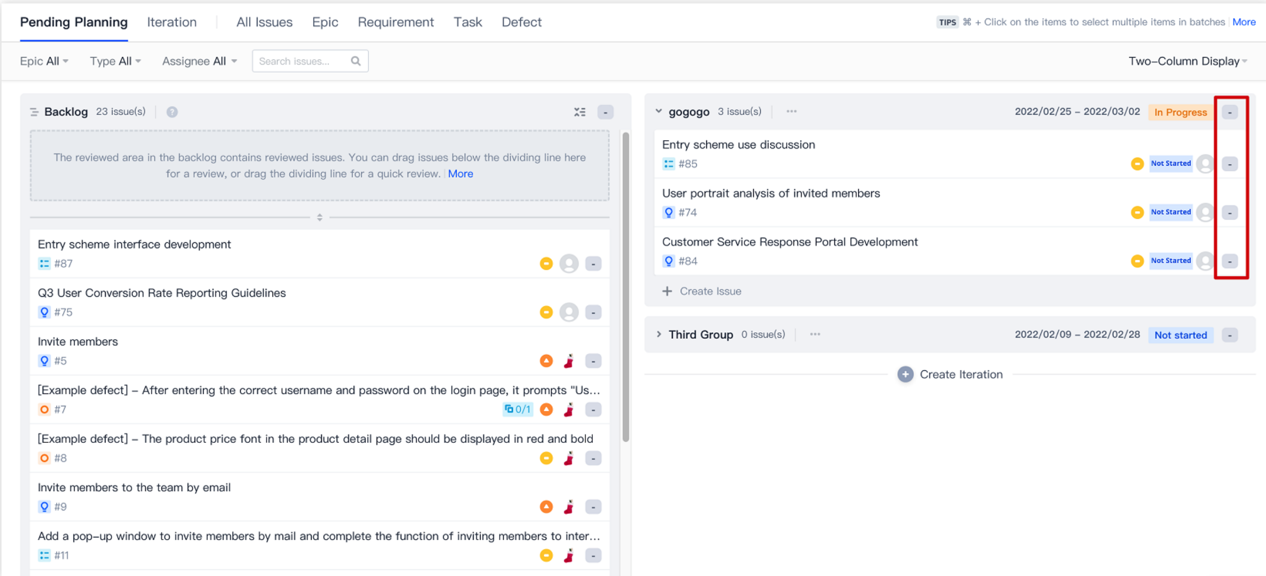
You can configure the story point field when creating a user story, requirement, task, or bug.



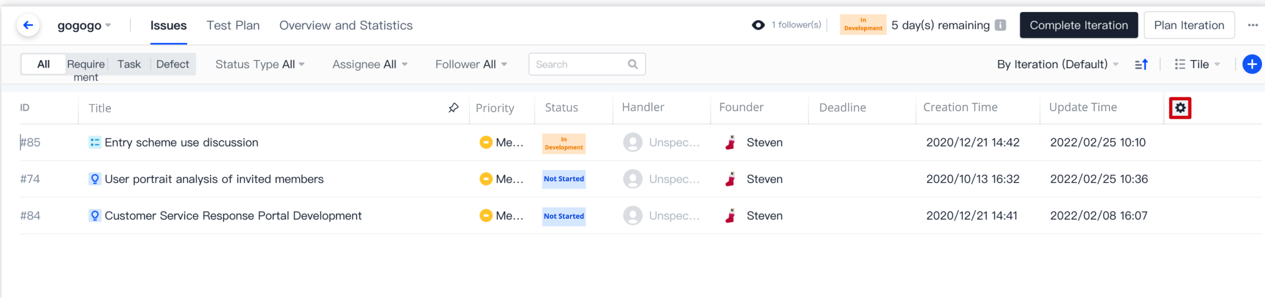
View story points

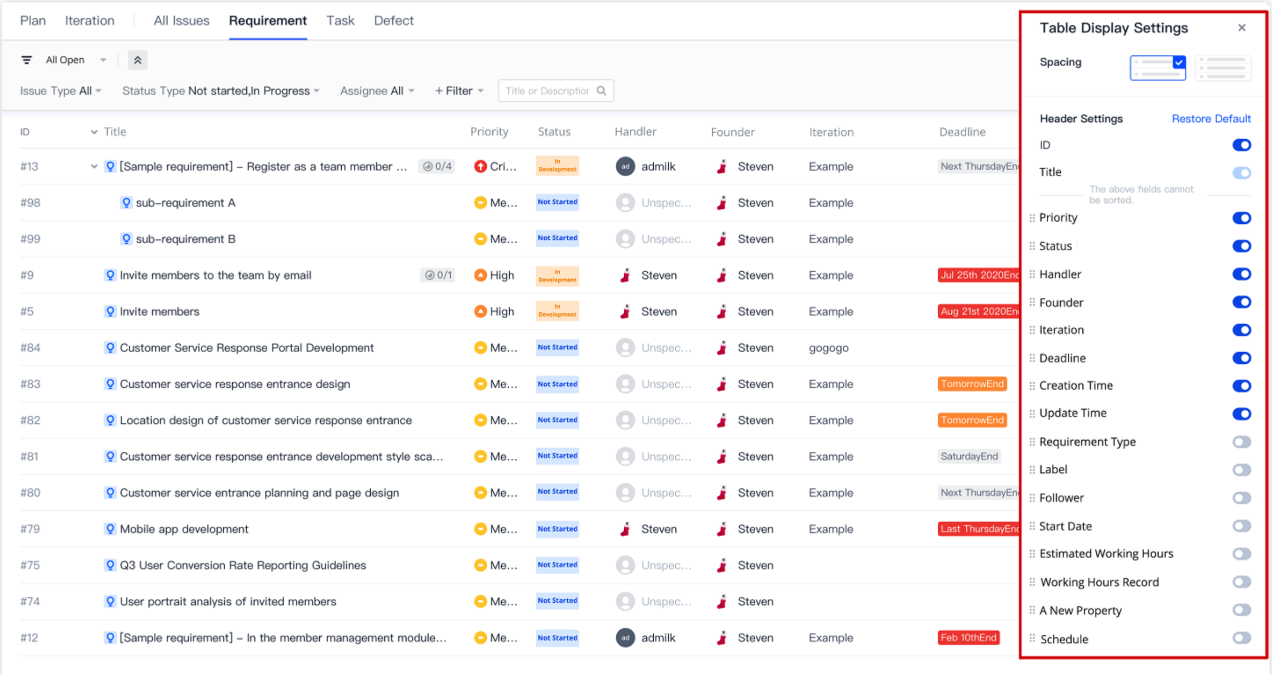
You can view story points configured on the **Pending Planning** page, iteration details page, and the overview and details page of an issue (user story/requirement/task/bug).

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.





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 $f(0) = 0$, $f(1) = 1$, $f(n) = f(n-1) + f(n-2)$ ($n \geq 2$, $n \in N^*$). 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.

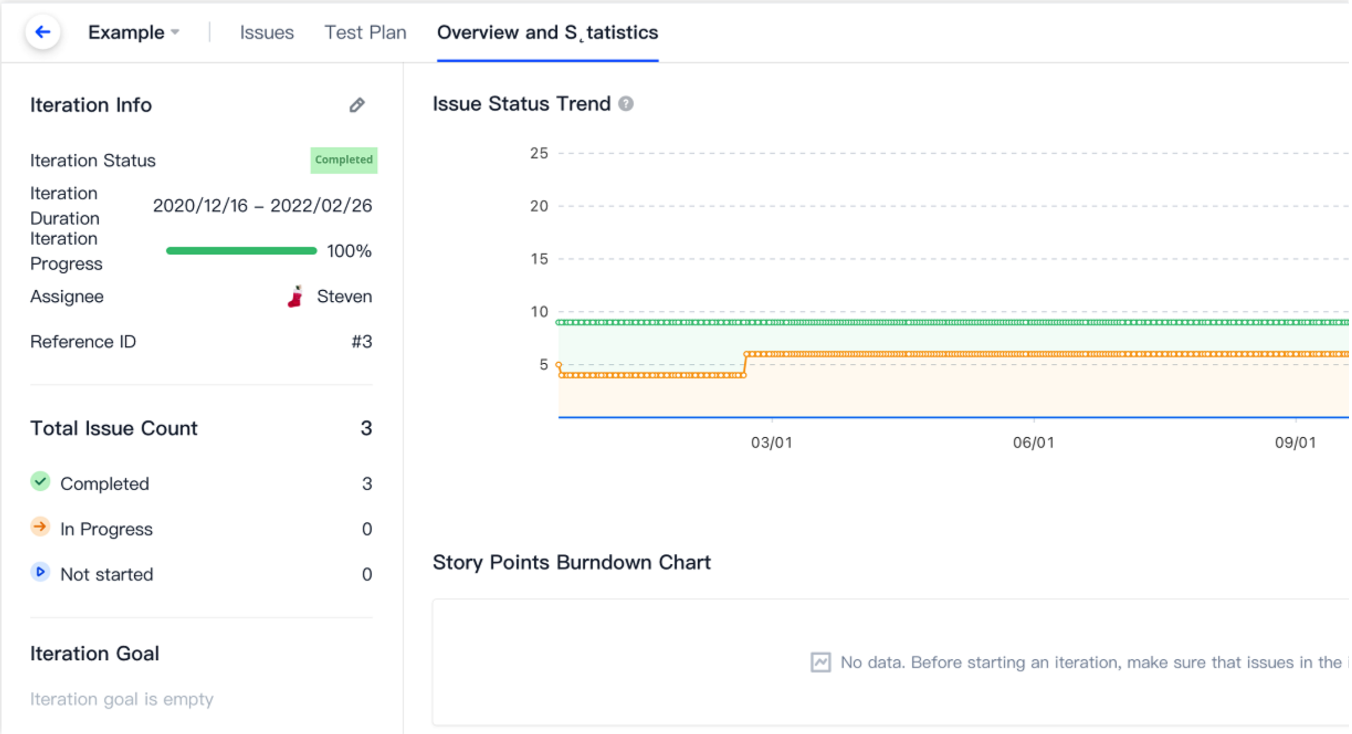
Open Project

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**.

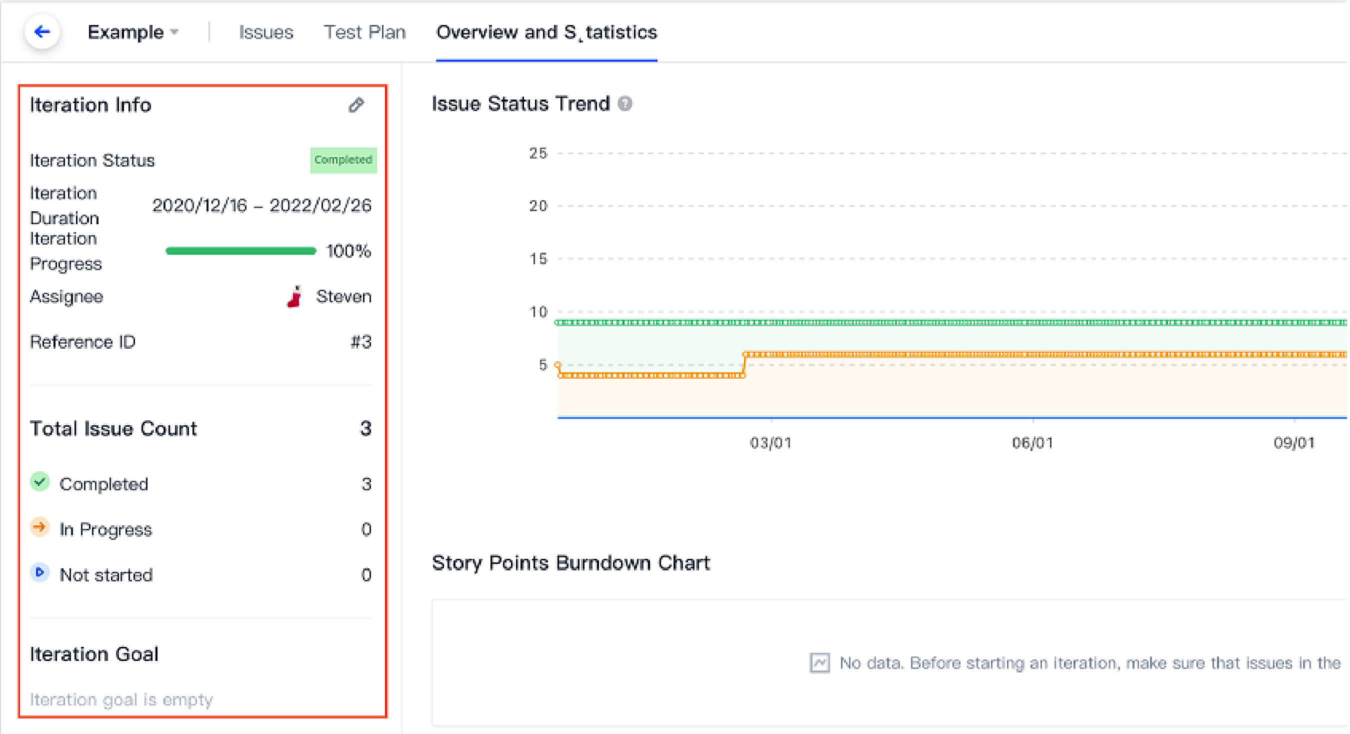
Function Overview

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.



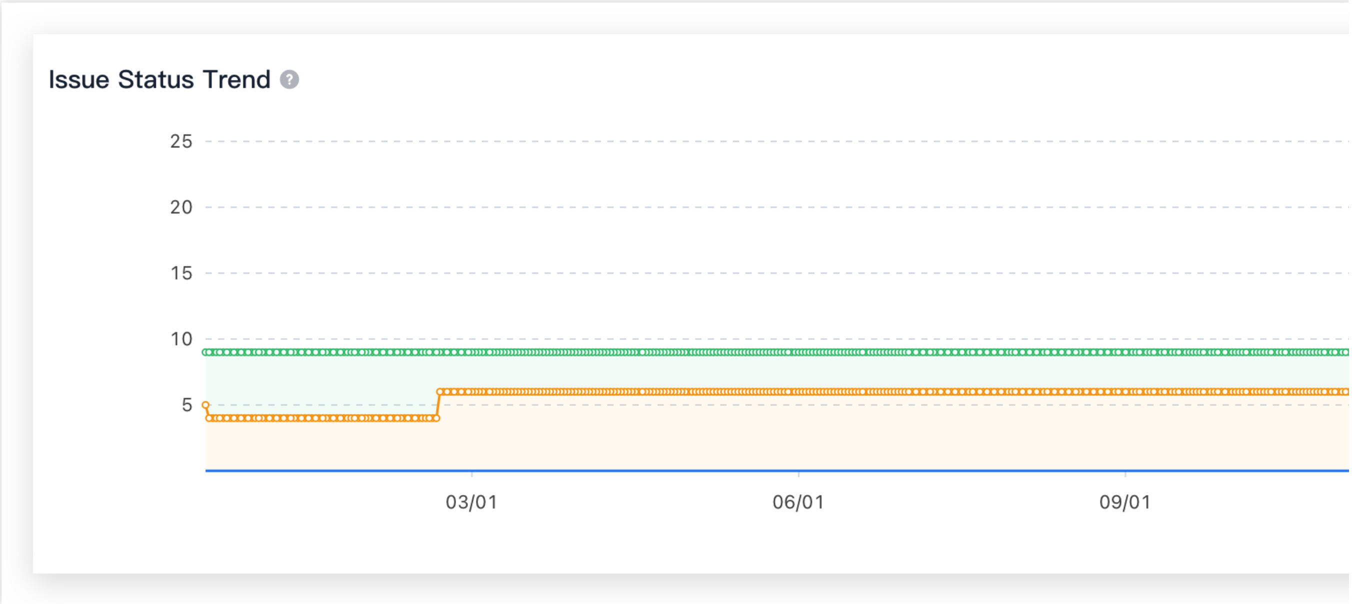
Iteration Details

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.



Color description

Green: Completed

Orange: In progress

Blue: Not started

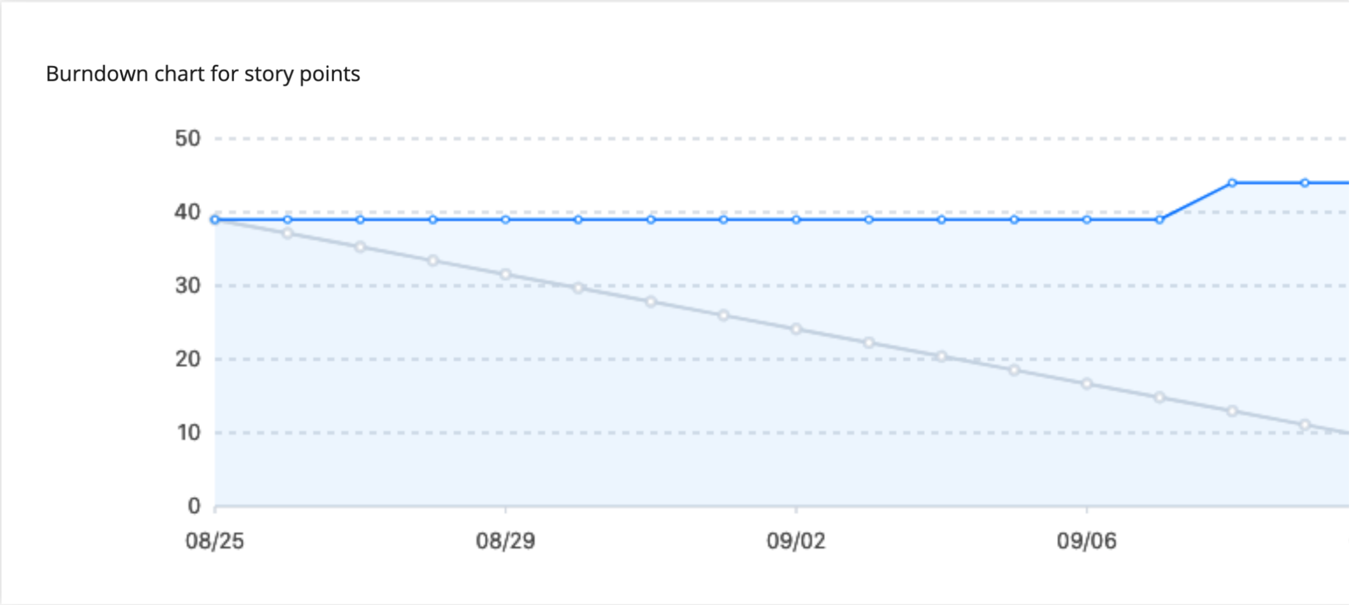
Story Points Burndown Chart

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.

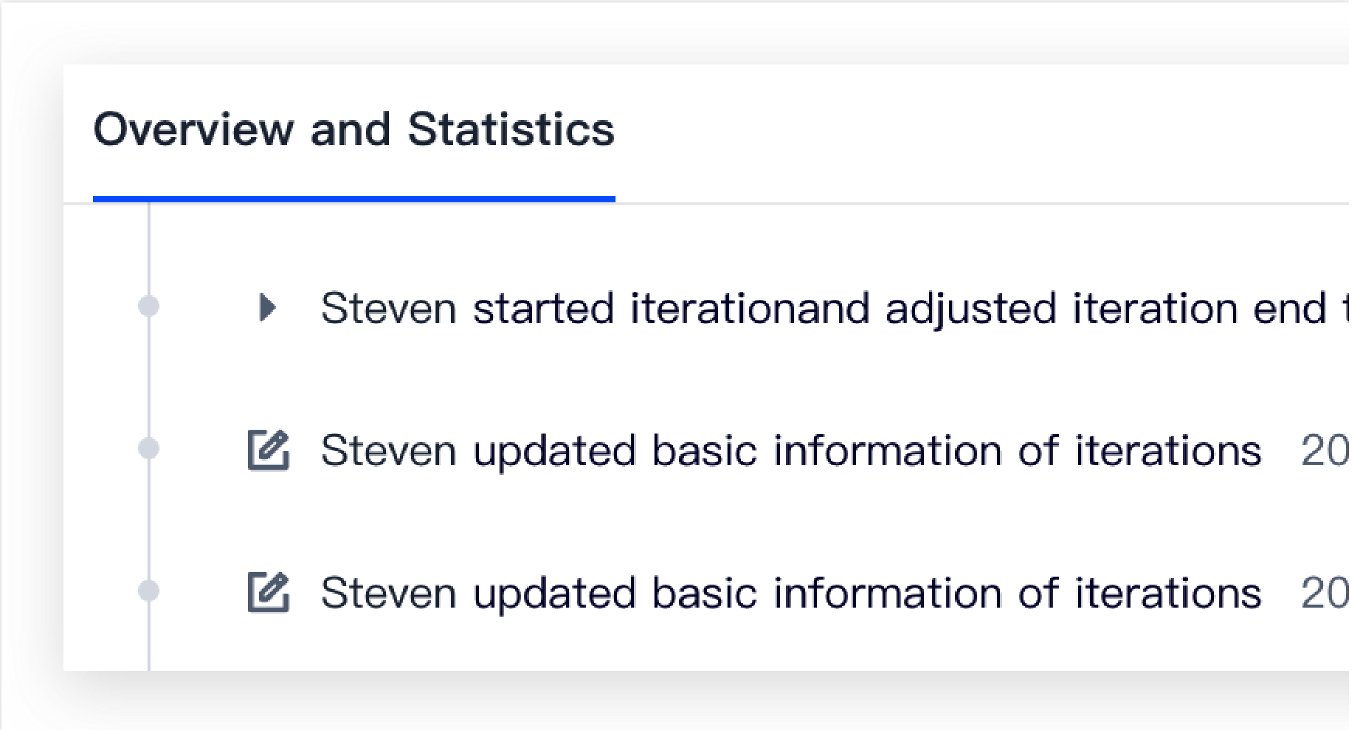


Issue Distribution Diagram

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.

Action Log

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


Overview and Statistics
Steven started iterationand adjusted iteration end t
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.

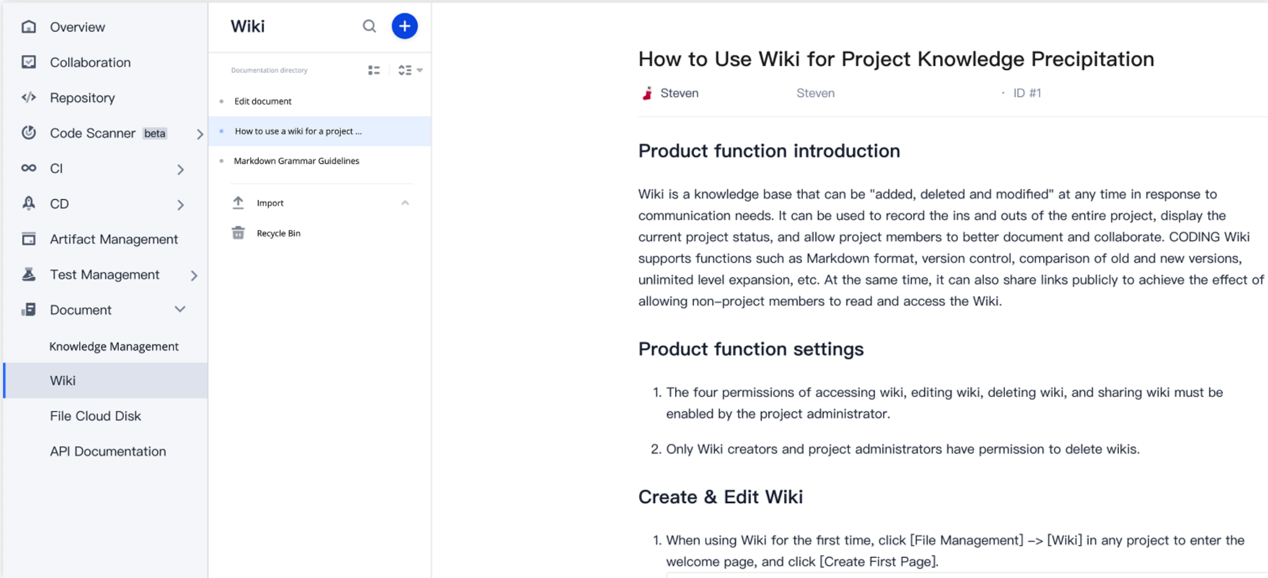
Open Project

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.


Overview
Collaboration
Repository
Code Scanner beta
CI
CD
Artifact Management
Test Management
Document
Knowledge Management
Wiki
File Cloud Disk
API Documentation
Wiki
Edit document
How to use a wiki for a project ...
Markdown Grammar Guidelines
Import
Recycle Bin
How to Use Wiki for Project Knowledge Precipitation
Steven
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.

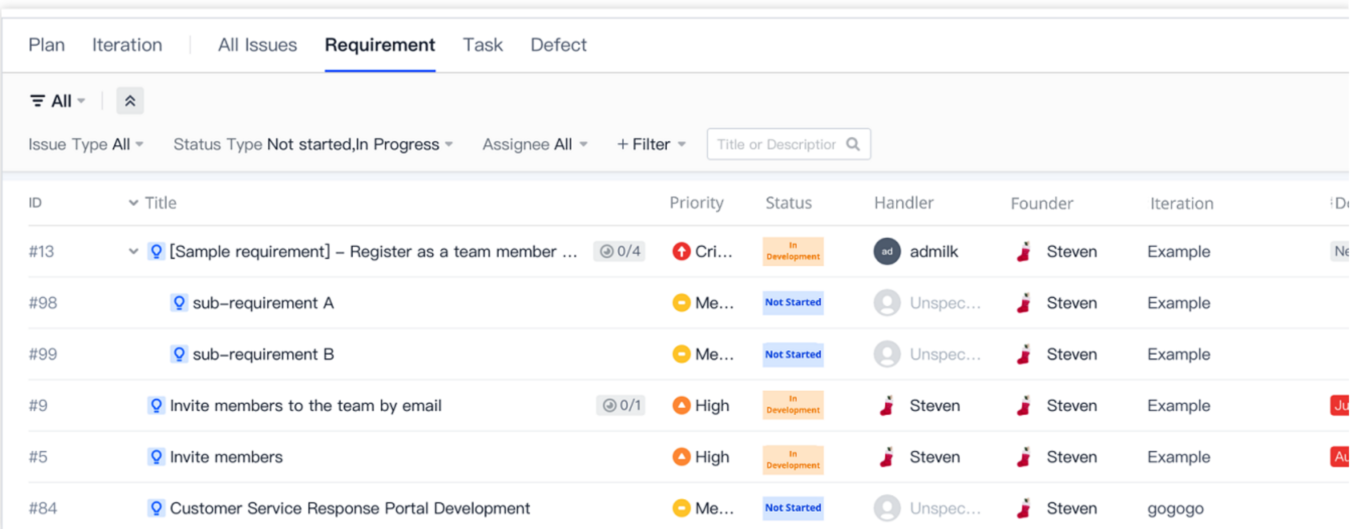
Open Project

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.

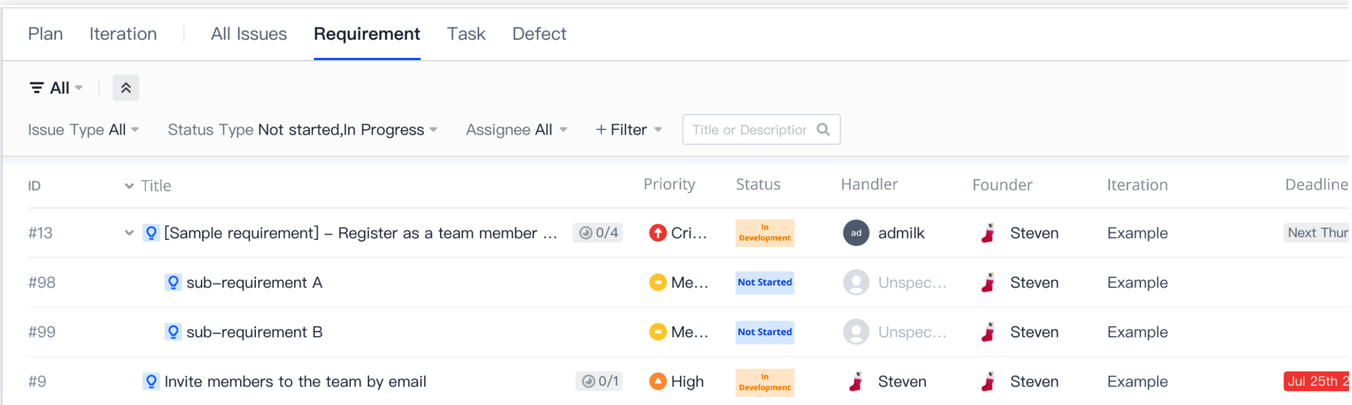
Feature Overview

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**.

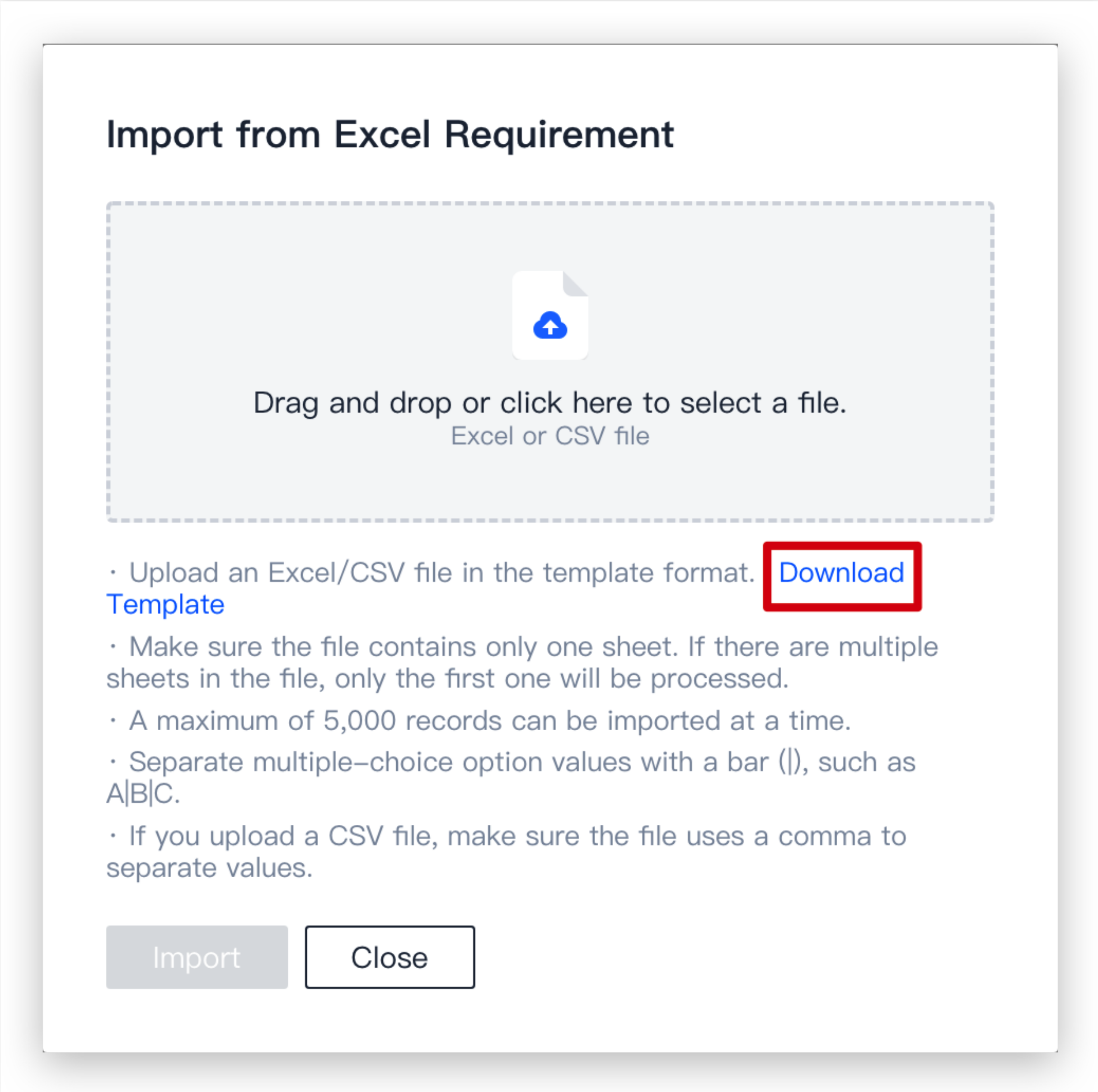


Import Issues

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



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



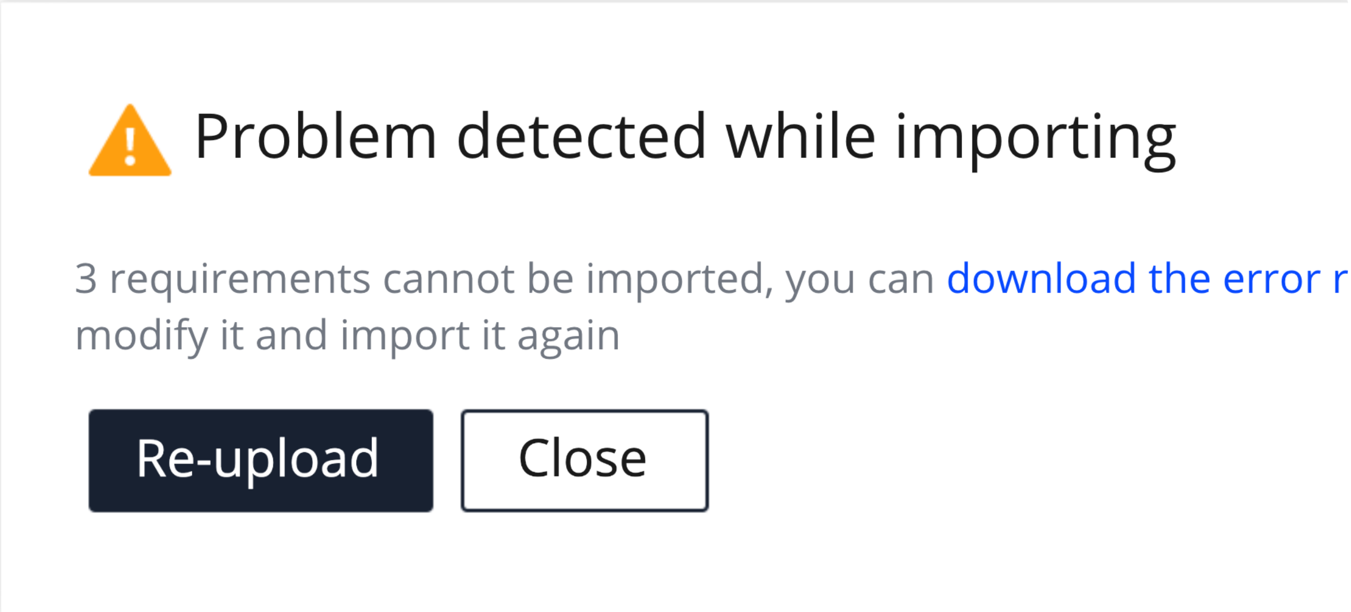
3. The template includes **title** (required), **description**, **assignee**, **status**, **priority** and **due time**. After you fill in the template, upload an Excel/CSV file.

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.

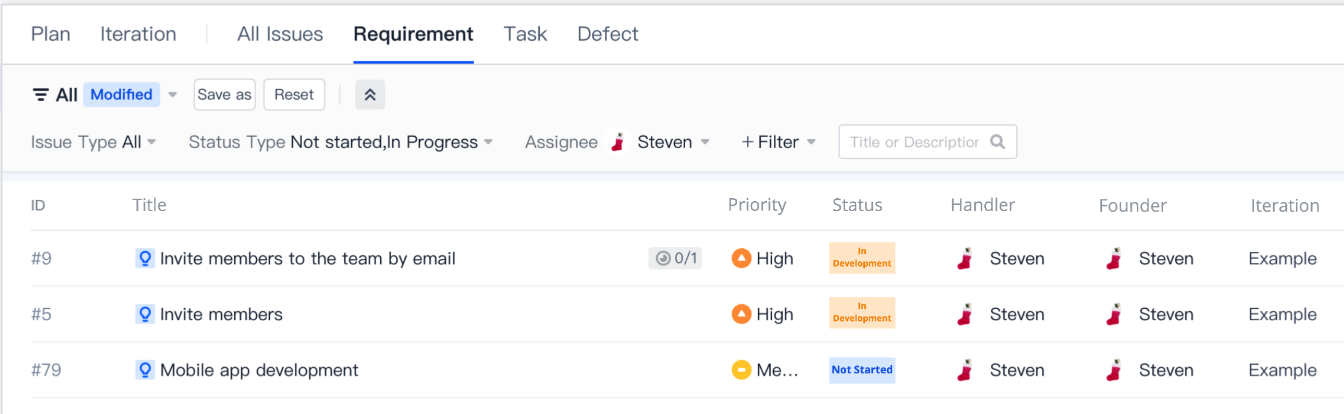


Export Issues

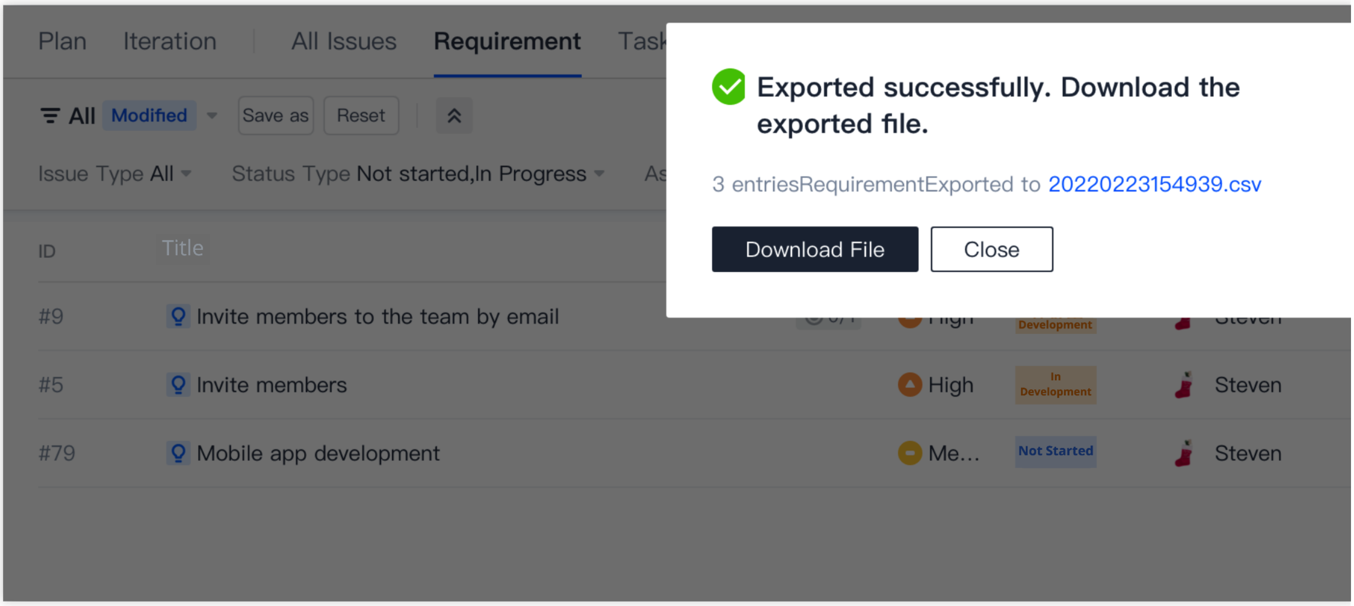
1. Export all requirements or filtered requirements in the menu in the upper-right corner of the issue list page.

Note:

This does not export any subtasks under the requirements.



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
ID
Title
#9 Invite members to the team by email
#5 Invite members
High
In Development
Steven
#79 Mobile app development
Me...
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

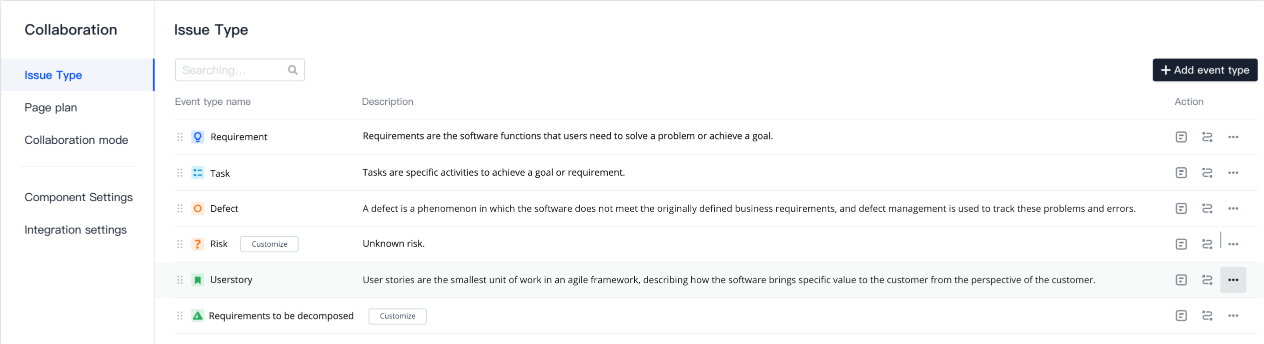
in the upper-right corner to open the project list page and click a project icon to open the project.
3. Click **Project Collaboration** in the menu on the left.

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

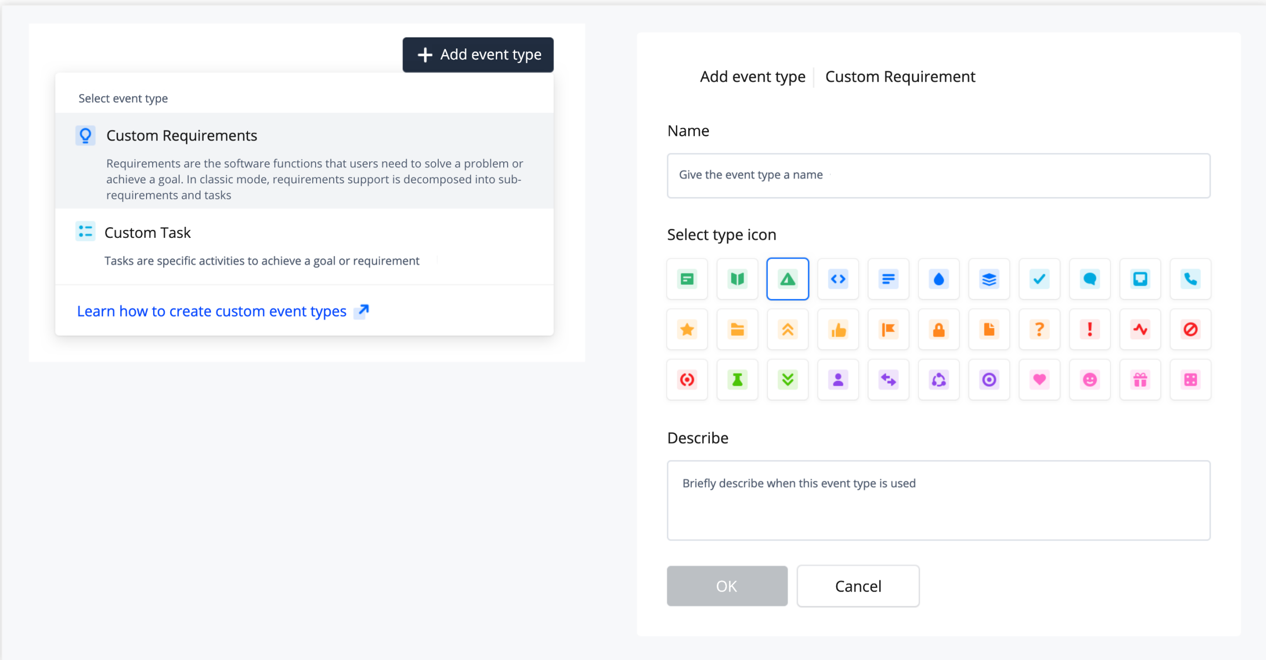
The global issue type list shows all the issue types in a team. Issue types are divided into built-in types and custom types. The icon and name of a built-in type (such as epic, requirement, task, bug, user story, and sub-issue) cannot be changed.
User Story is a new built-in type. As the smallest unit of work in an agile framework, it describes the value brought by software to users.



Note:

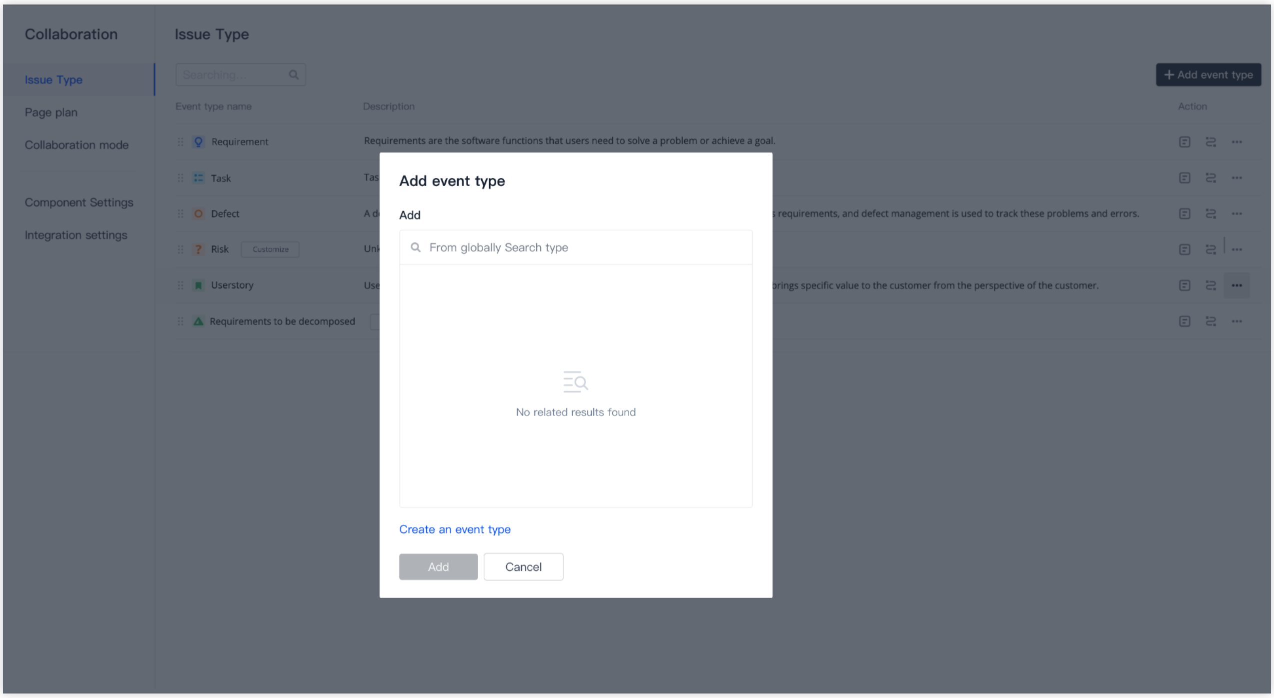
When creating a custom issue type, you can select an icon for it, and add a description. The custom issue type can be copied, and a replica of it is created automatically.

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:

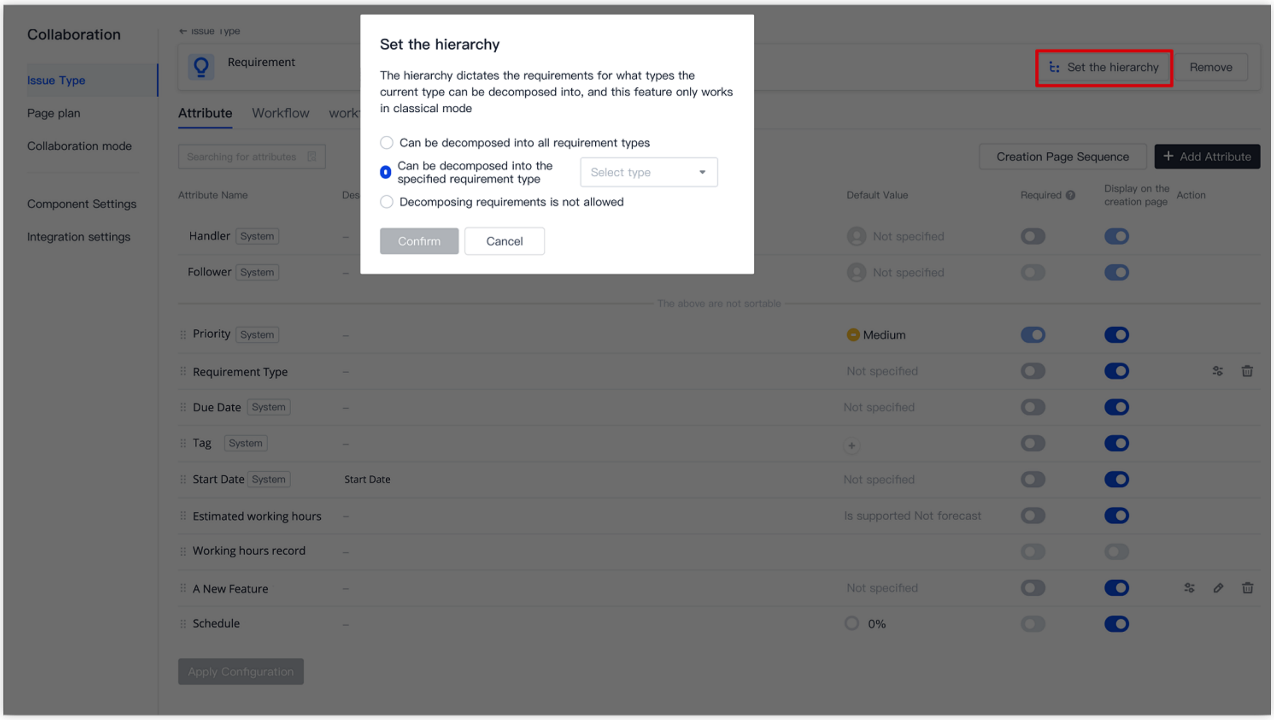
The agile mode automatically introduces the sub-issue type, while the classic mode doesn't support the epic type and the sub-issue type.

Issue Type Configuration

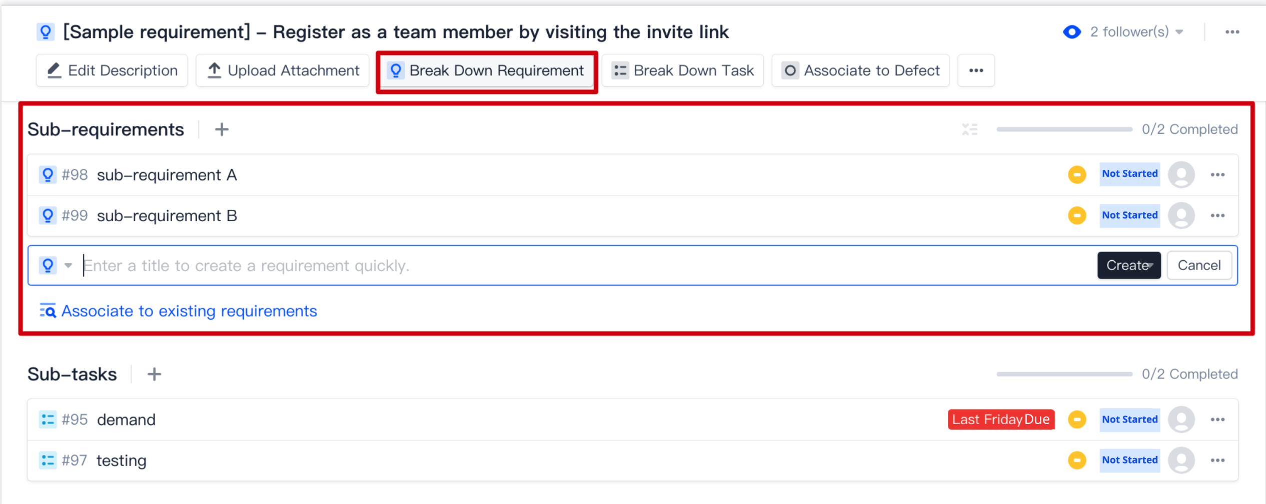
You can set hierarchy levels, fields, and workflows for issue types.

Hierarchy levels

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

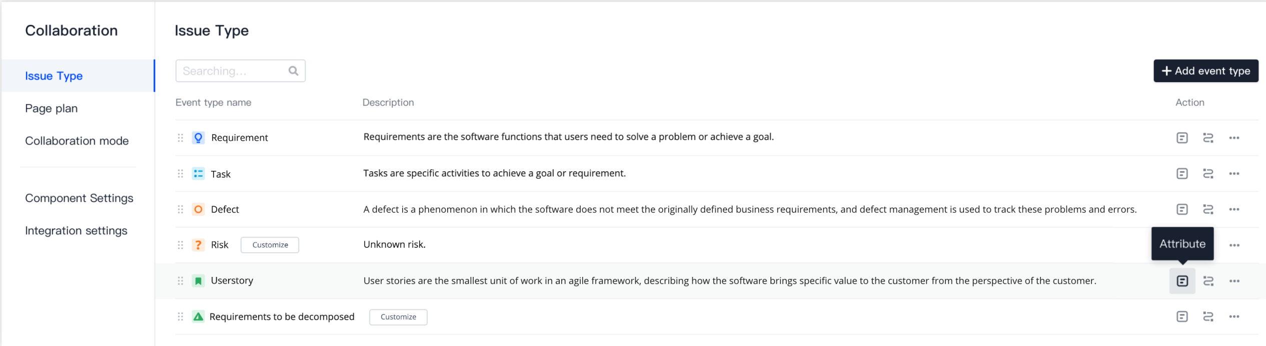


After hierarchy levels are defined, multiple issue types are available when you break down a requirement to suit your workflows.



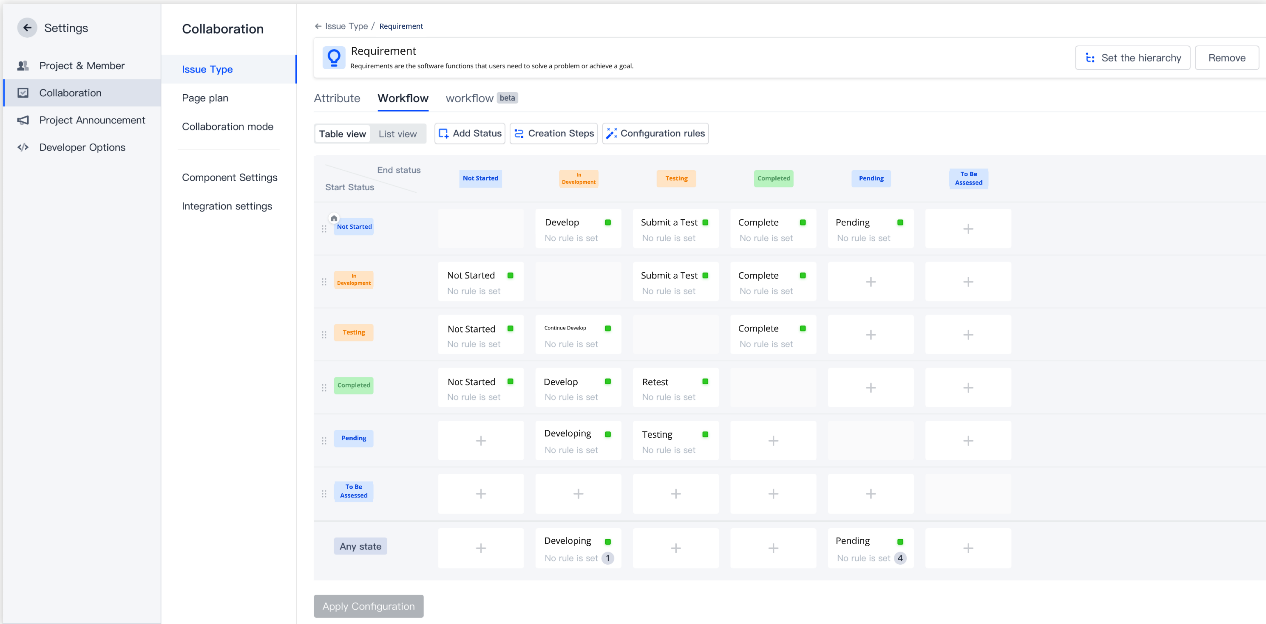
Configure field

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.

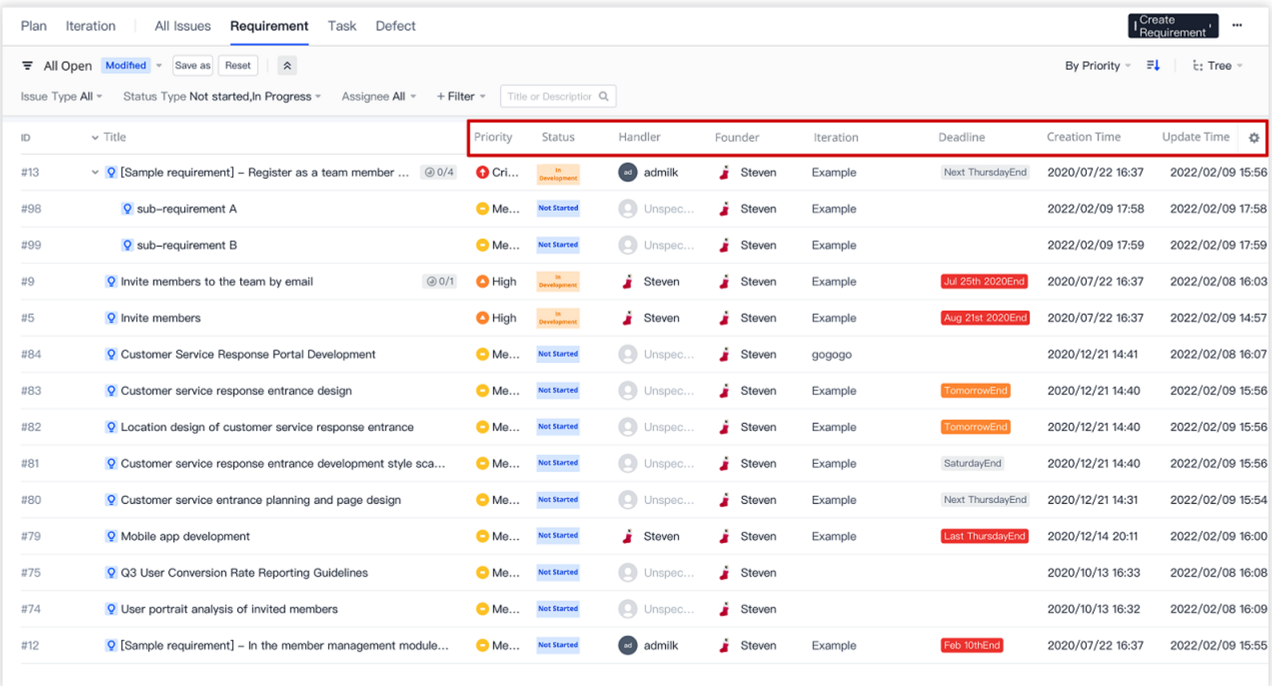
Open Project

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.

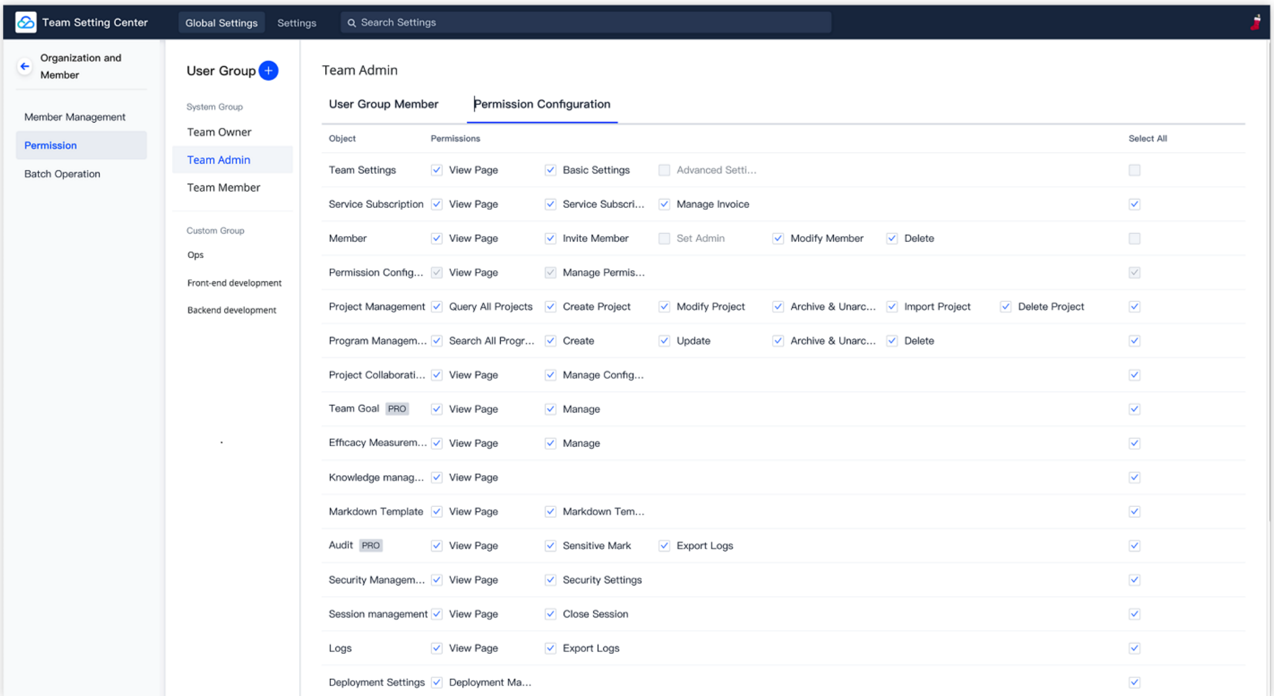


This document describes how to configure custom issue fields through **Global Field Settings** (which determines the issue type field of your team) and **Project Field Configuration**. The steps are as follows:

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).

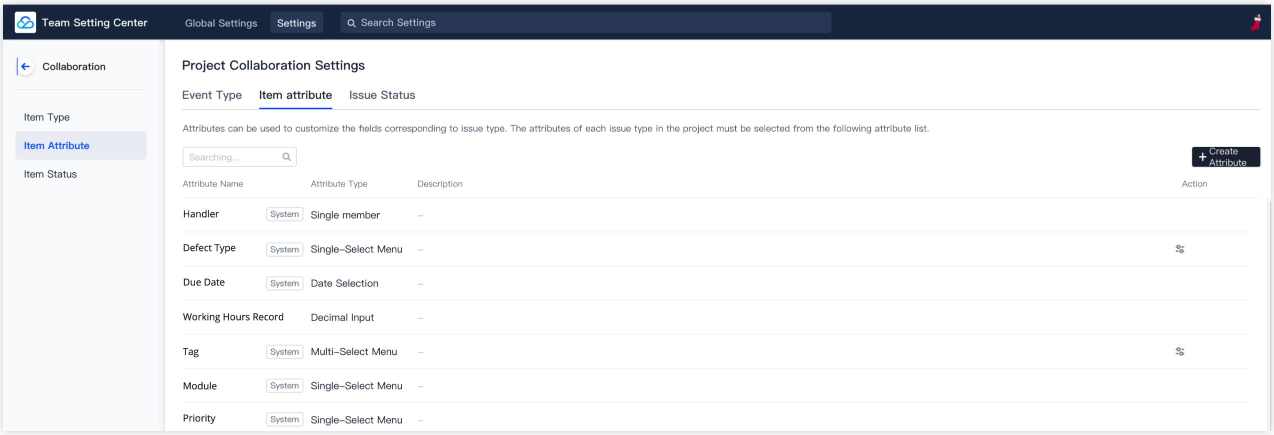
Global Field Settings

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.



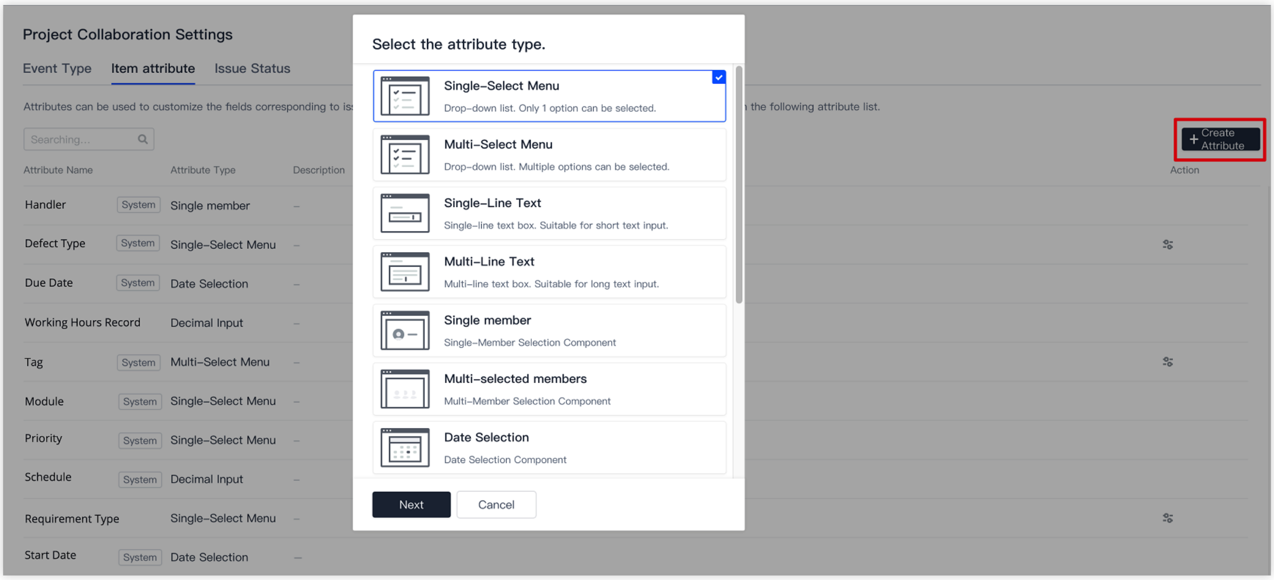
If you have management permissions, go to the homepage of your team, and then select **Feature Settings** from the menu on the left.

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

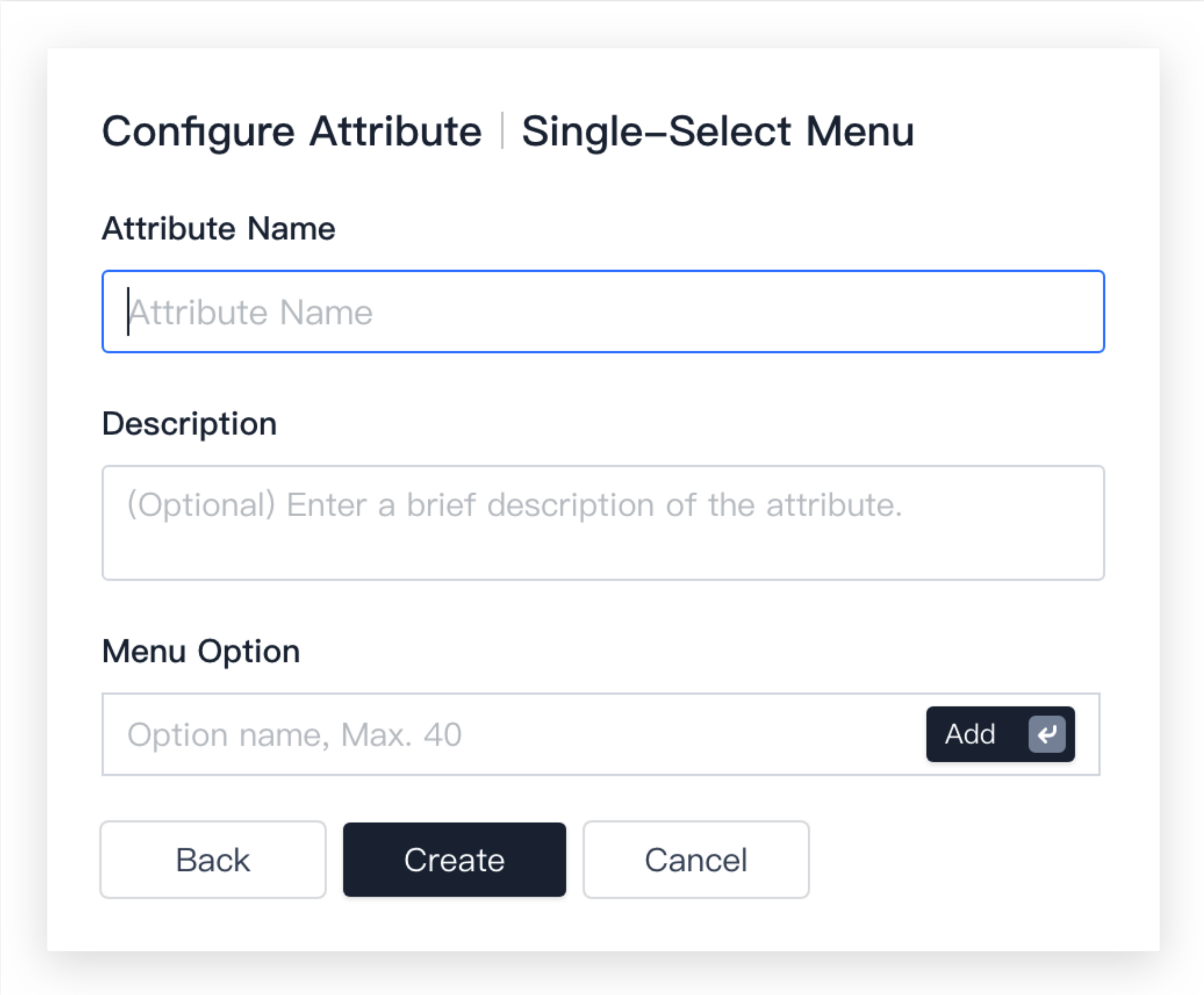


Create field

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.

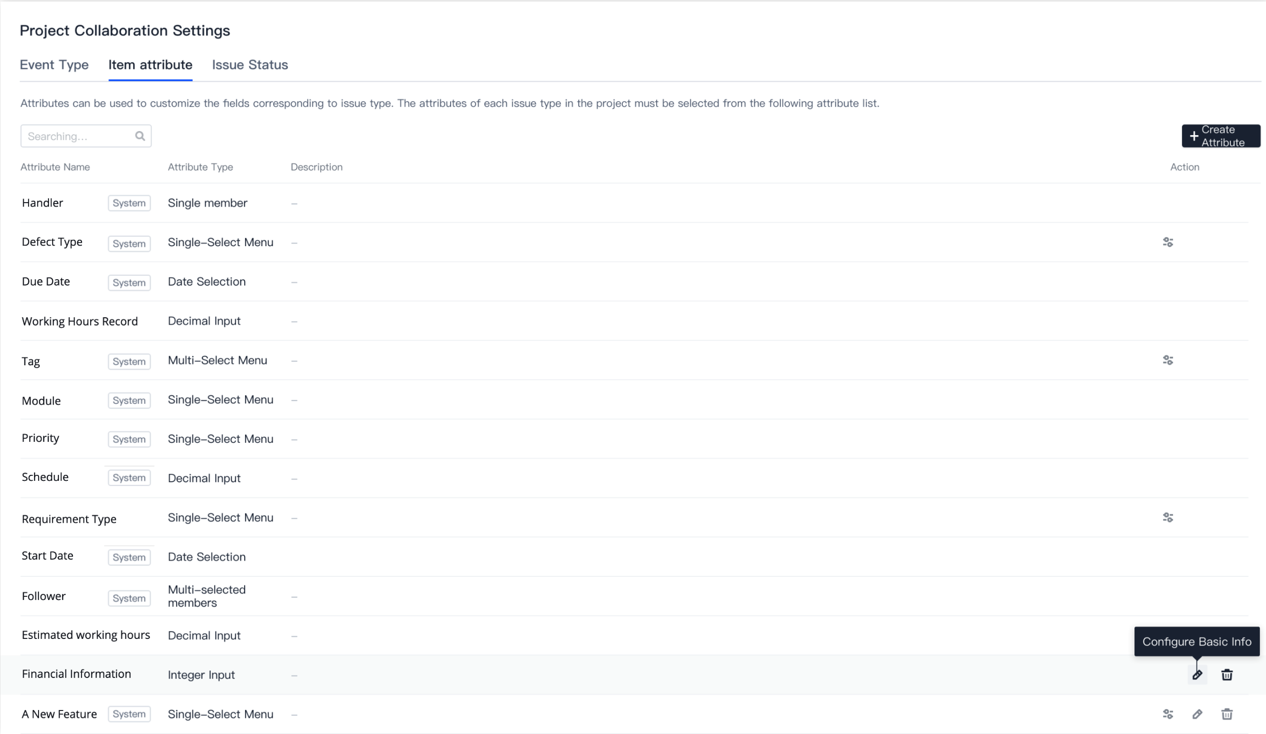


Enter a field name, description (optional), and one or more menu options to create a custom field. The name of a custom field cannot be the same as that of a system field. The following example is a custom single select field and how to use this field in the project is demonstrated in a later section.



Modify or delete field

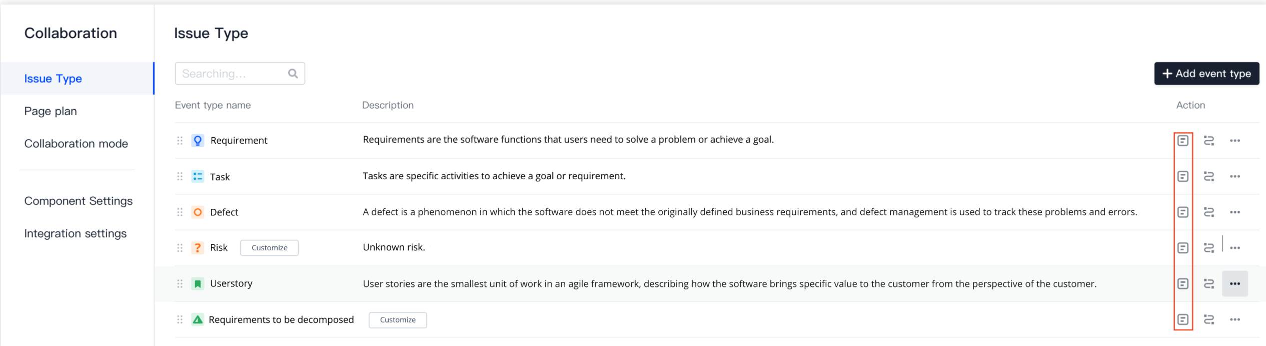
You can **Configure Menu Options**, **Configure Basic Info**, and **Delete** custom fields in **Action**. Make sure no project is using the field before deleting it. System fields cannot be deleted.



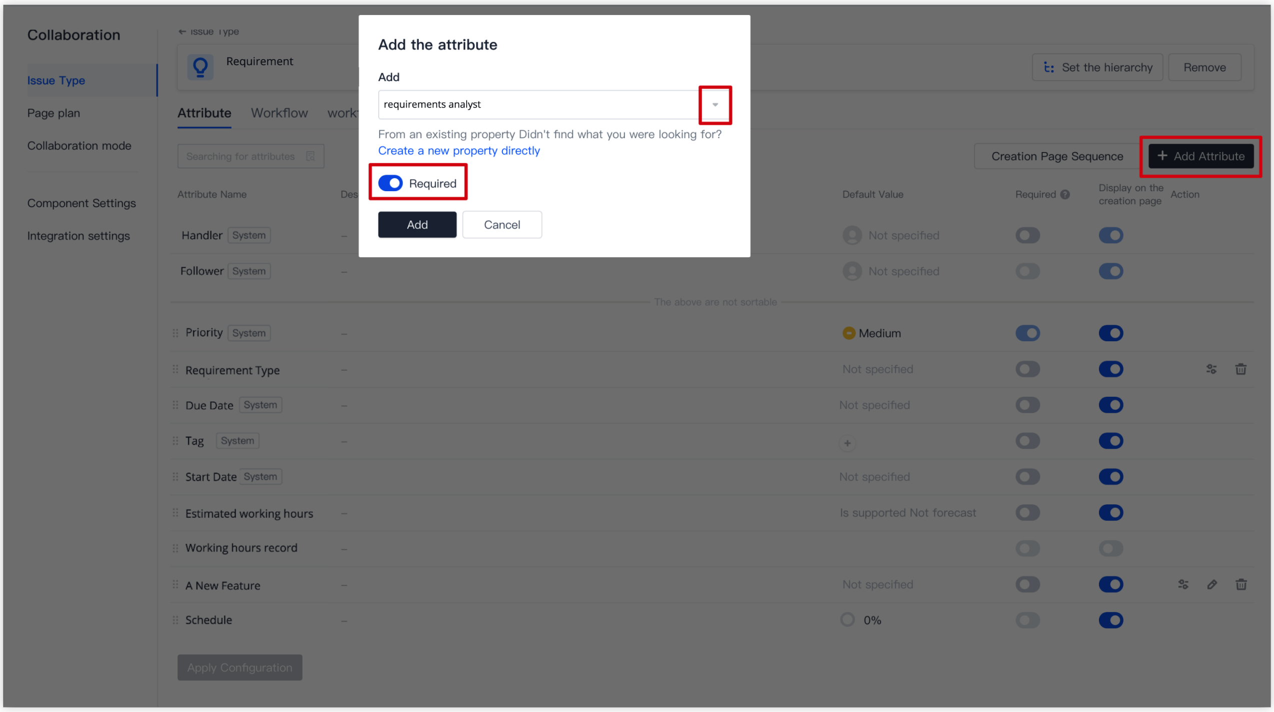
Project Field Configuration

Project field configuration only applies to a single project.

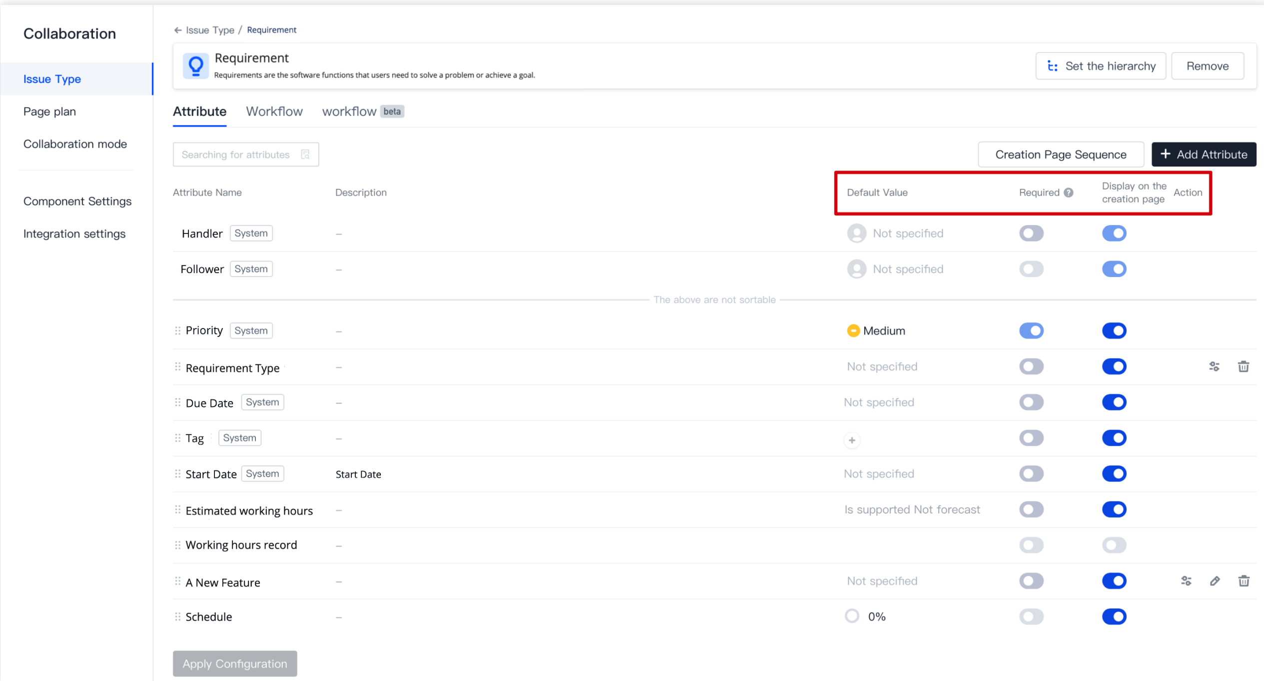
1. In a project, select **Project Settings** > **Project Collaboration** > **Issue Types** in the menu on the left, and click **Fields** to the right of the issue to configure its fields.



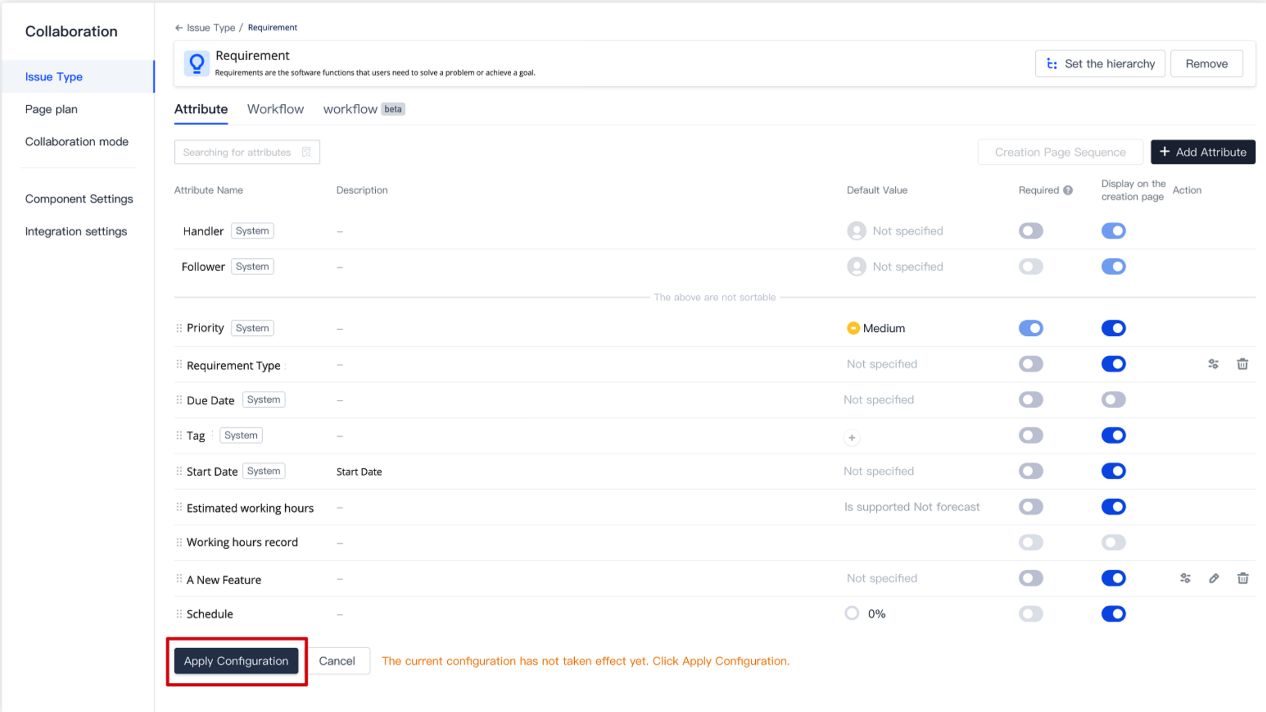
2. On the field configuration page, select **+ Add Field** in the upper-right corner to open the drop-down list **Add from existing fields**. Then, select the above single select field and whether to set the field to required. Then, click **Add**.



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**.

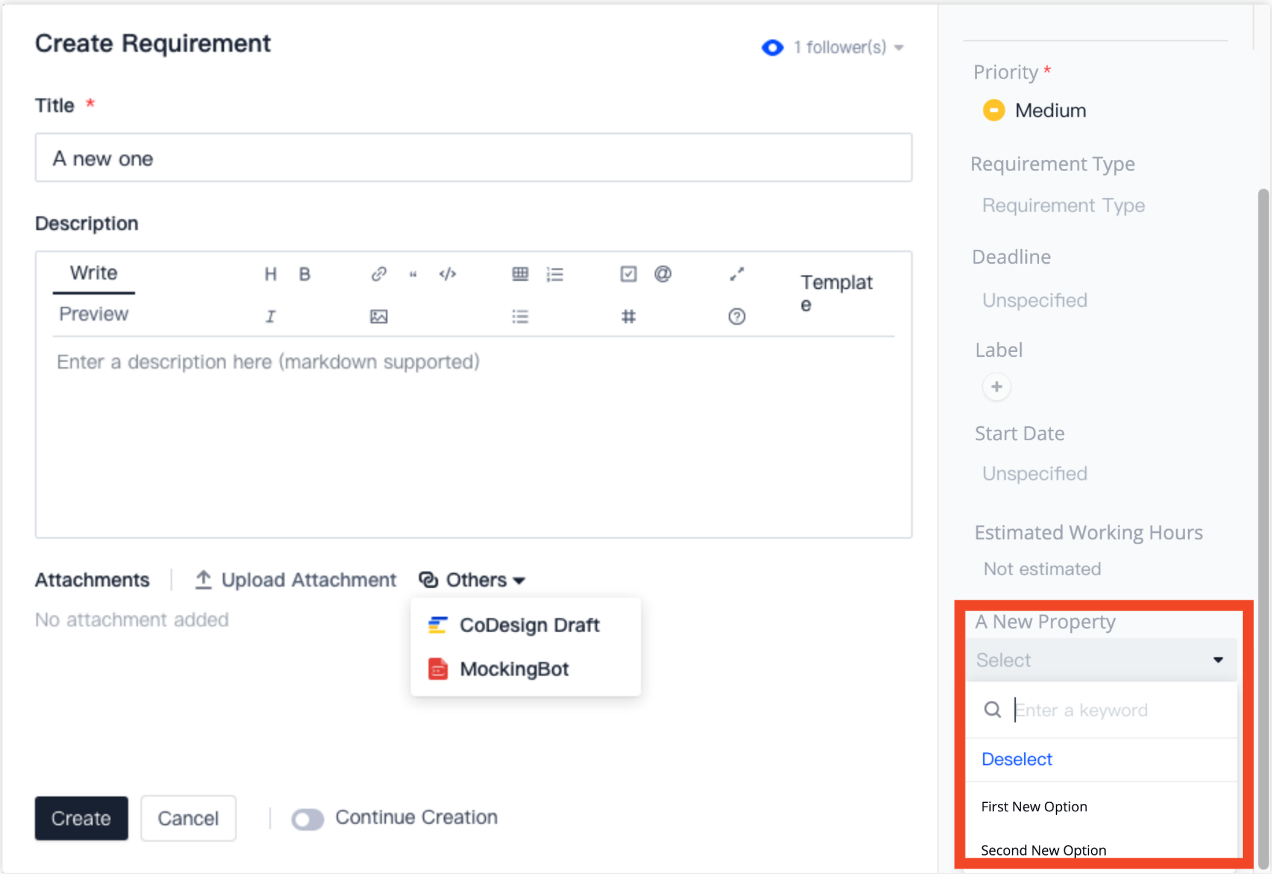


4. After you confirm all the field settings, select **Apply Configuration**.



Use Project Fields

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


Create Requirement
1 follower(s)
Title *
A new one
Description
Write
Preview
Template
Enter a description here (markdown supported)
Attachments
Upload Attachment
Others
No attachment added
CoDesign Draft
MockingBot
Create
Cancel
Continue Creation
Priority *
Medium
Requirement Type
Requirement Type
Deadline
Unspecified
Label
Start Date
Unspecified
Estimated Working Hours
Not estimated
A New Property
Select
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

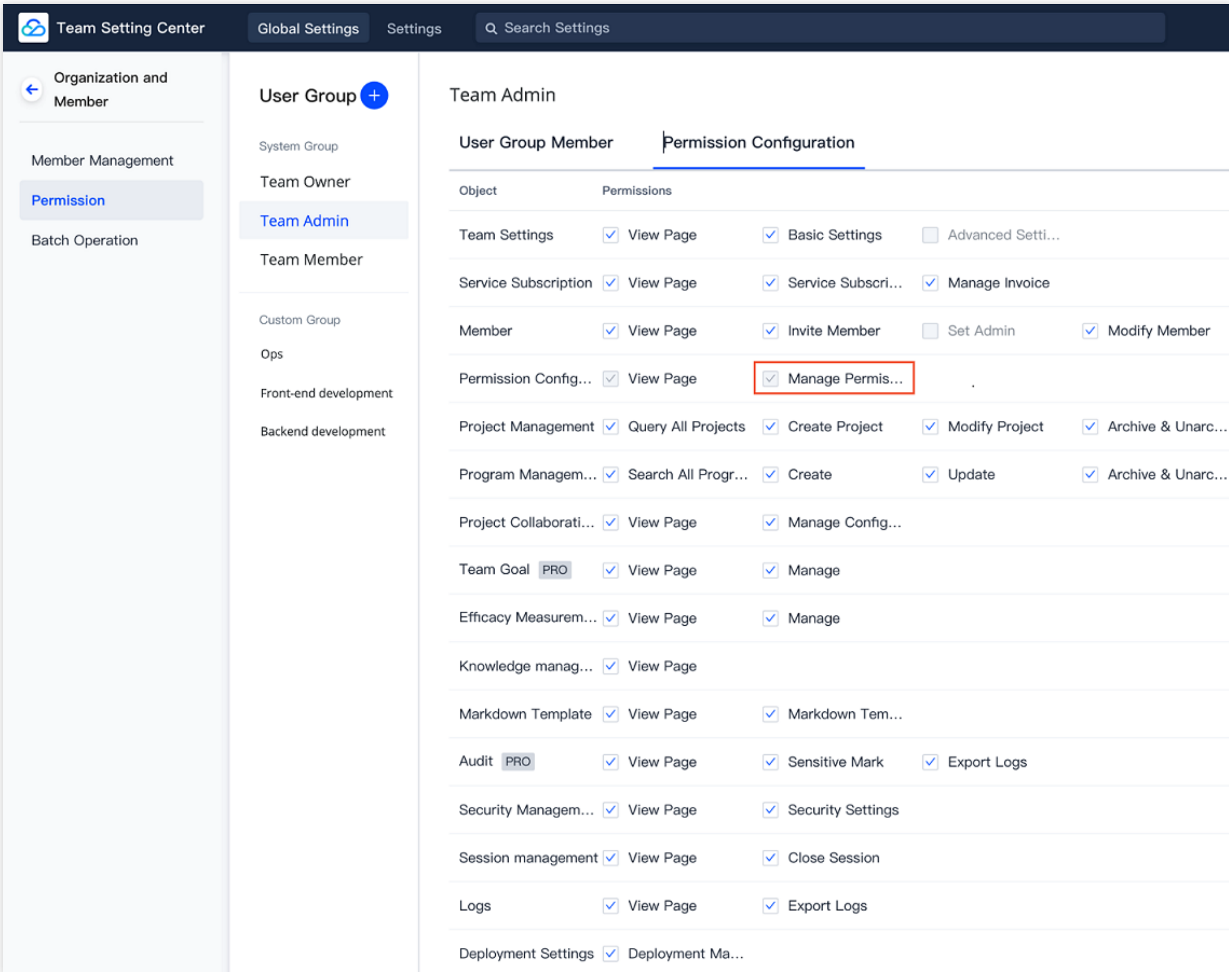
in the upper-right corner to open the project list page and click a project icon to open the project.
3. Click **Project Collaboration** in the menu on the left.

Feature Overview

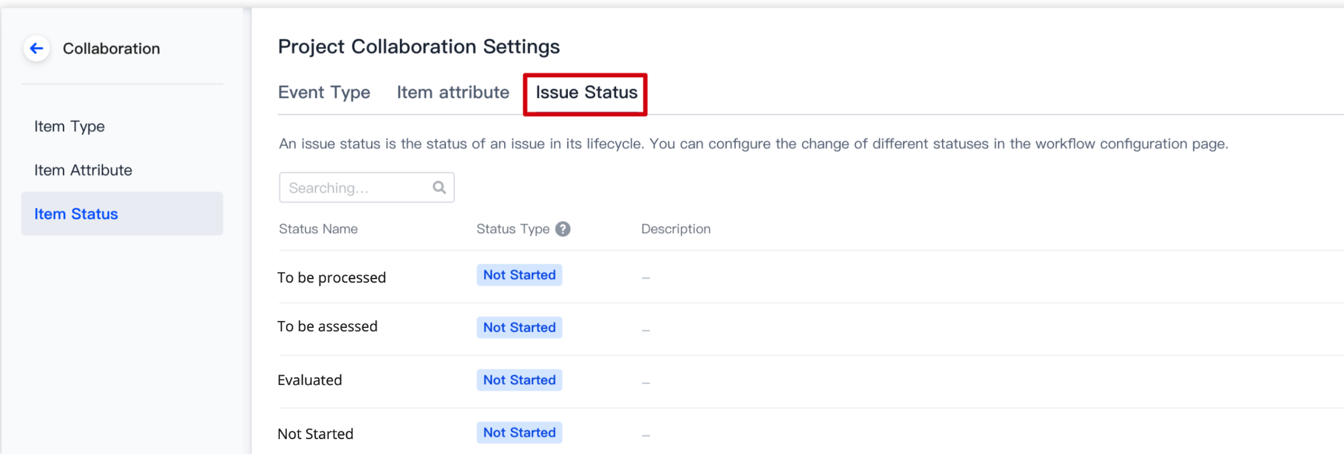
A custom workflow can meet unique demands of different teams. You can customize the workflow statuses of all issues (including epics, requirements, tasks, bugs, and sub-issues), and specify a fixed transition mode and unified transition rules. This allows your team to deal with different projects in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

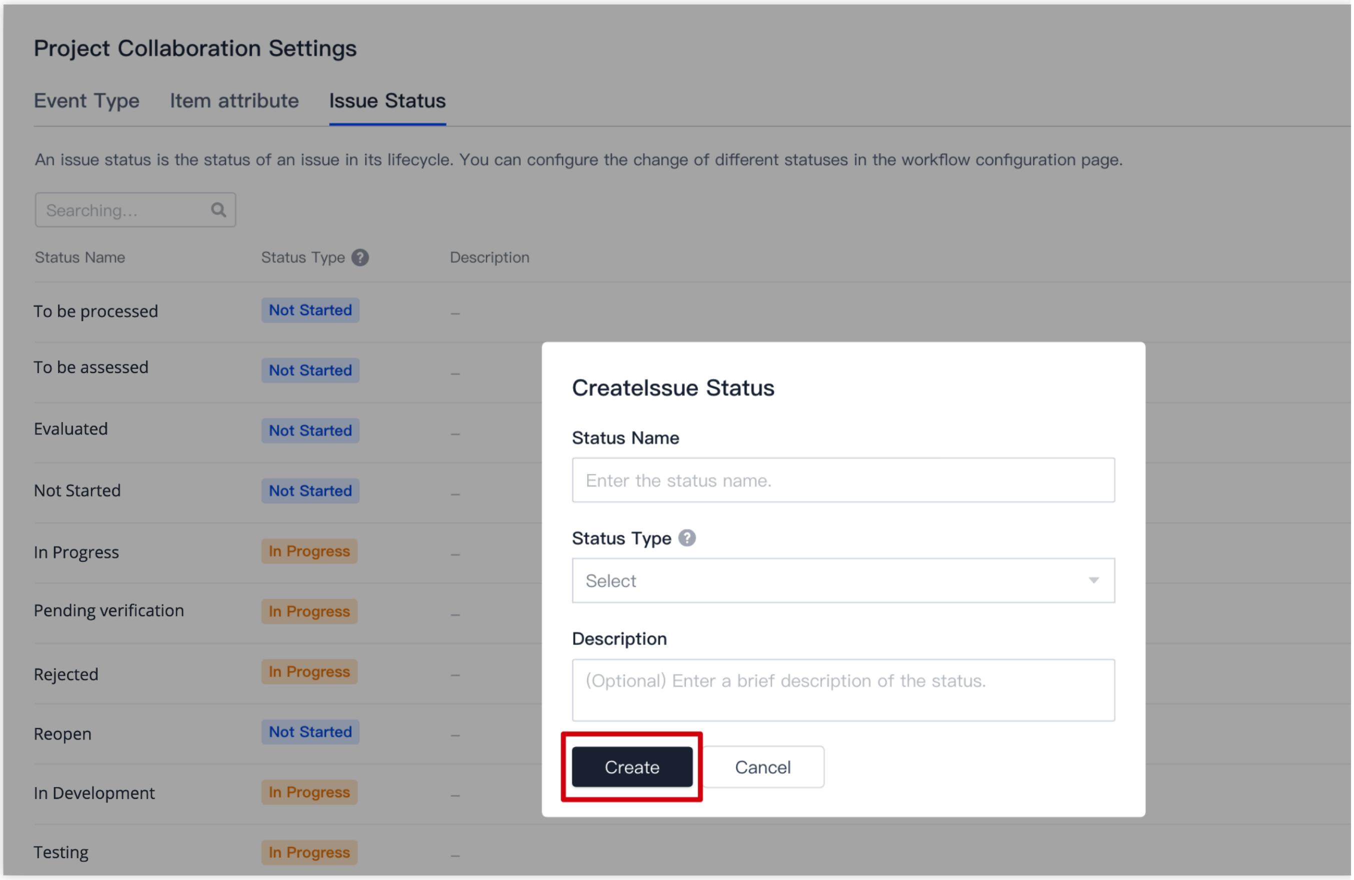


If you have management permissions, go to the homepage of your team, and then select **Feature Settings** from the menu on the left. Click **Project Collaboration** > **Issue Status** to go to the status settings page.



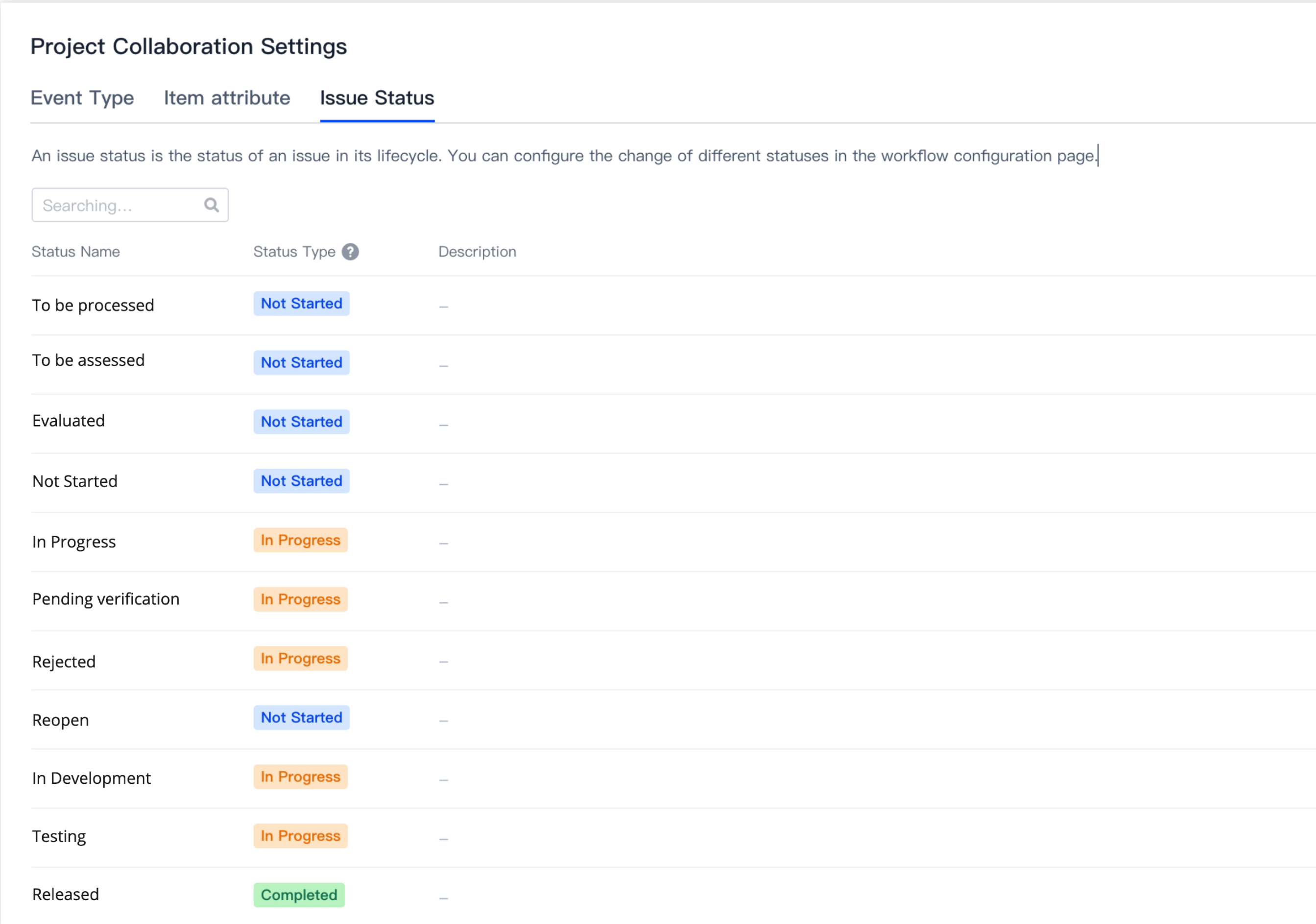
Create status

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.



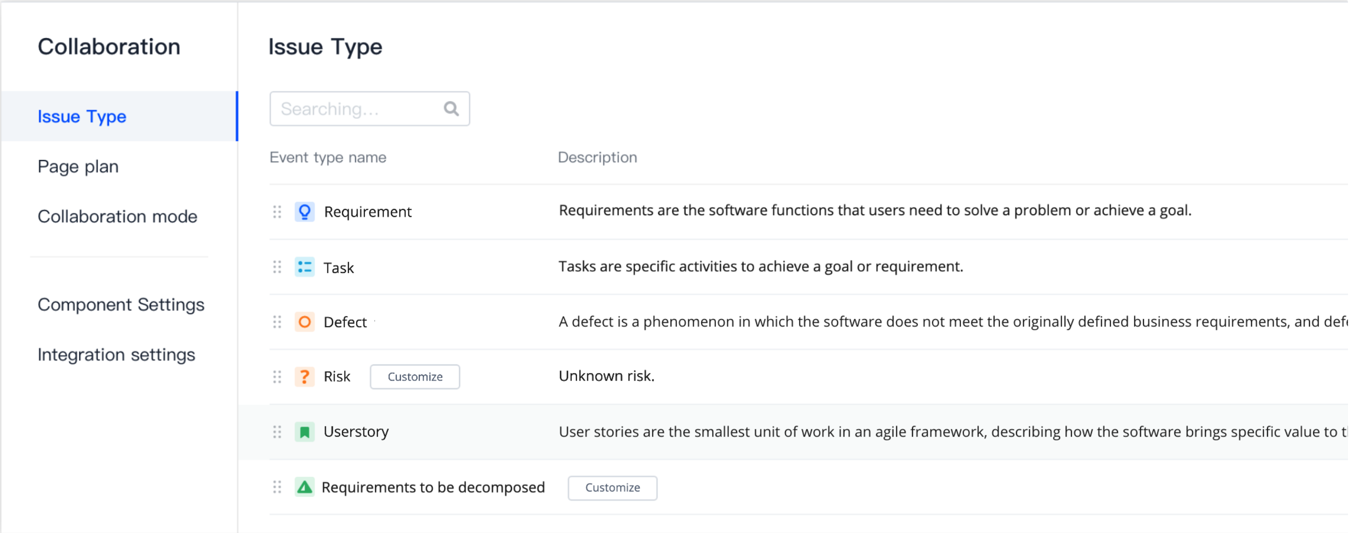
Modify or delete status

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

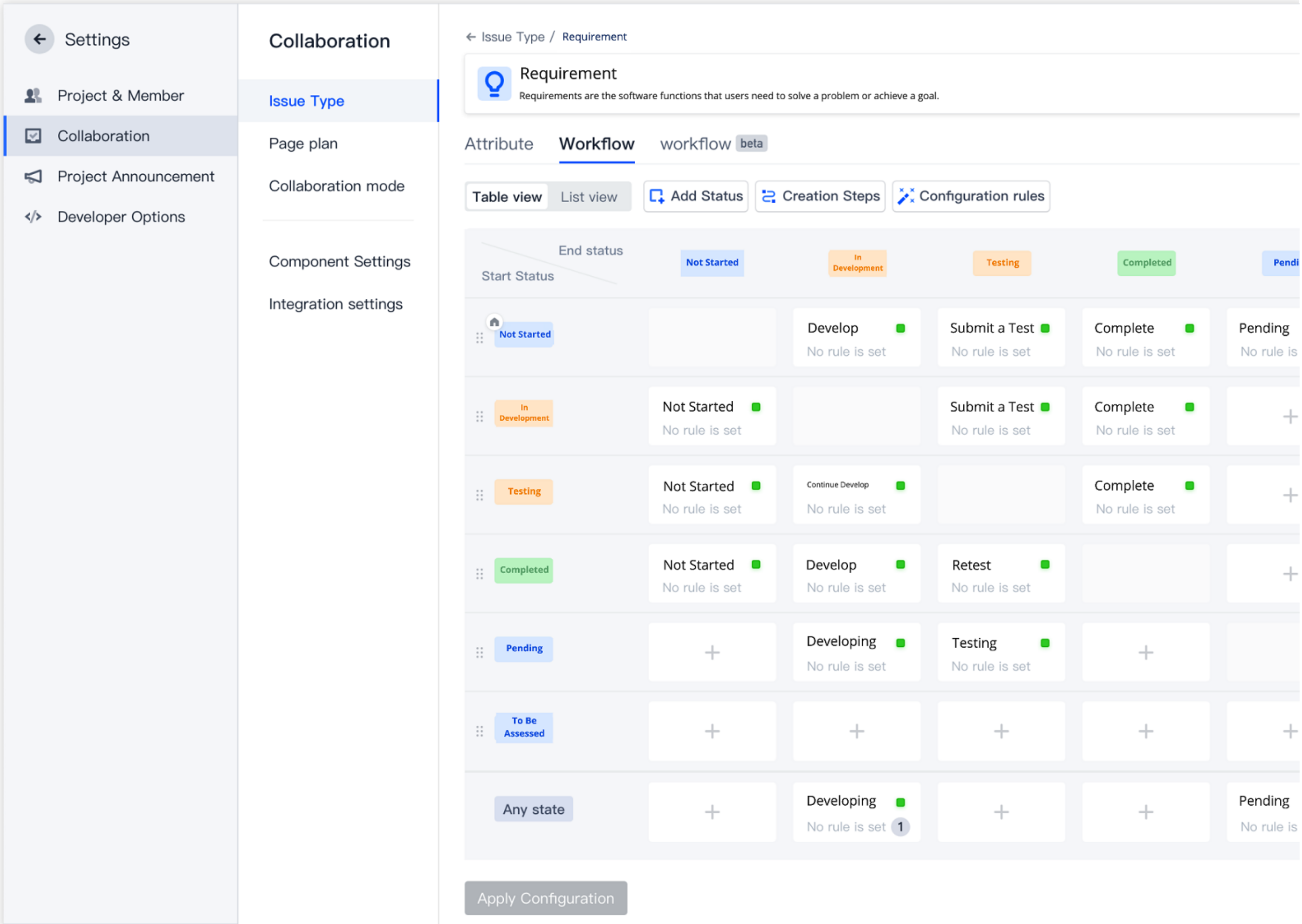


Project Workflow Configuration

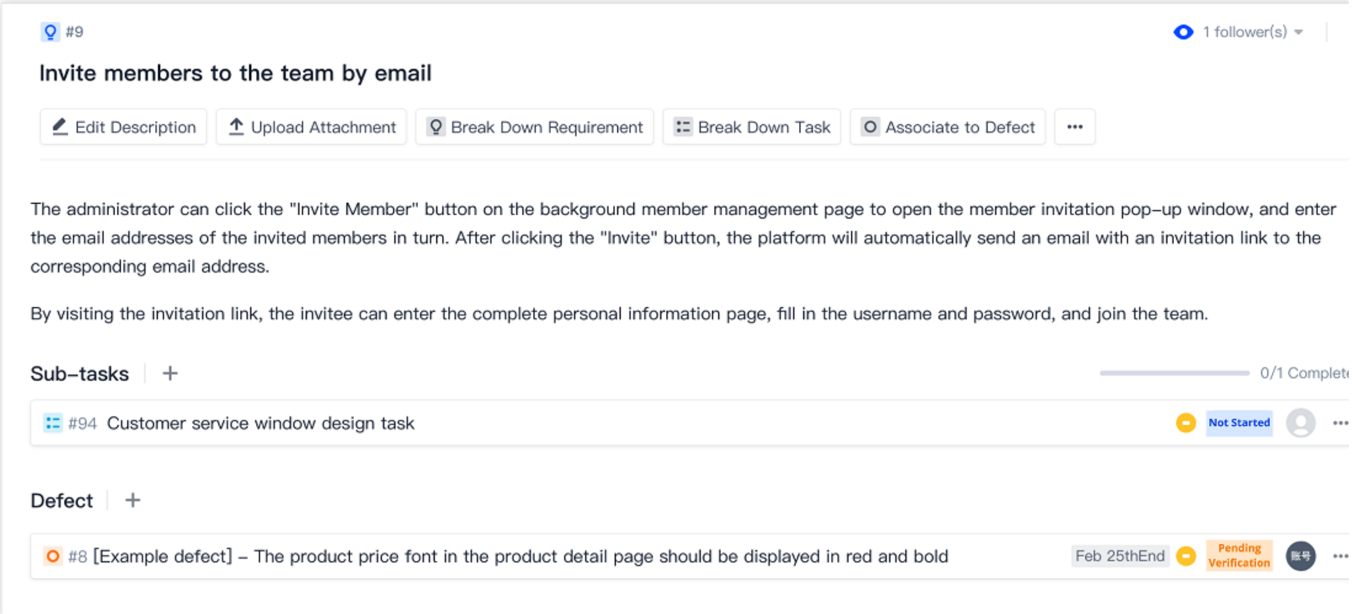
Workflow configuration allows you to specify an issue's statuses and transition, which indicates the transition of an issue from the initial status to target status. In a project, select **Project Settings** > **Project Collaboration** > **Issue Types** in the menu on the left.



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



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

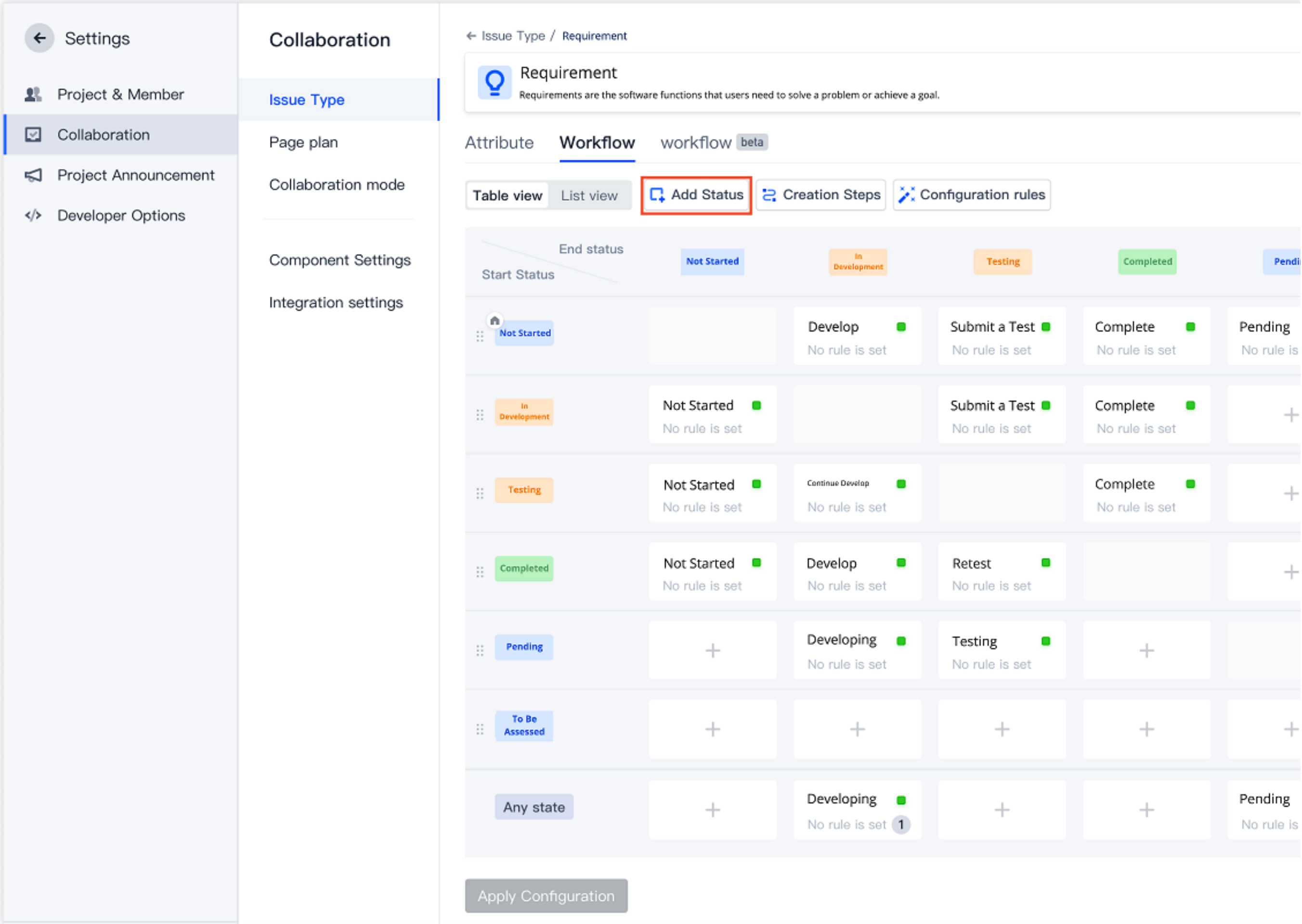


The following shows how to customize a workflow in Requirements.

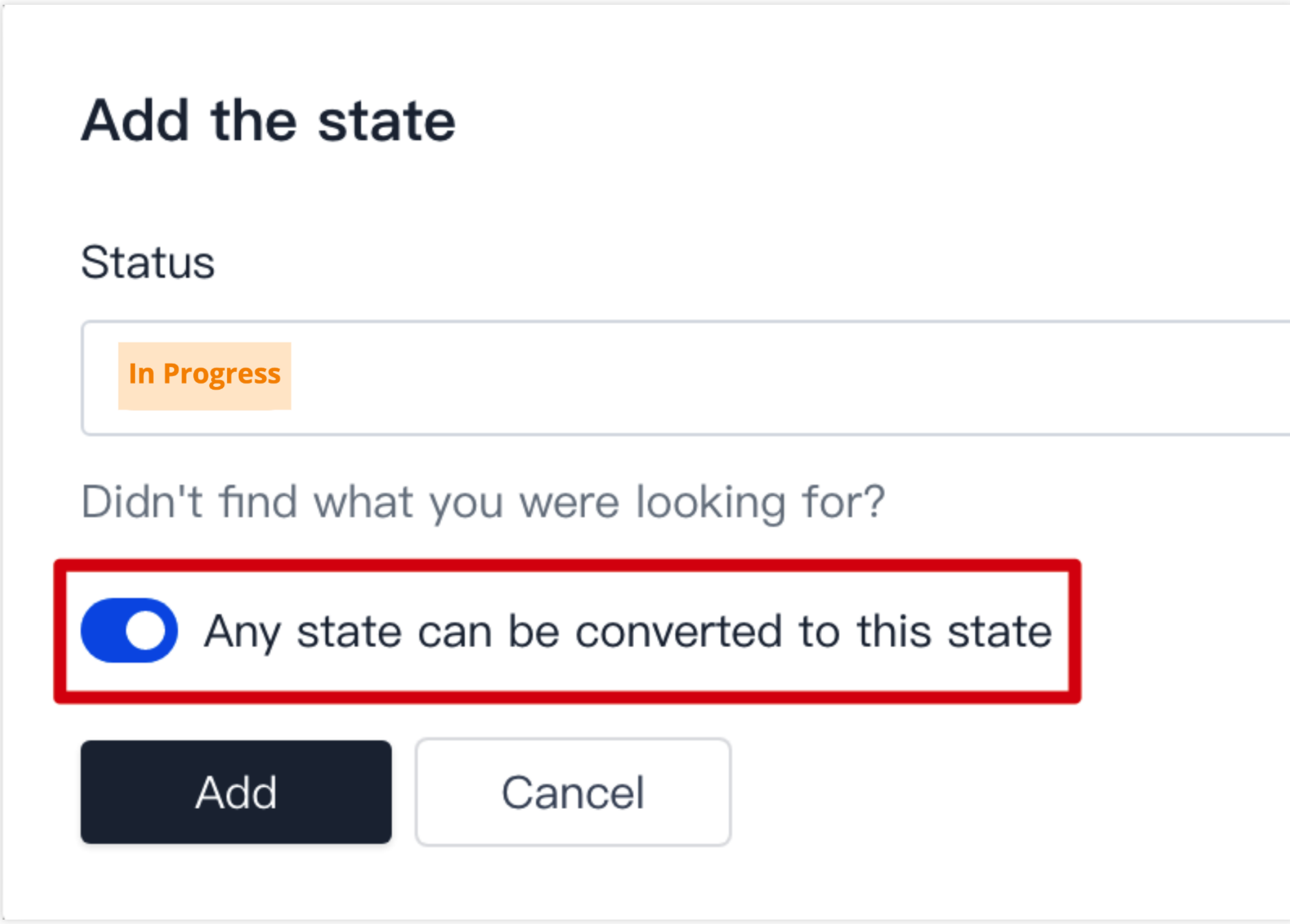
Set status

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

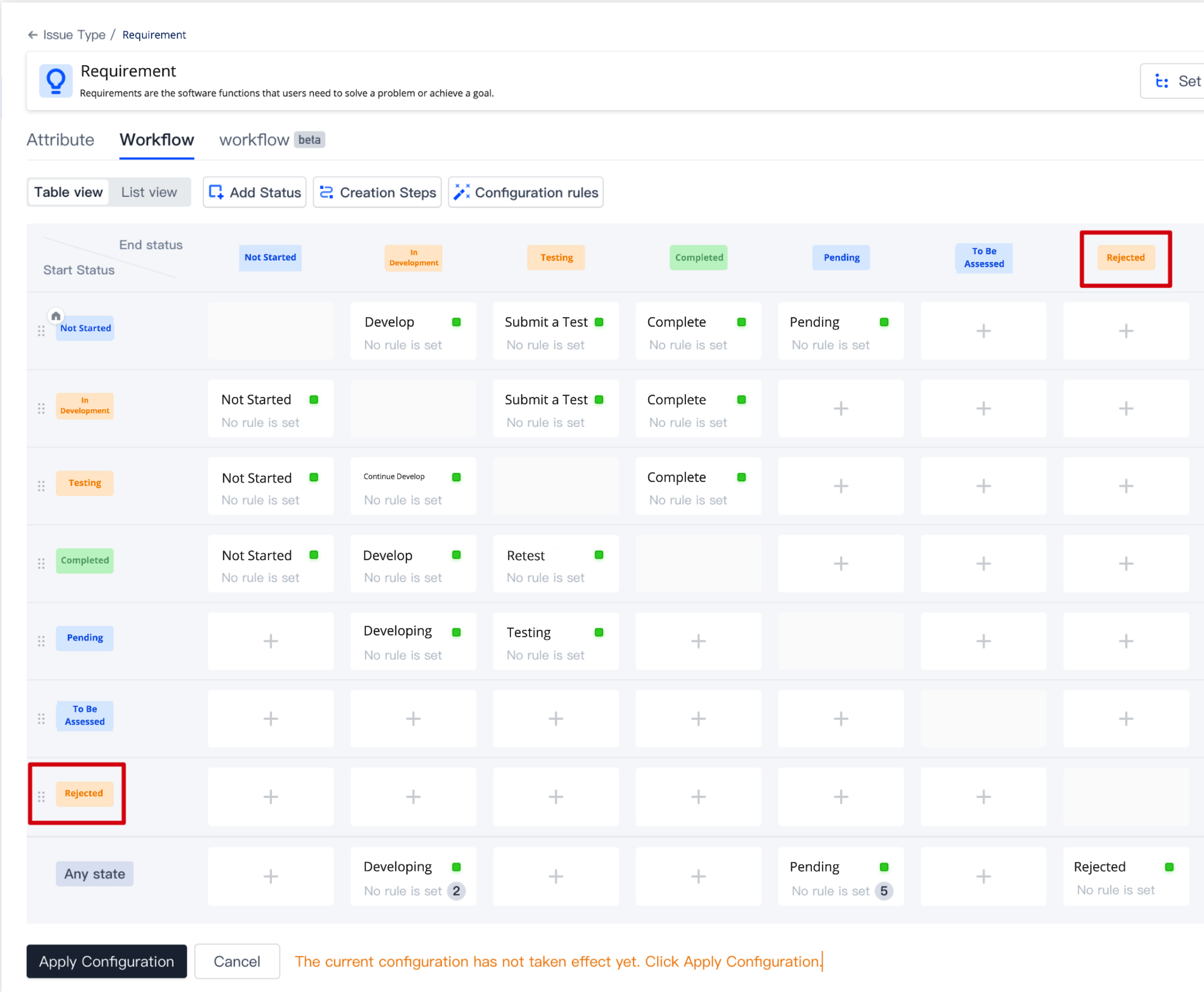
1. Select **Add Status** in **Workflows**.



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.



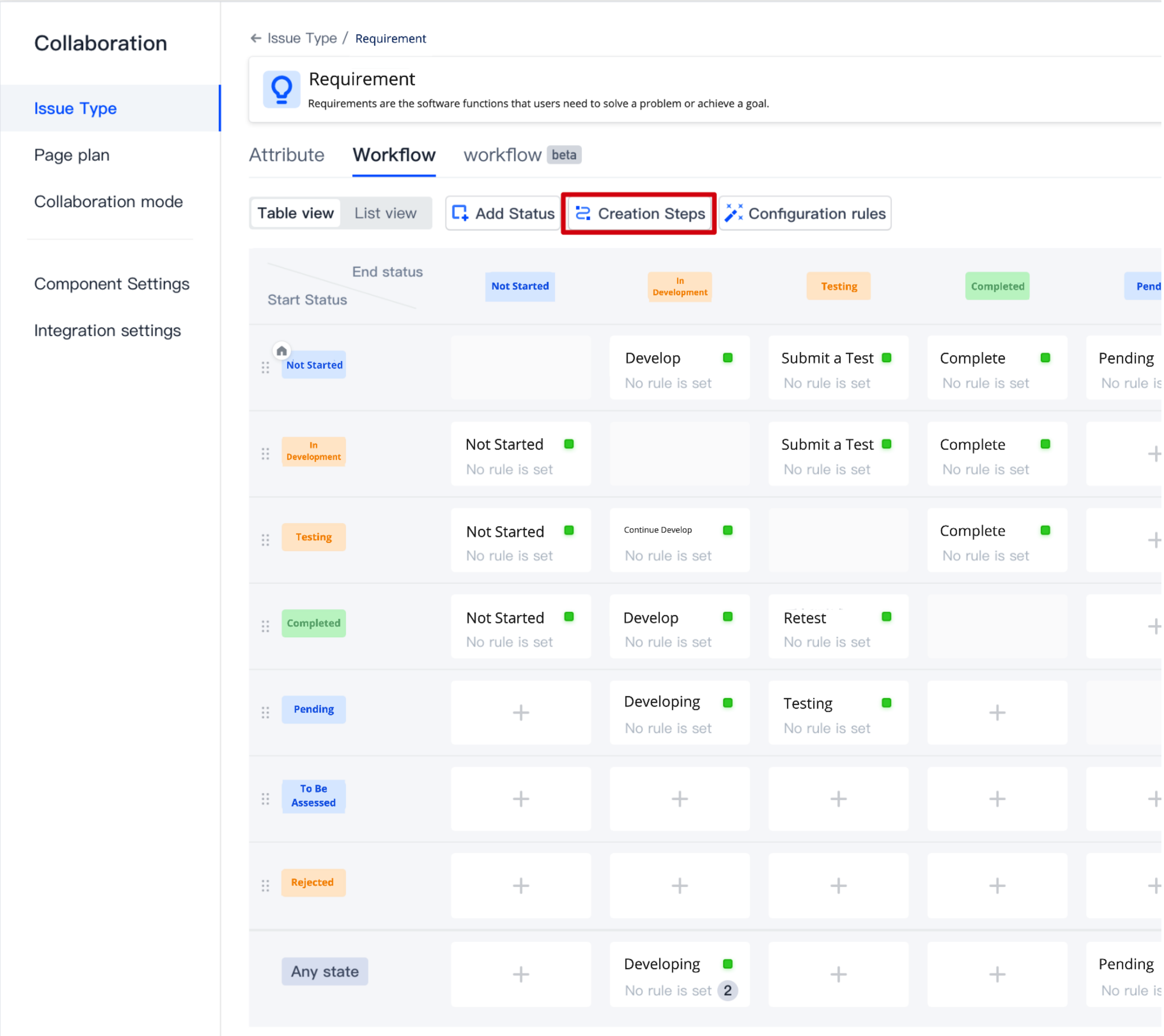
3. Click **Add** and the new status will be added in the workflow.



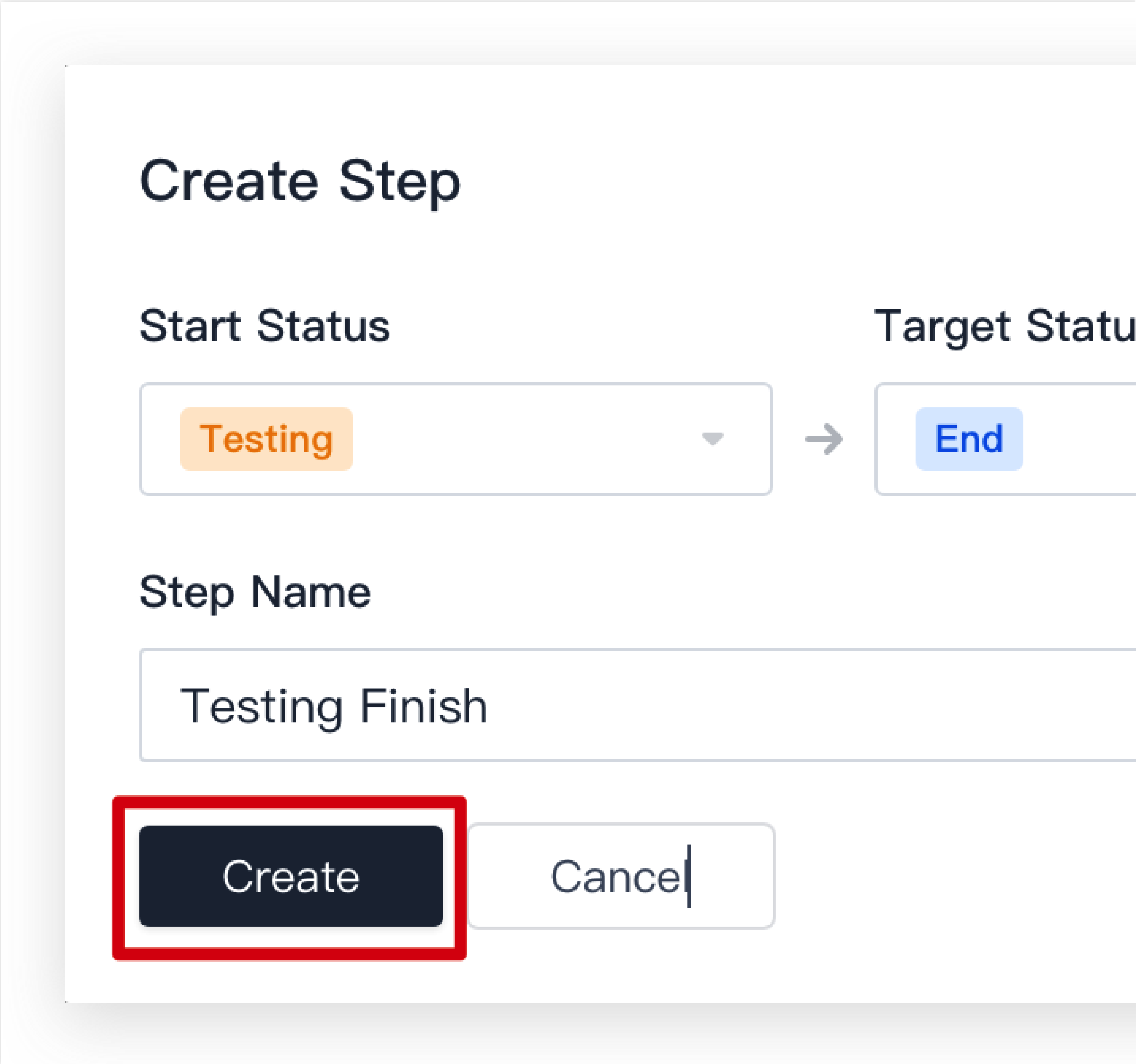
Set transition

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

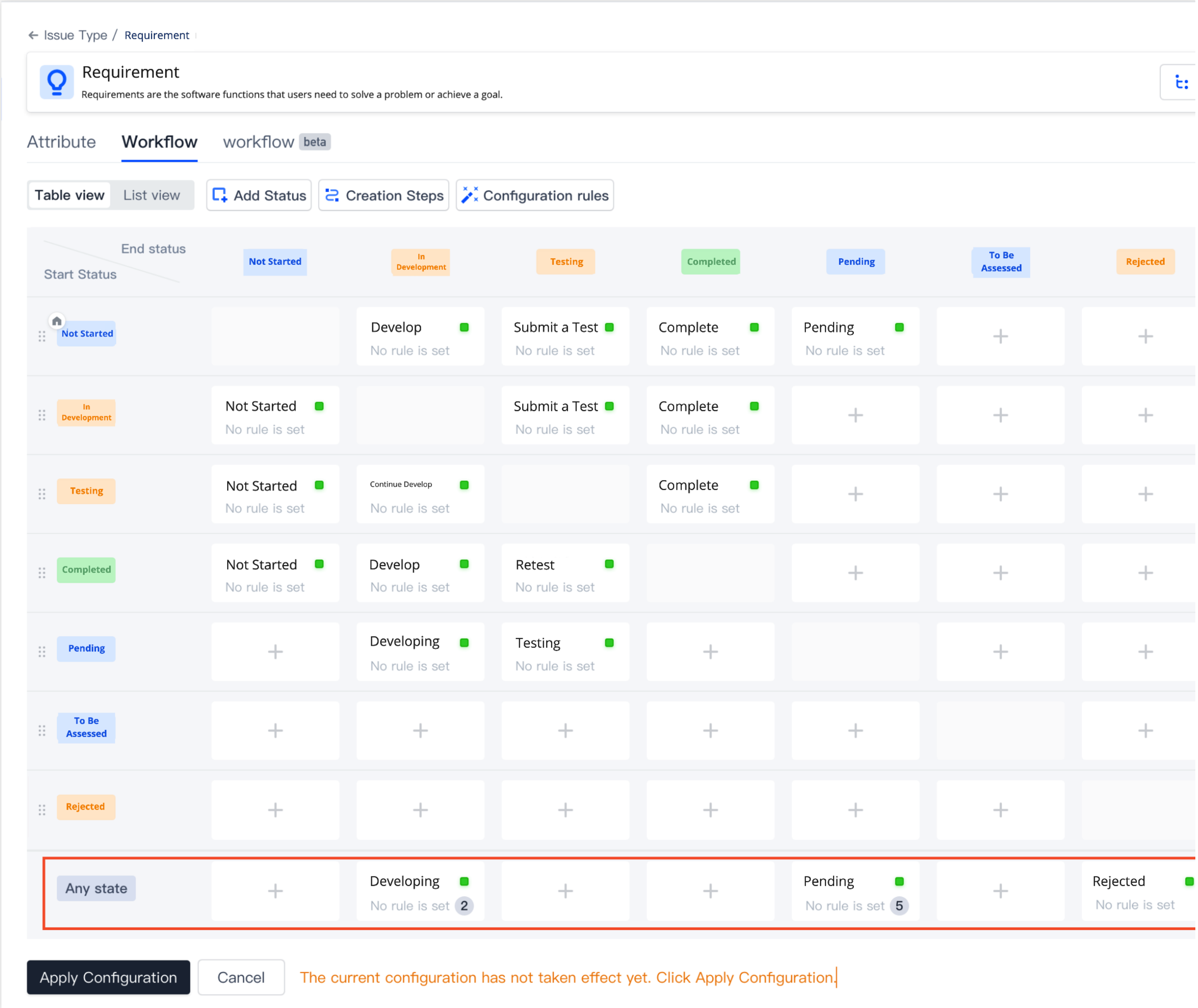
1. Select **Create Transition** in **Workflow**.

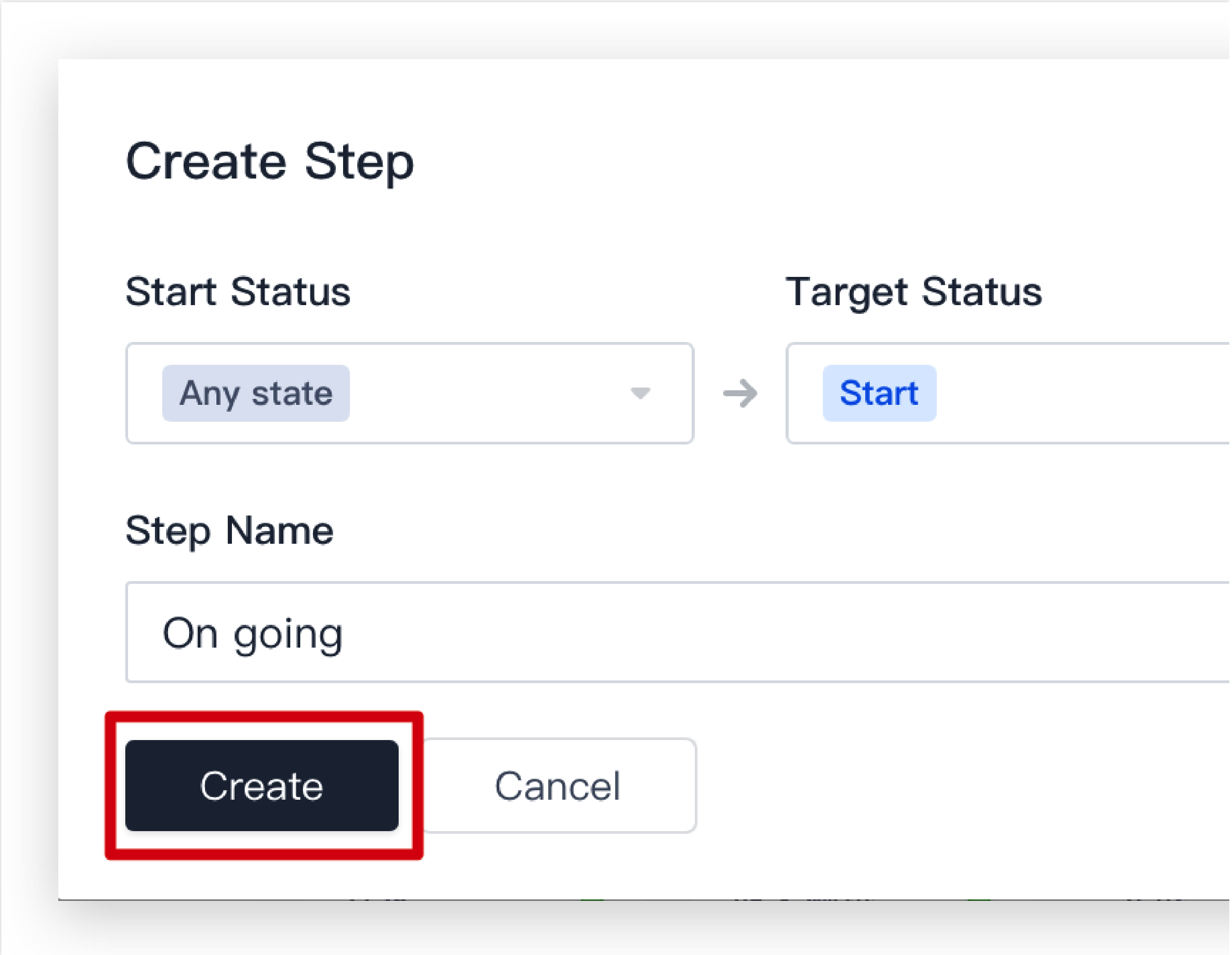


2. Specify an **initial status** and a **target status** for this transition. The transition name defaults to the target status, and can be changed. Then, click **Create**.

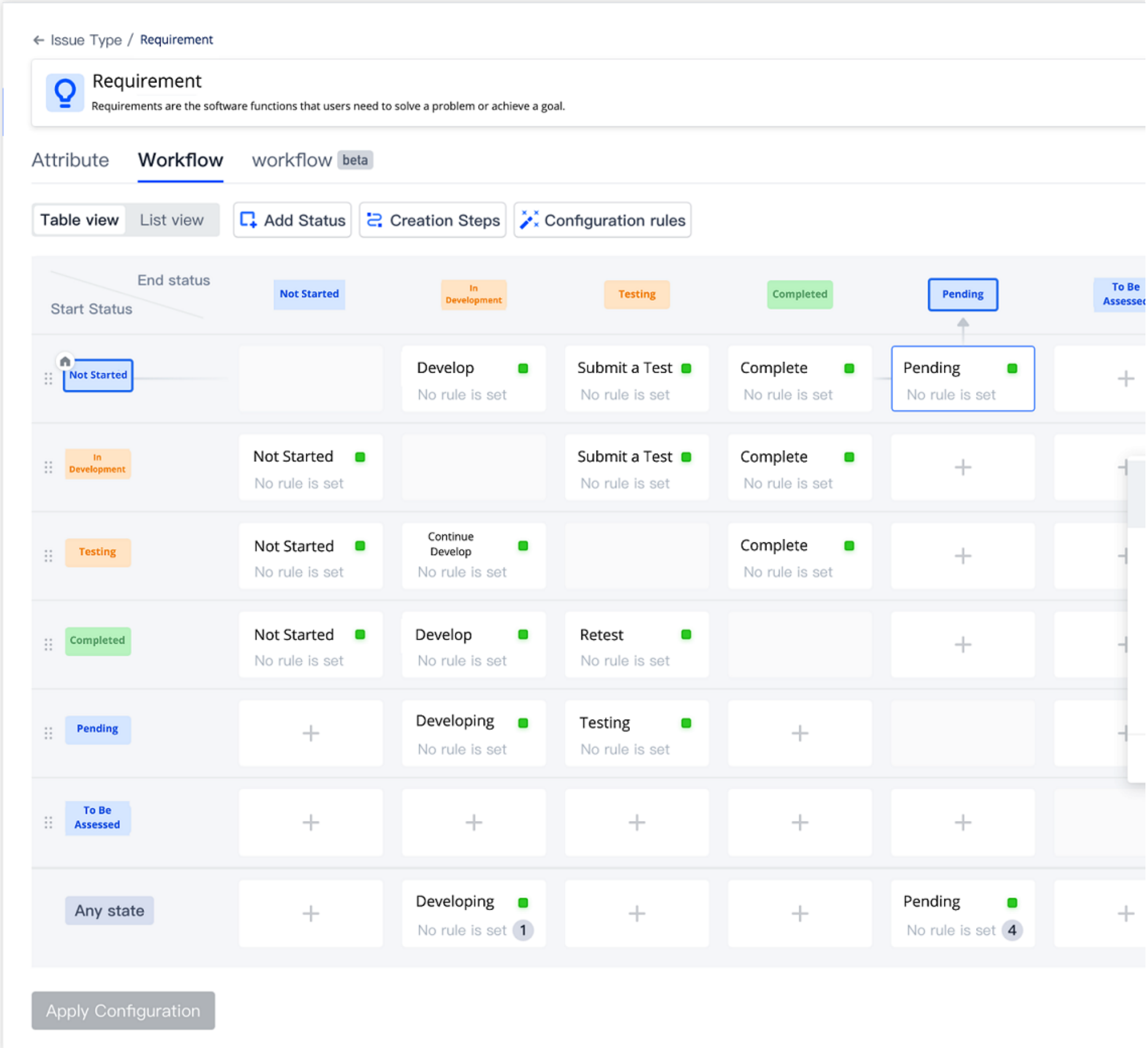


3. You can also create a transition directly in **Any Status**. In this case, the **initial status** and **target status** correspond to the statuses respectively in the row and column of the table. You can only change the **transition name**. Then, click **Create**.

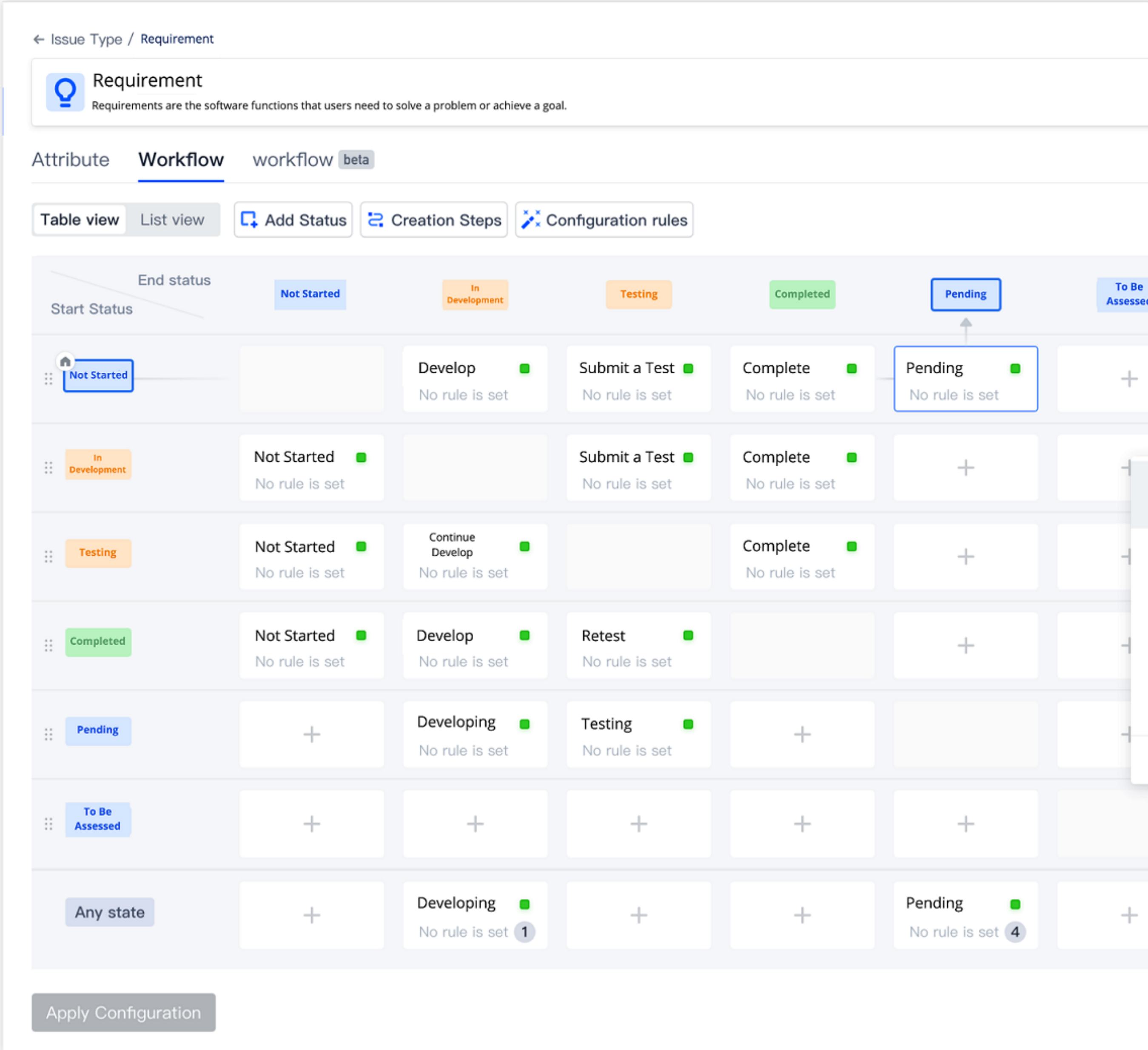

Issue Type / Requirement
Requirement
Requirements are the software functions that users need to solve a problem or achieve a goal.
Attribute
Workflow
workflow beta
Table view
List view
Add Status
Creation Steps
Configuration rules
End status
Start Status
Not Started
In Development
Testing
Completed
Pending
To Be Assessed
Rejected
Develop
Submit a Test
Complete
No rule is set
Continue Develop
Retest
Developing
Any state
Apply Configuration
Cancel
The current configuration has not taken effect yet. Click Apply Configuration.



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**.

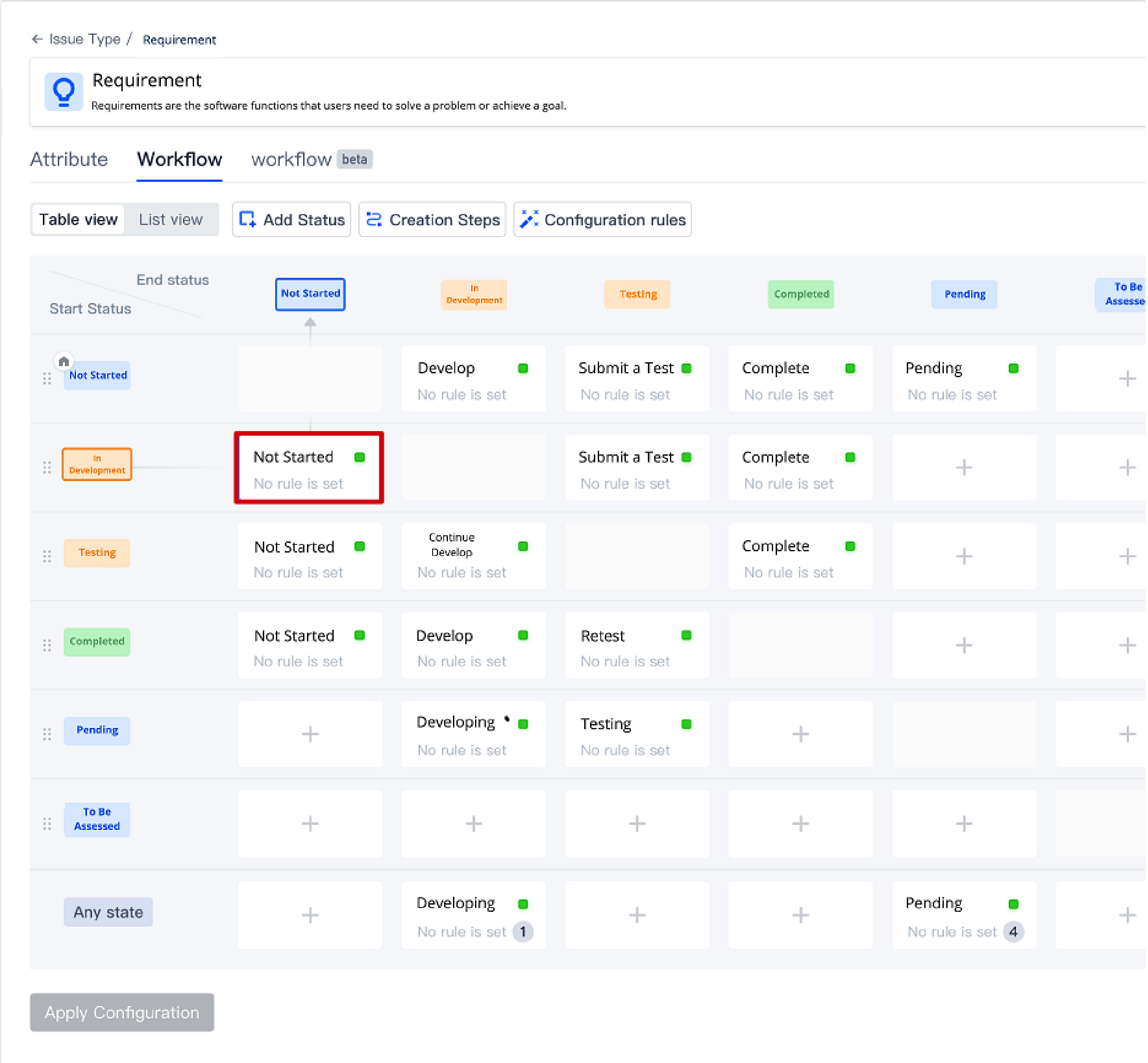


5. Select any transition, and then change the transition name and configure rules in the **Transition Settings** on the right, or delete this transition by clicking the **Delete Transition** button below.



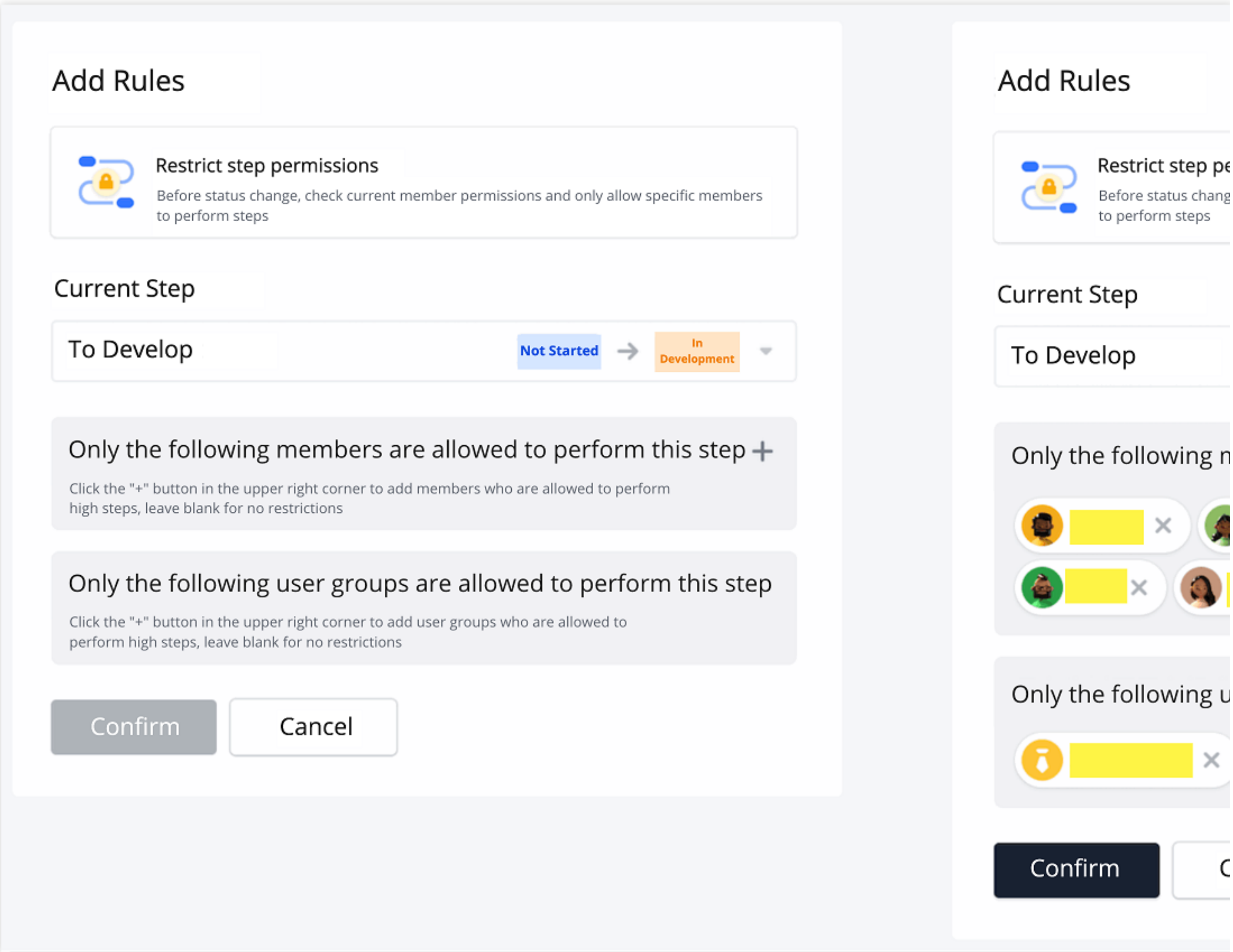
Configure rules

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.



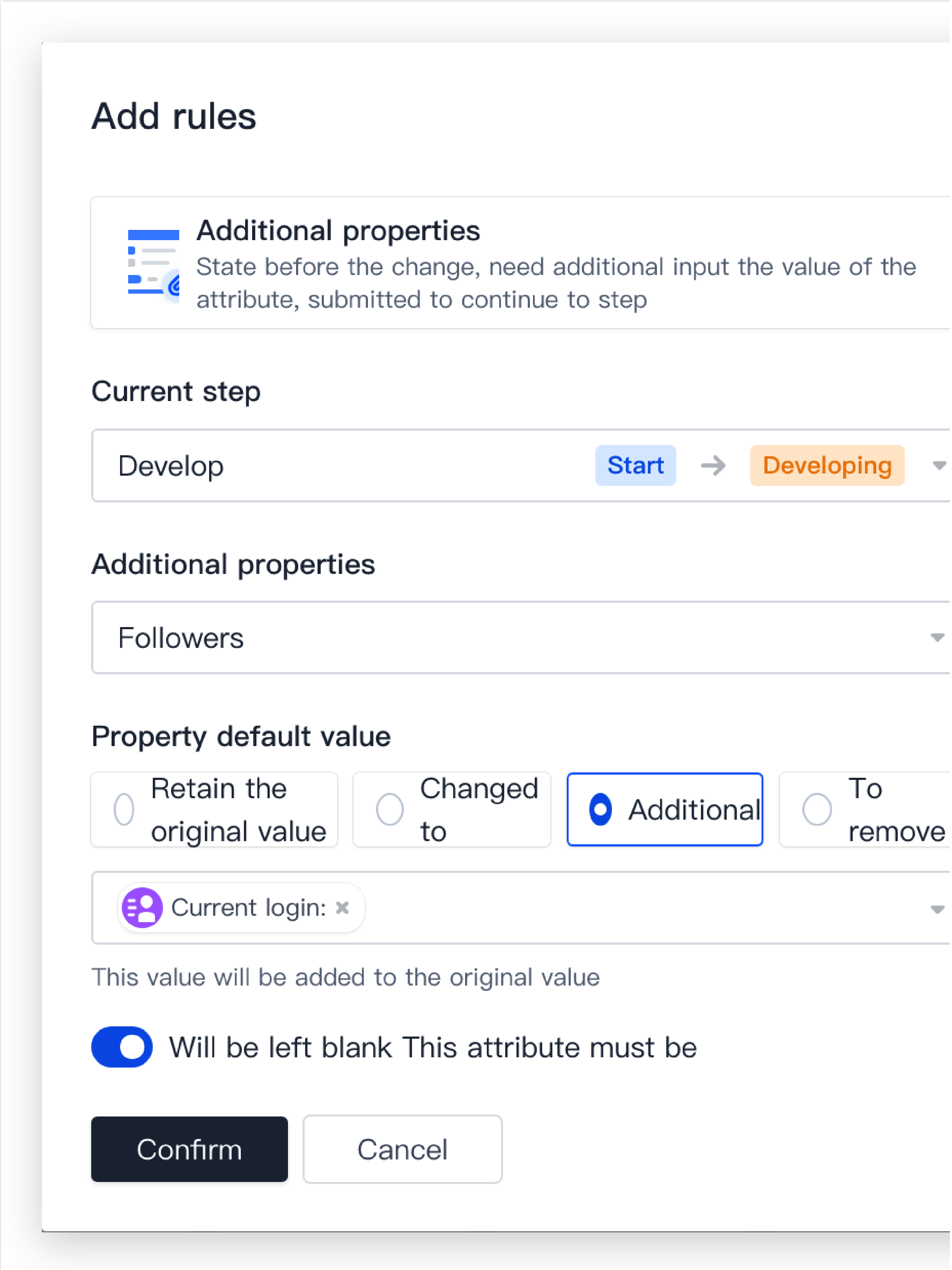
Restrict transition permission

By default, all team members have access to all transitions. If the transition permission is restricted, only authorized members can execute the transition.



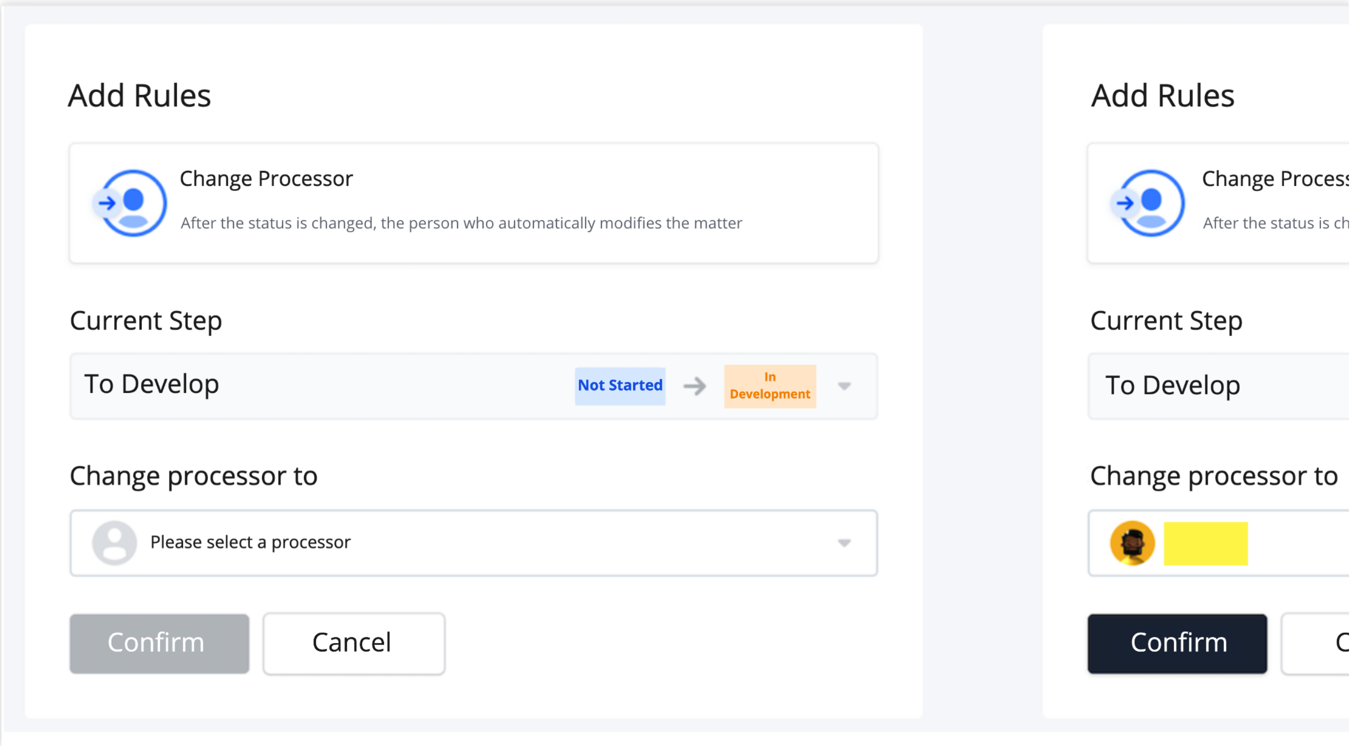
Add fields

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:
This value will be added to the original value
Will be left blank This attribute must be
Confirm
Cancel

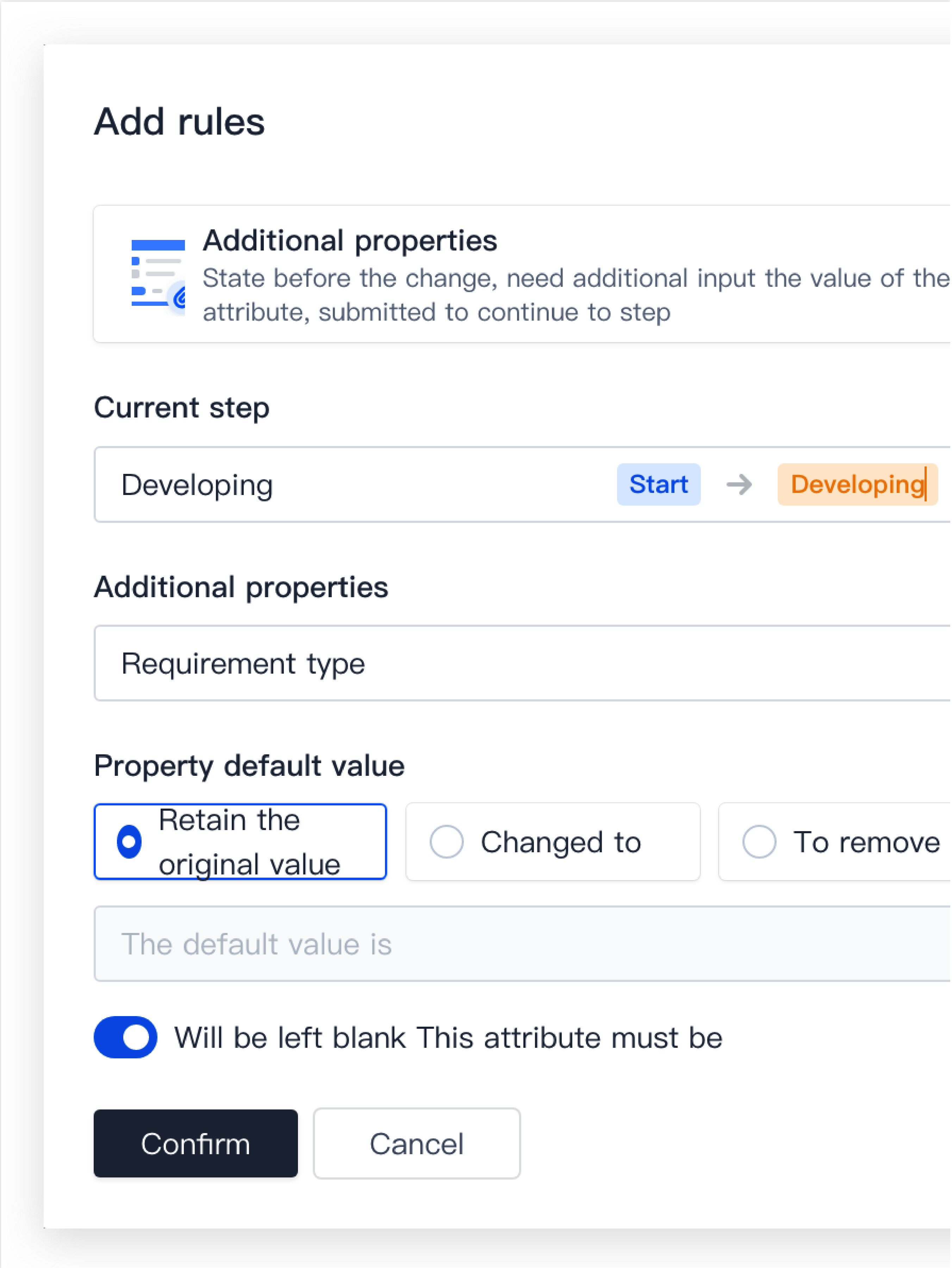
Change assignee

If this rule is configured, the issue assignee will be automatically changed when a status change occurs.



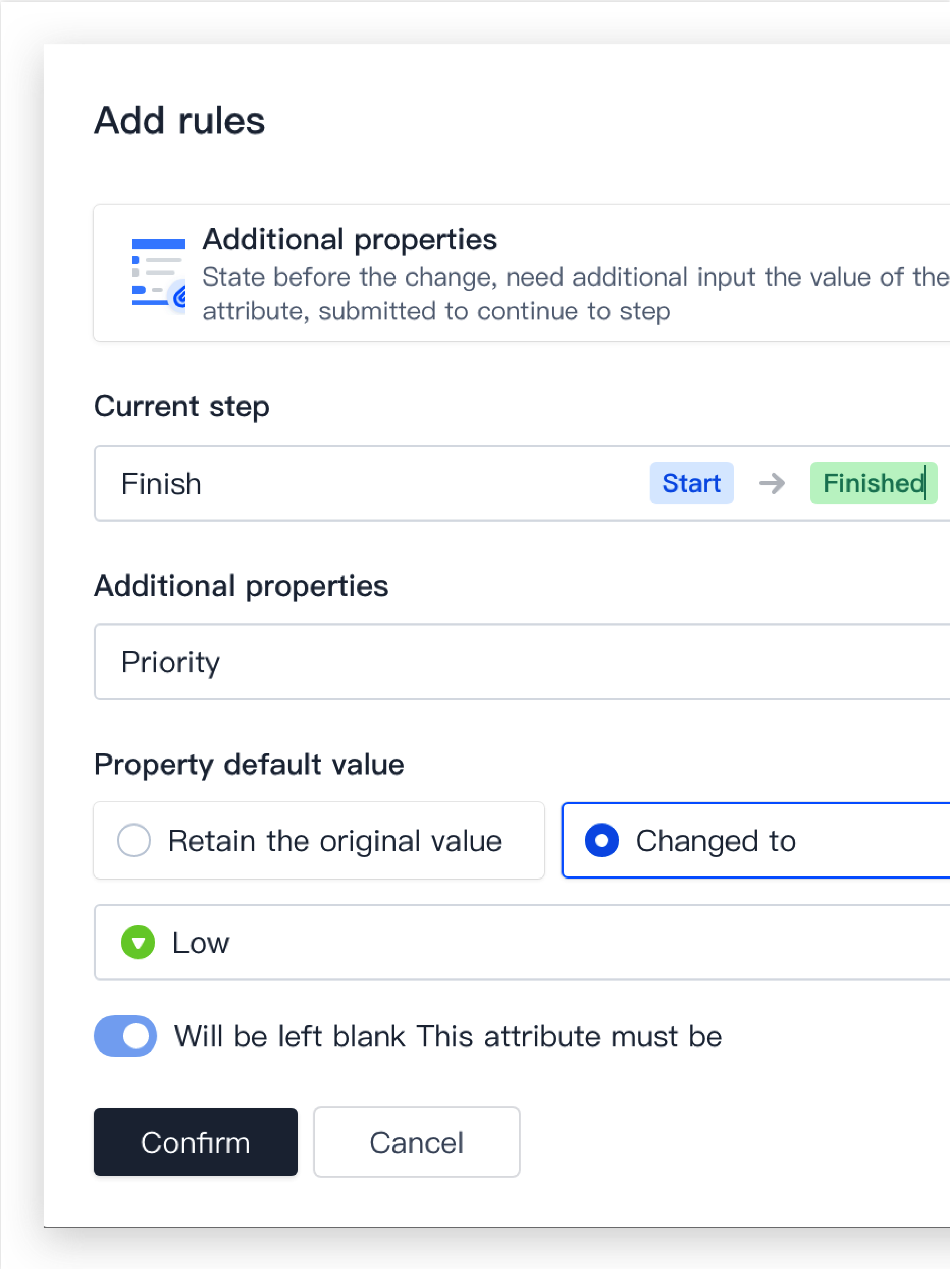
Change field values

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

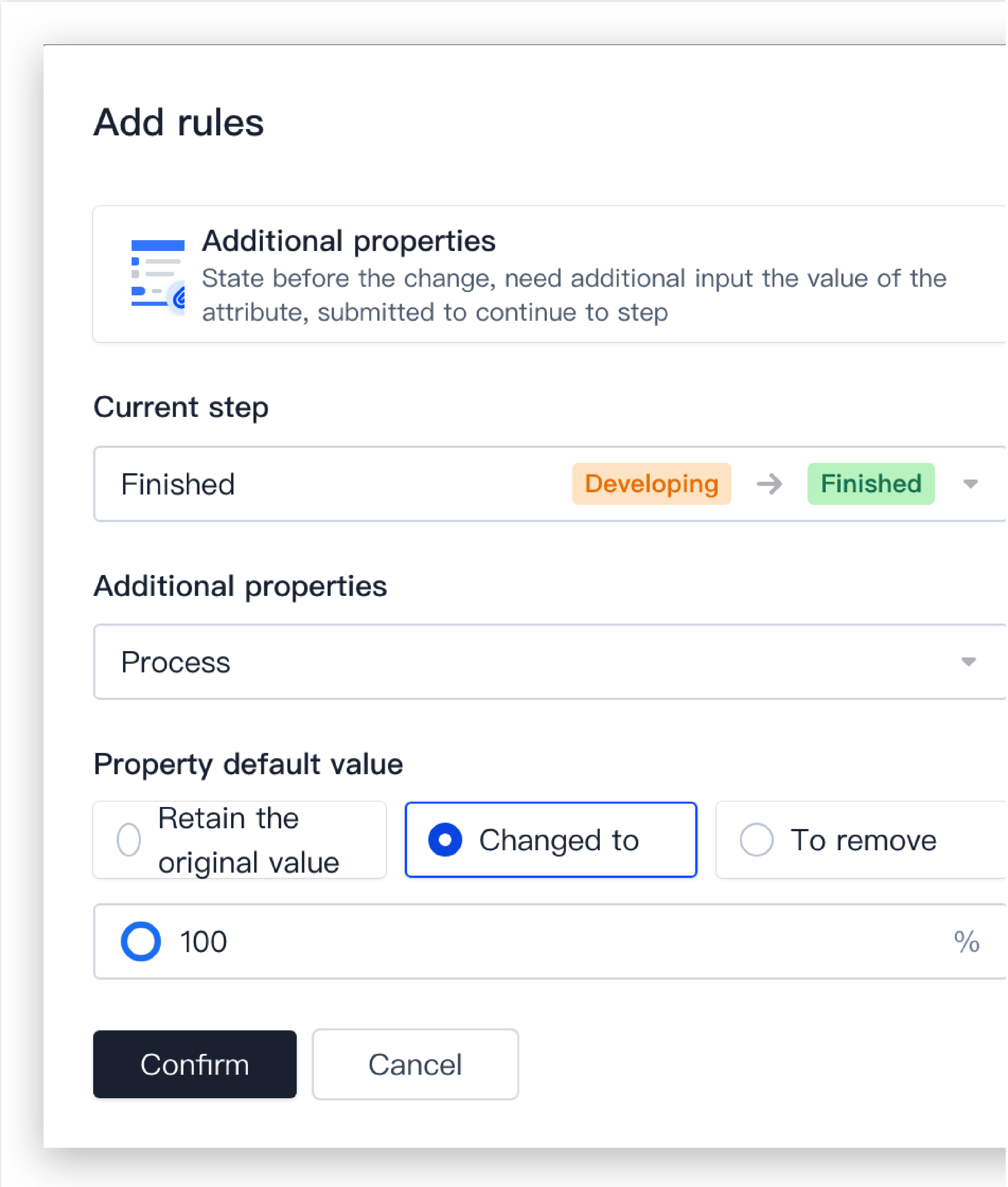
Example 1: You need to change the issue priority to Low when a transition changes to the Completed status.

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.

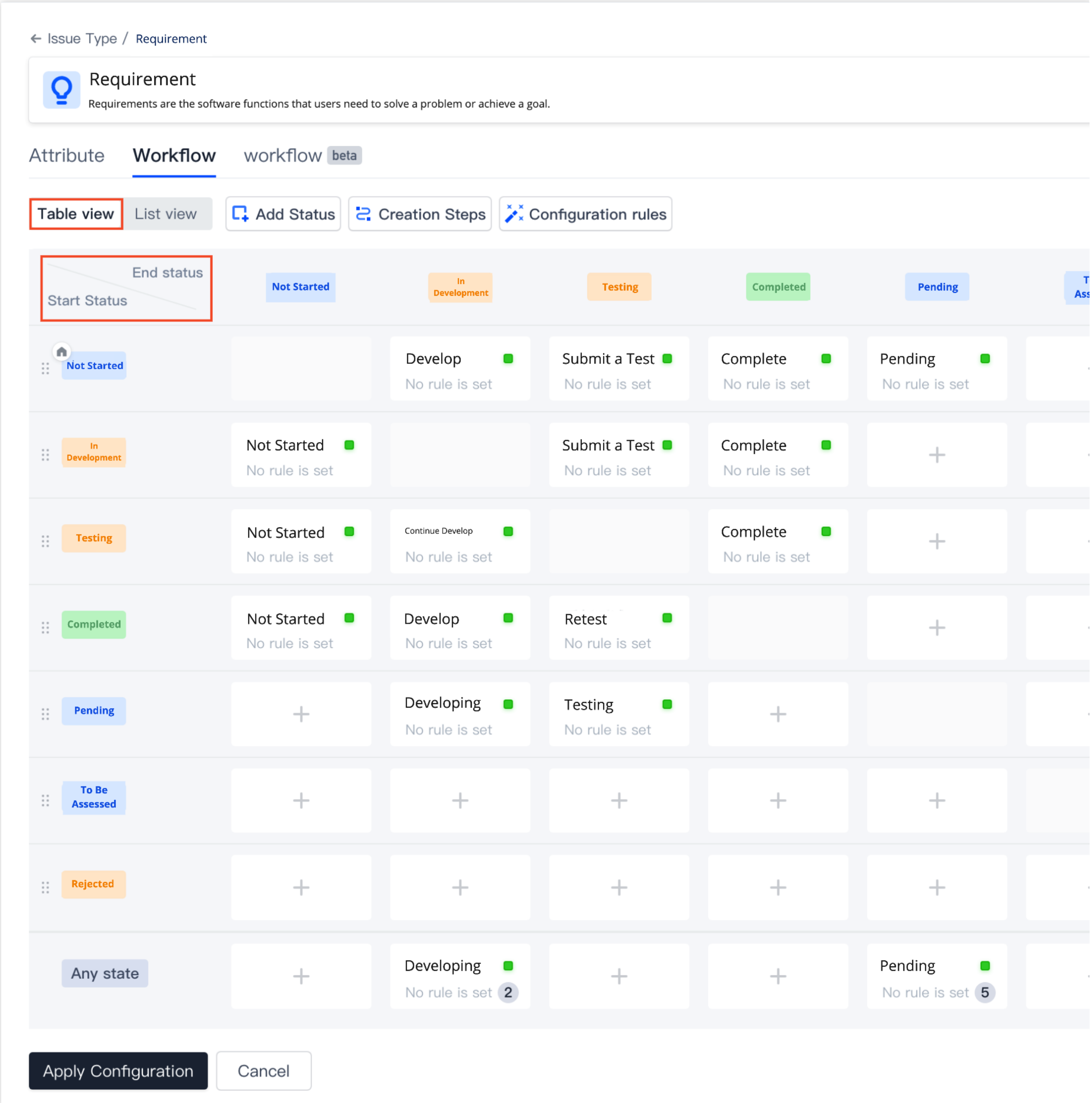
Take the following steps: Click **Change Field Values**. Then, select **Any Status** > **Completed** for the Current Transition field, and change the value of the **Progress** field to **100**. Note: Both field and task workflow settings require configuration.



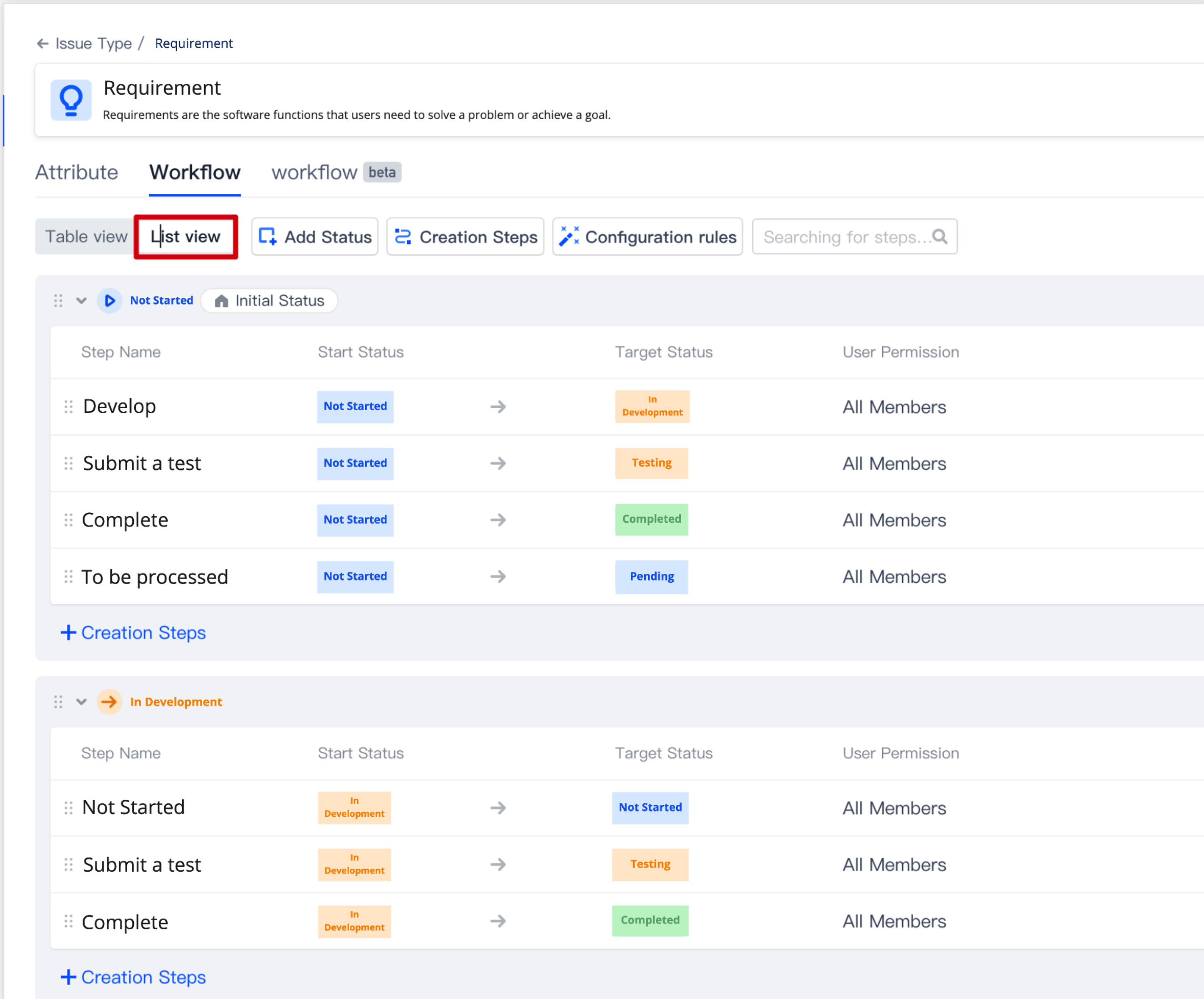
Workflow view

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.

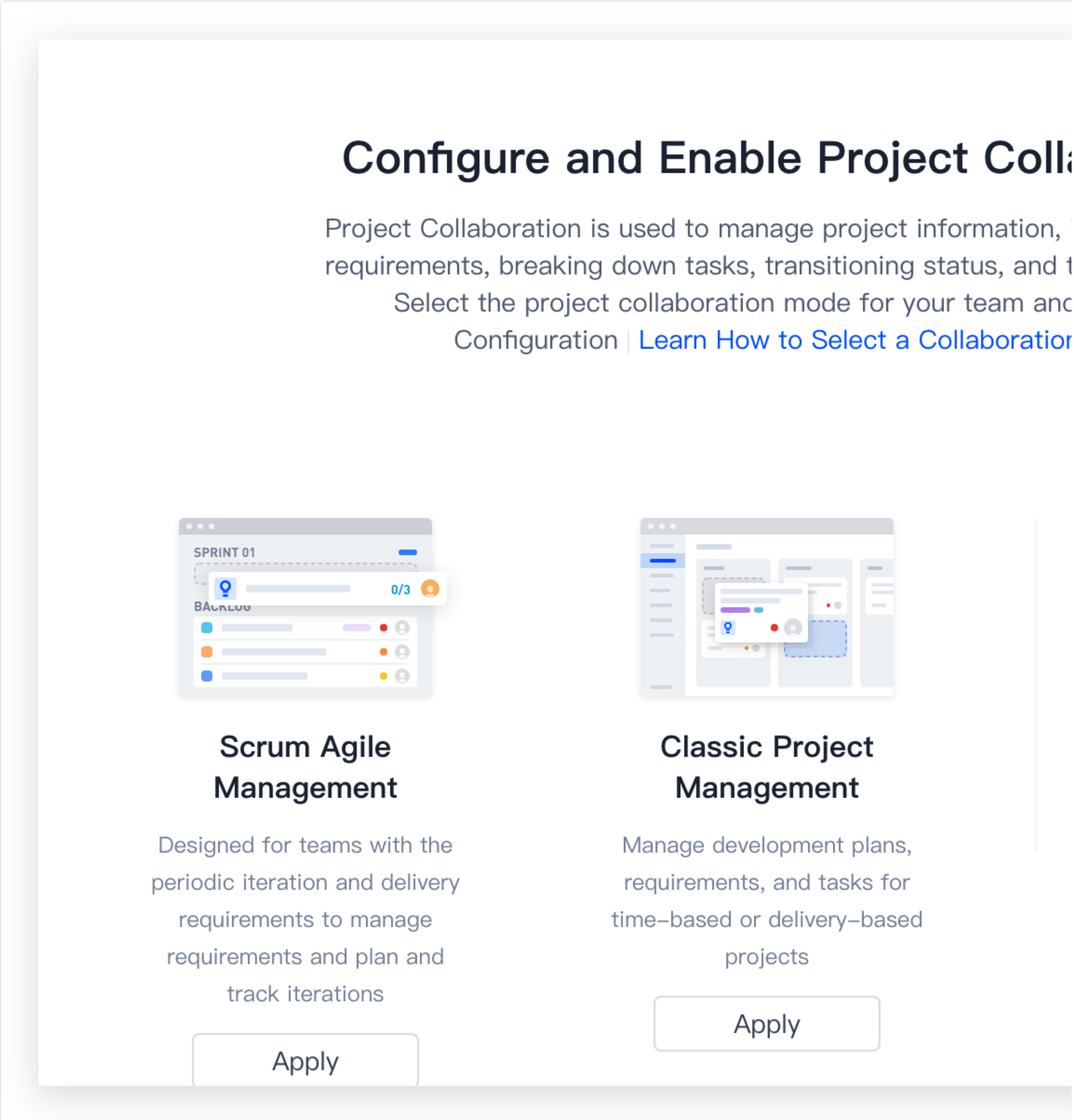


List view: Each status has a table that shows all the transitions and user permissions involved when the status acts as the initial status.



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 Coll
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 Collaboratior
SPRINT 01
0/3
BACKLOG
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

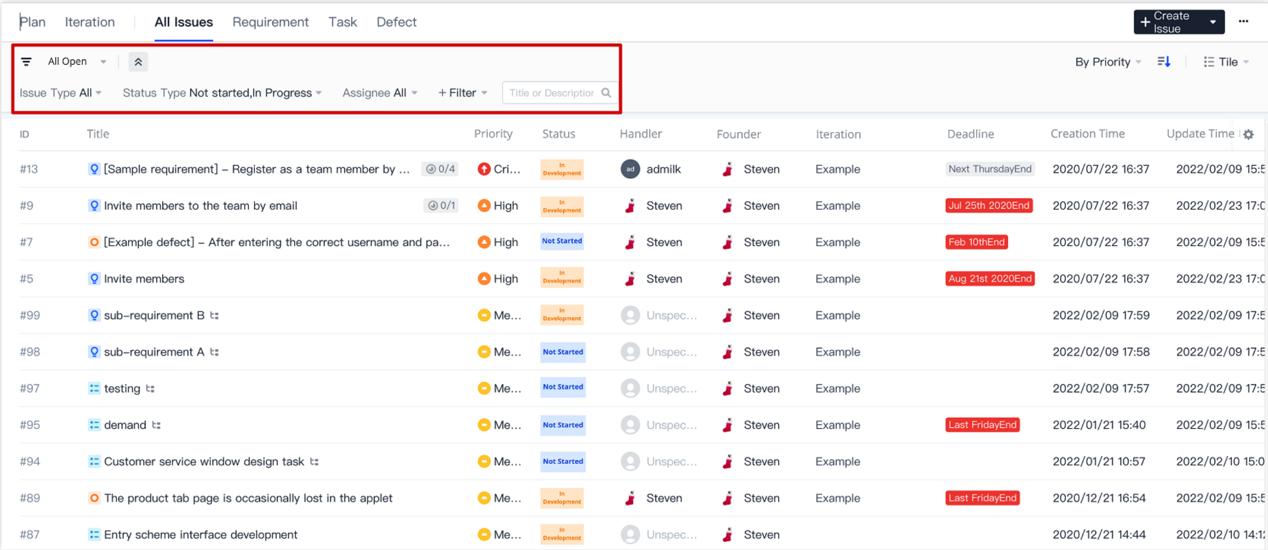
 in the upper-right corner to open the project list page and click a project icon to open the project.
3. Click **Project Collaboration** in the menu on the left.

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**.

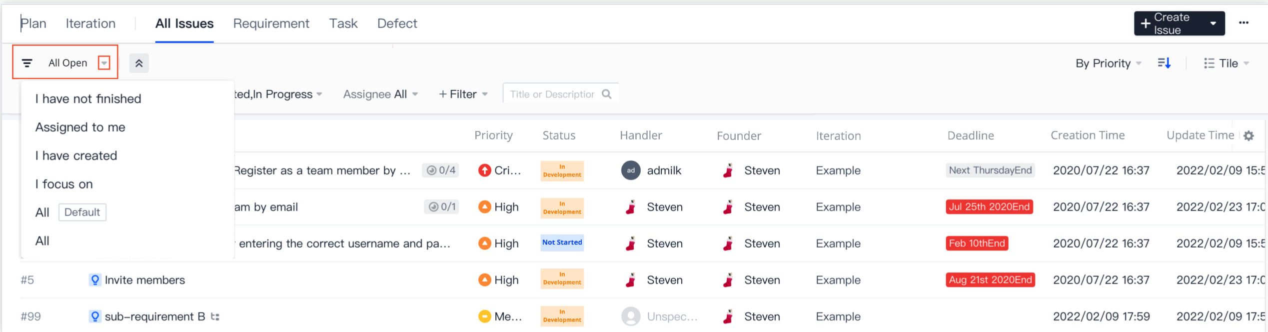
Filter Issues

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**.



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.

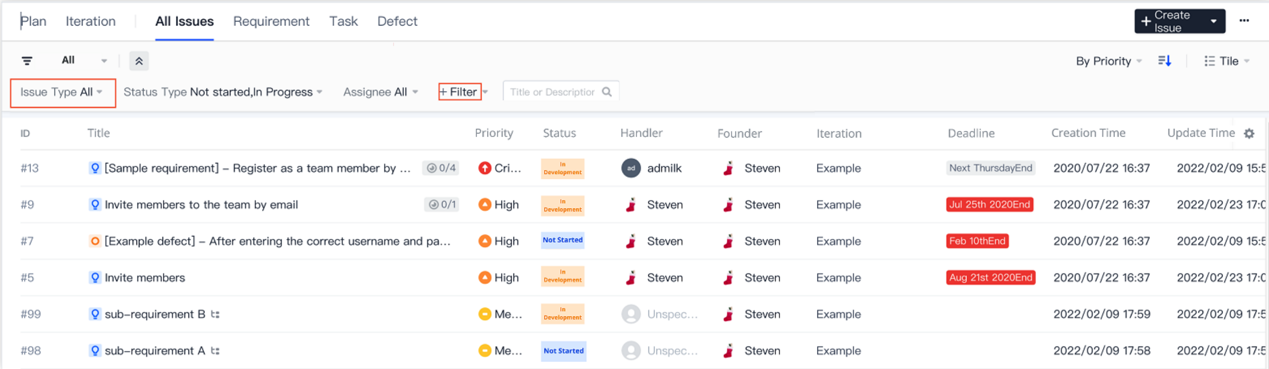


2. You can set the current filter conditions to the default filter through the ··· menu on the left. Changes are saved automatically. Then, this filter applies when you enter the "All Issues" page again.

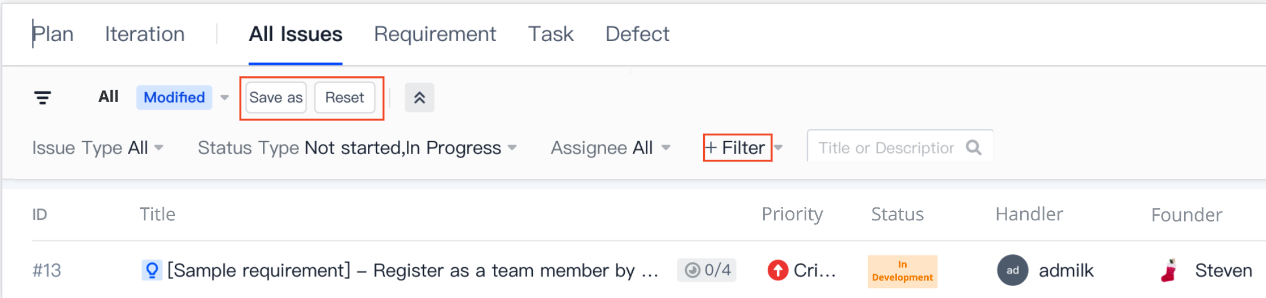
Custom Filter

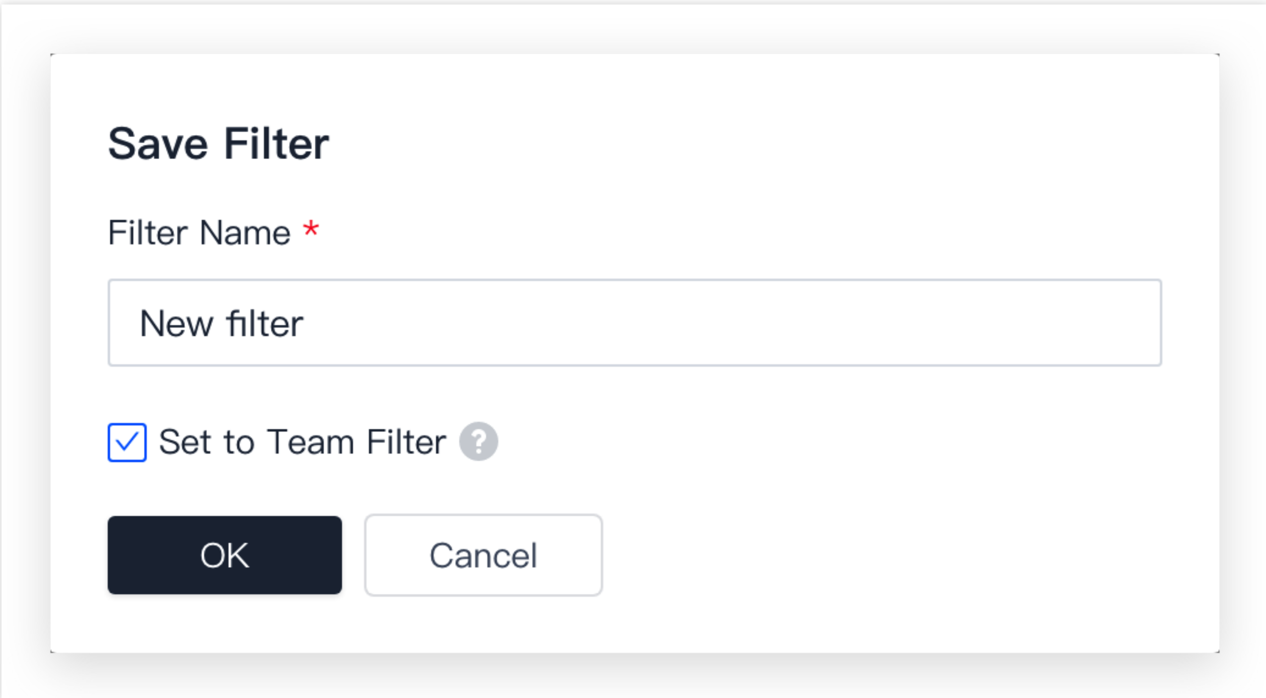
Create a custom filter

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**.

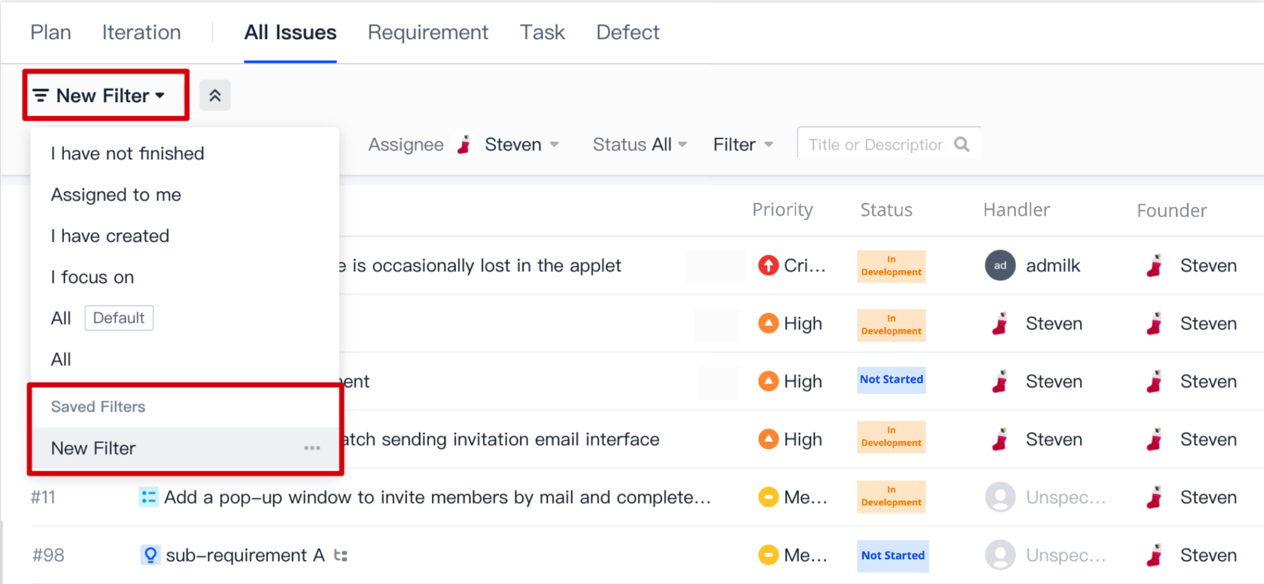


2. Select **Reset** to change the settings. Then, click **Save as** and enter a name for the filter. You can set the filter as the team filter, which is visible to all members in this project.



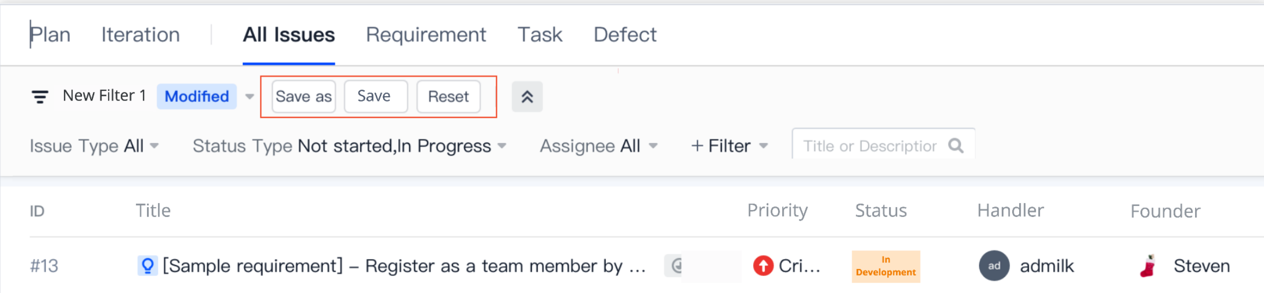


3. You can view your custom filter in the dropdown menu of the filter list.



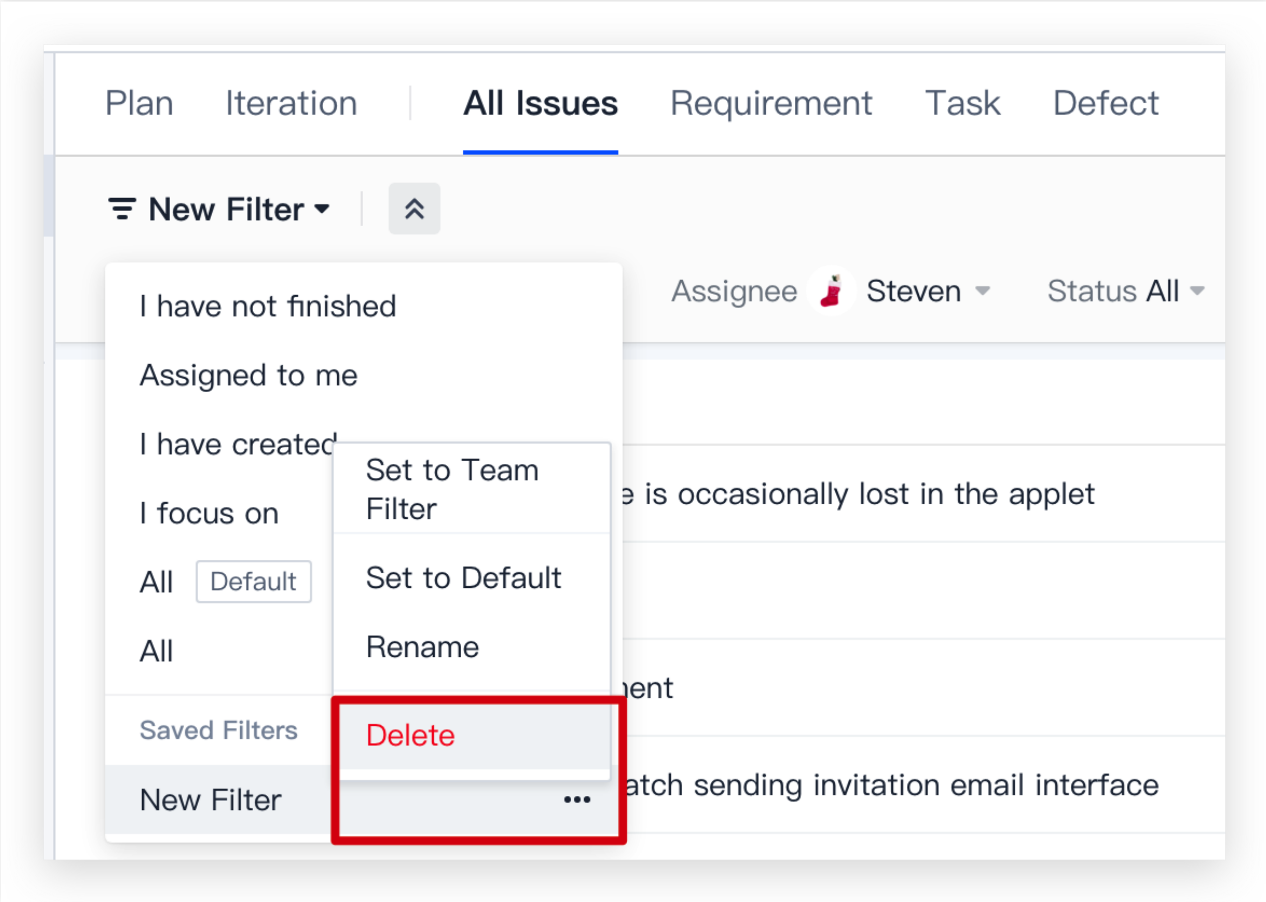
Modify a custom filter

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**.



Delete a custom filter

You can delete a custom filter through the `...` menu on the left of the filter list.


Plan
Iteration
All Issues
Requirement
Task
Defect
New Filter
Assignee
Steven
Status All
I have not finished
Assigned to me
I have created
I focus on
All
Default
All
Saved Filters
New Filter
Set to Team Filter
Set to Default
Rename
Delete
is occasionally lost in the applet
ent
atch sending invitation email interface

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

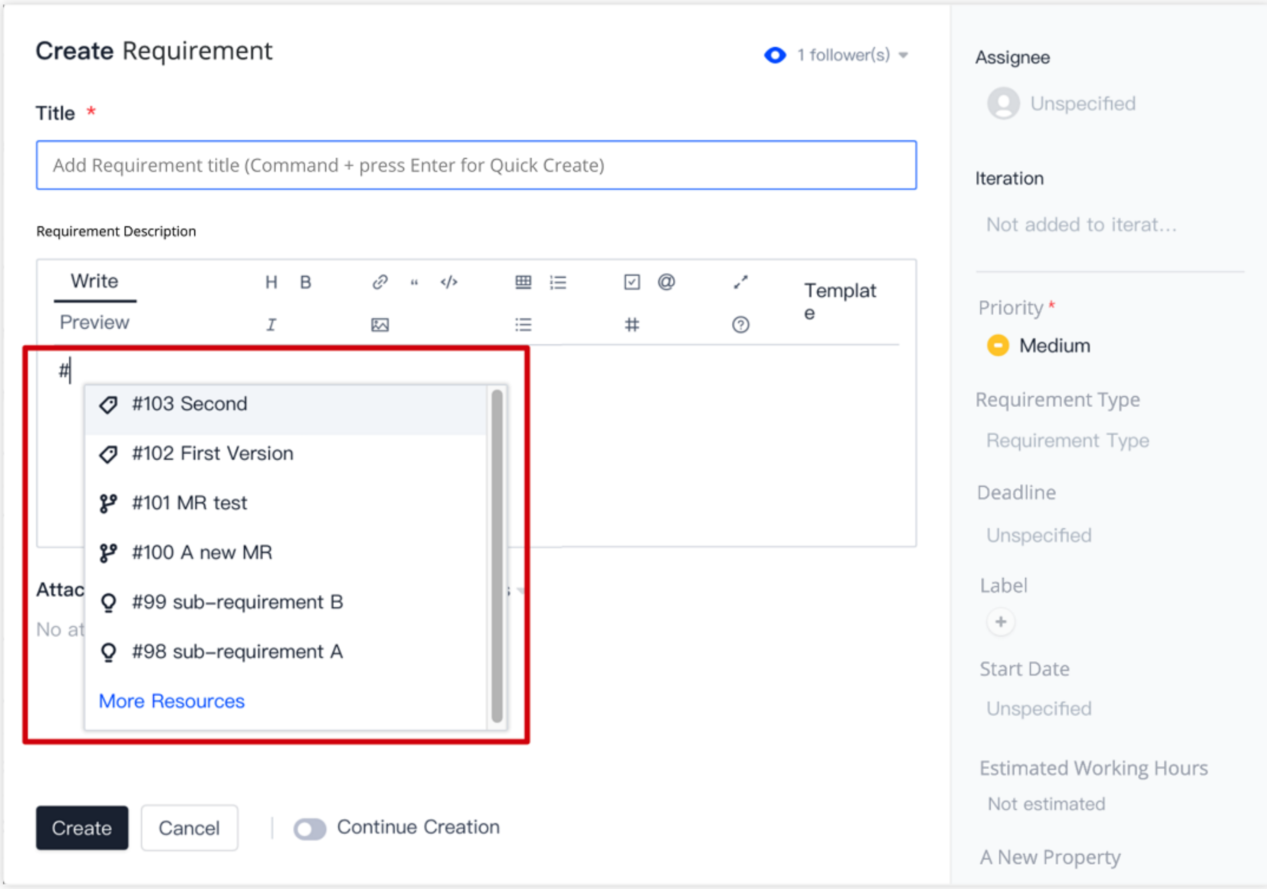
CODING Reference Resources provides contextual support, so that team members can learn about the context of issues and quickly locate resources for problem-solving. In the Description or Comments on the details page of epics, user stories, requirements, tasks, bugs, and sub-tasks, you can reference resources and check issues referenced by other resources.

References and Referenced

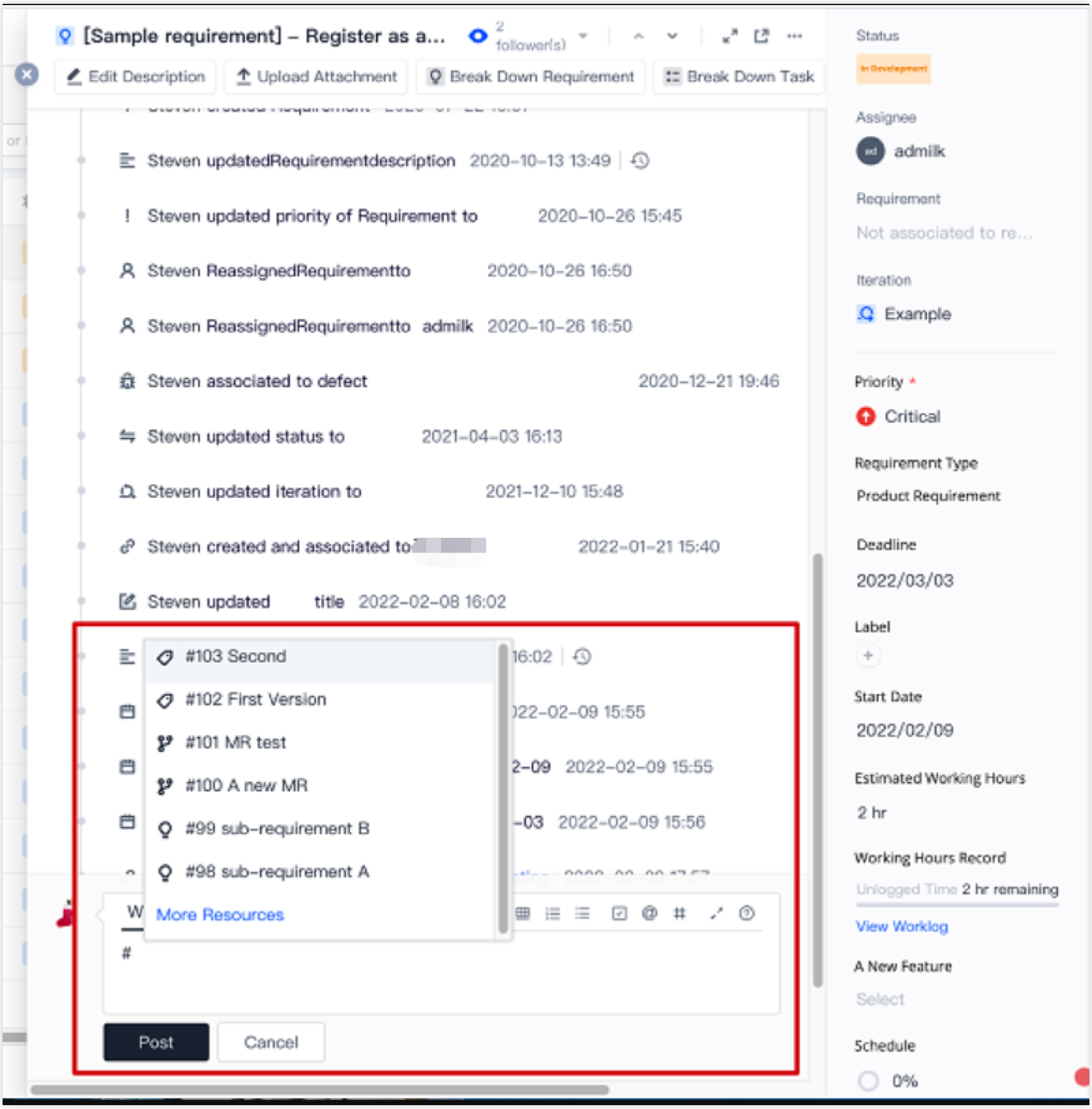
Reference resources

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.



2. Select resources by using `# + reference ID/title` in **Comments** of the issue details page.

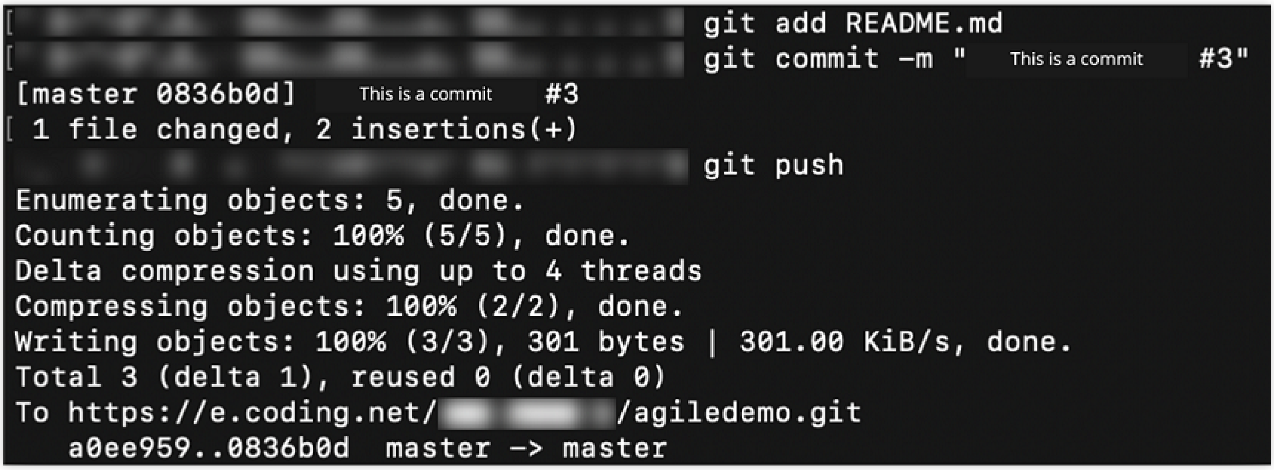


Referenced resources

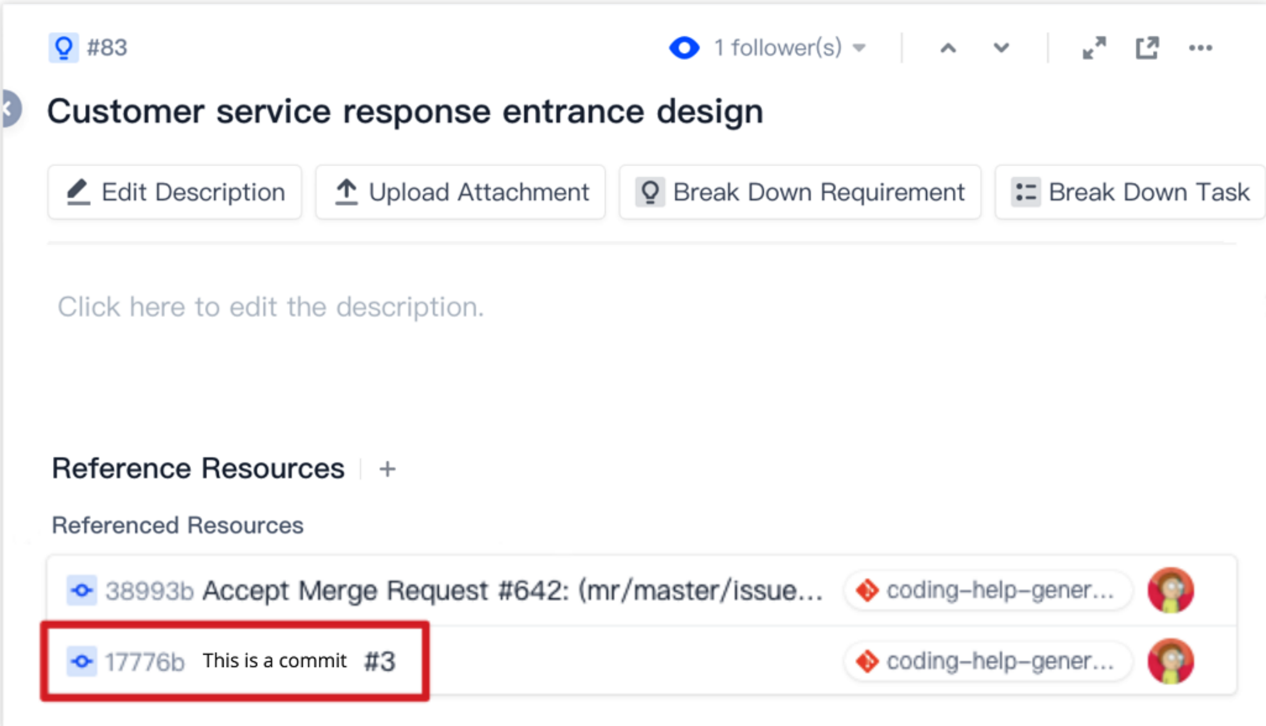
If resource B is referenced by issue A, you can view it in the References list of the resource B's issue list page.

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).

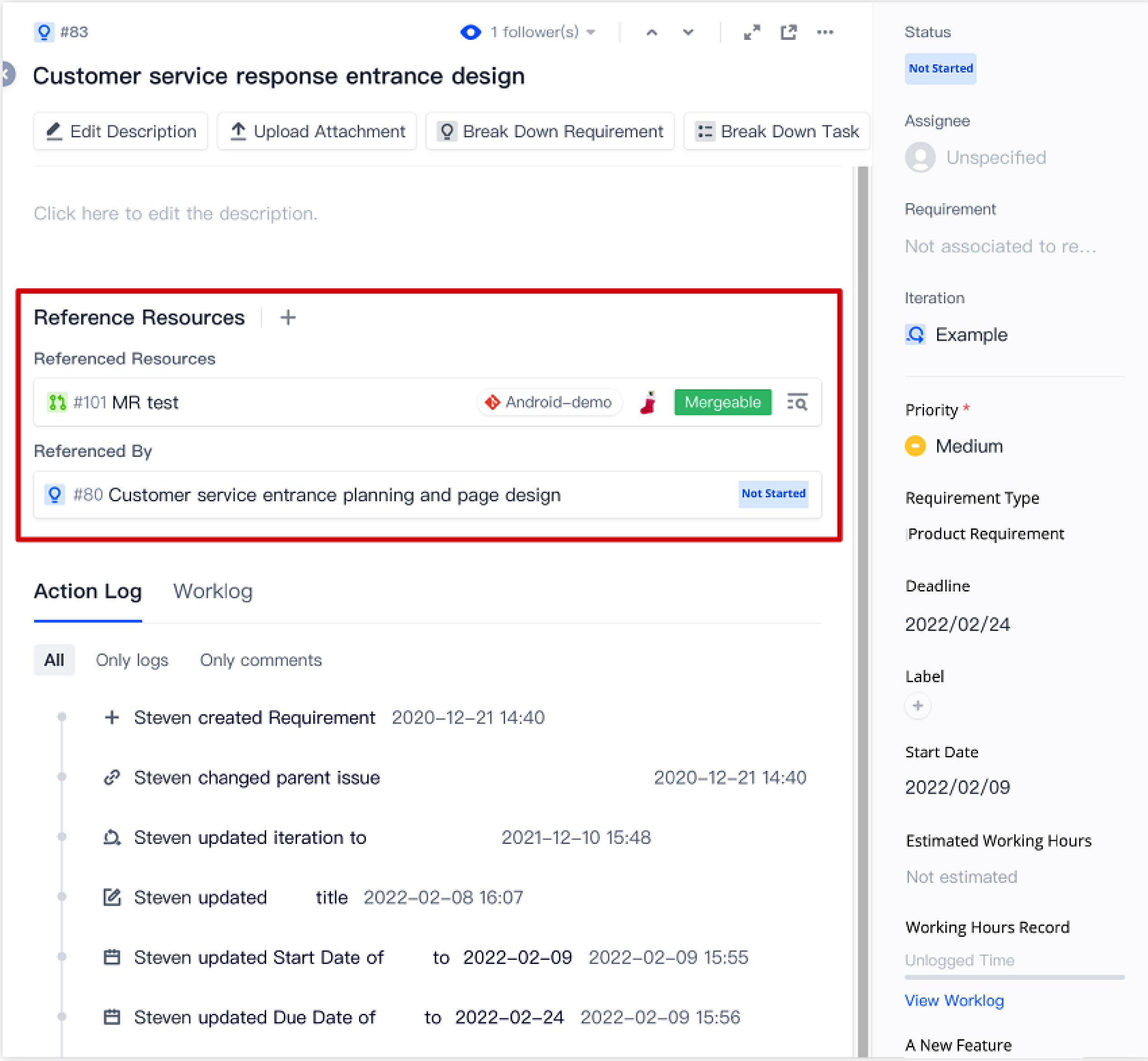


2. You can view the associated code commit list in the Referenced By list of the issue details page. In the code commit history, you can be redirected to the issue details page through `# + reference ID` in the commit information.



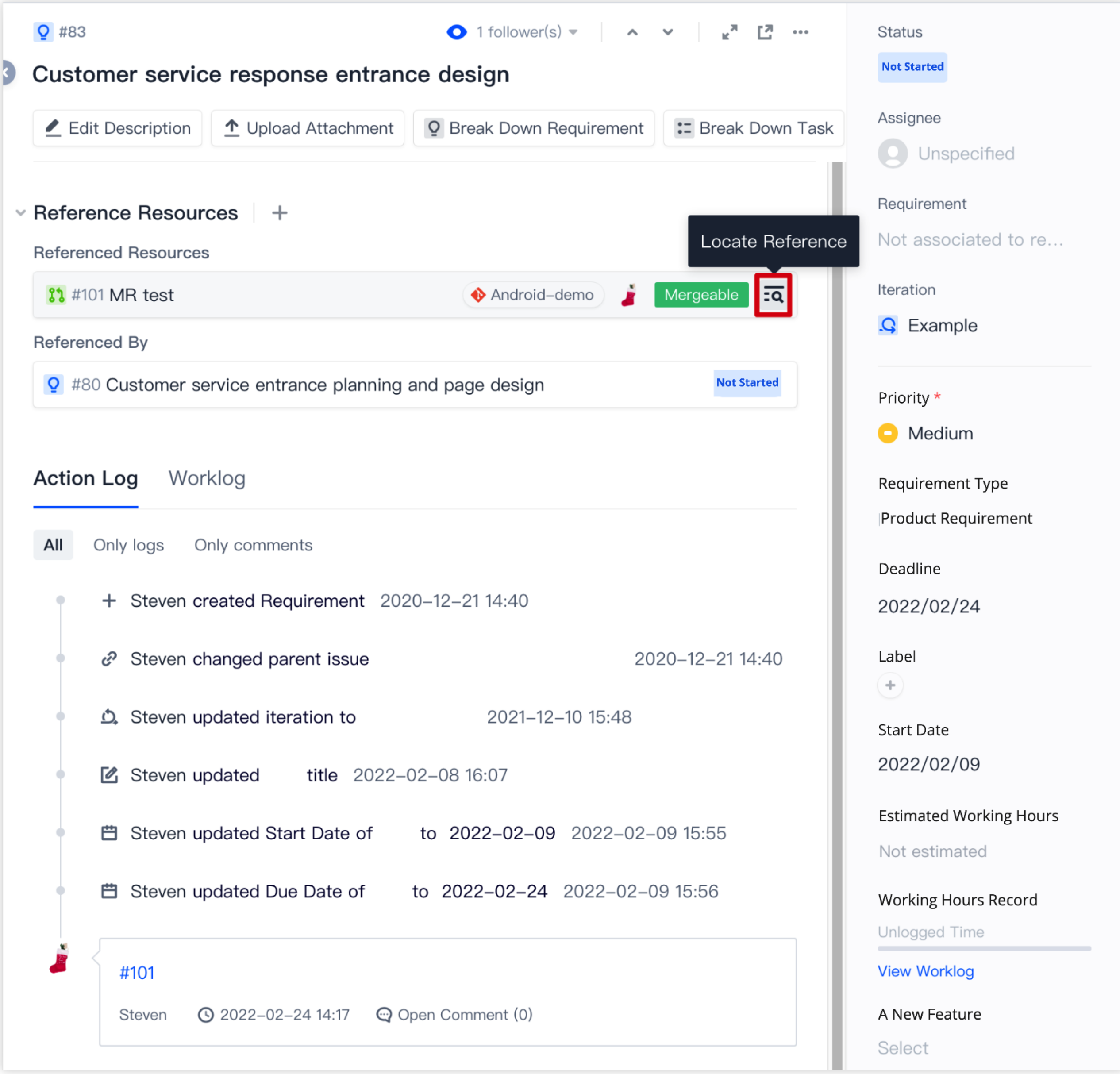
References and Referenced lists

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.



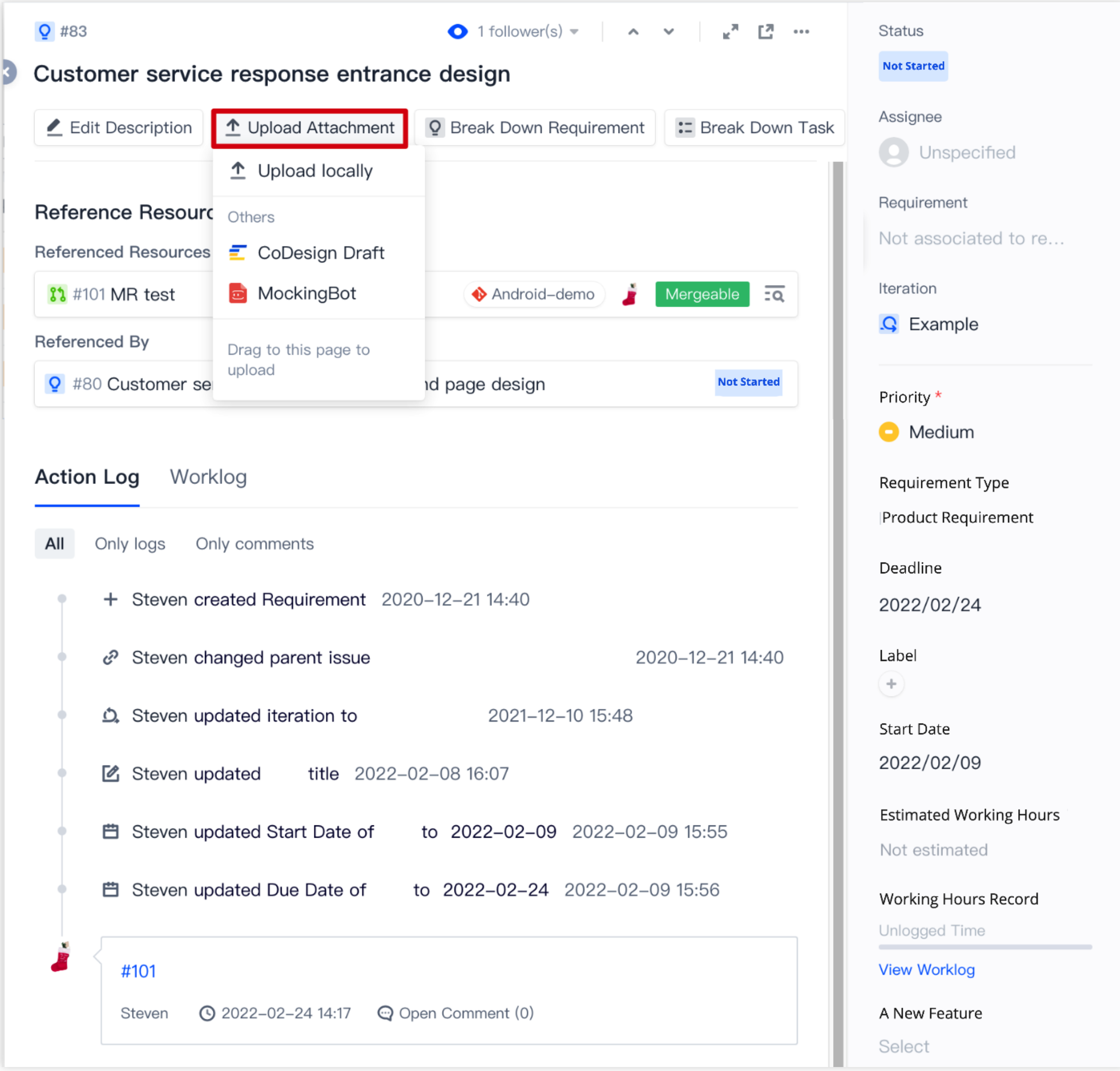
Resource positioning

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.



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.



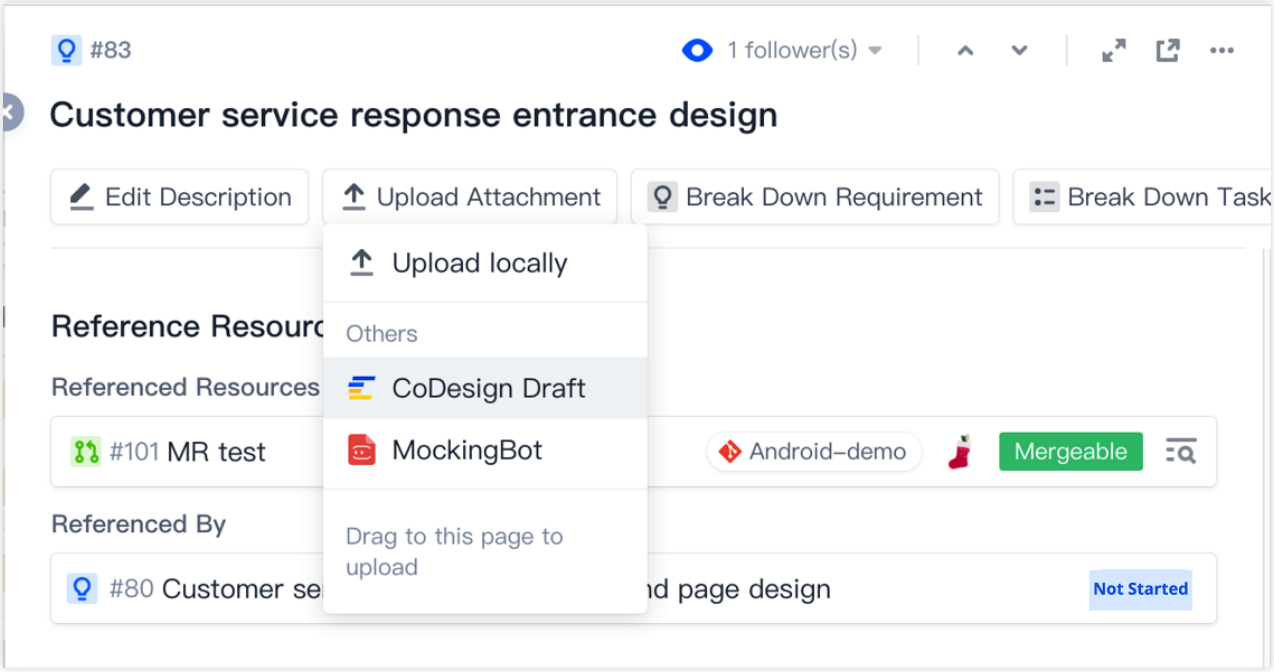
CoDesign Draft

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.

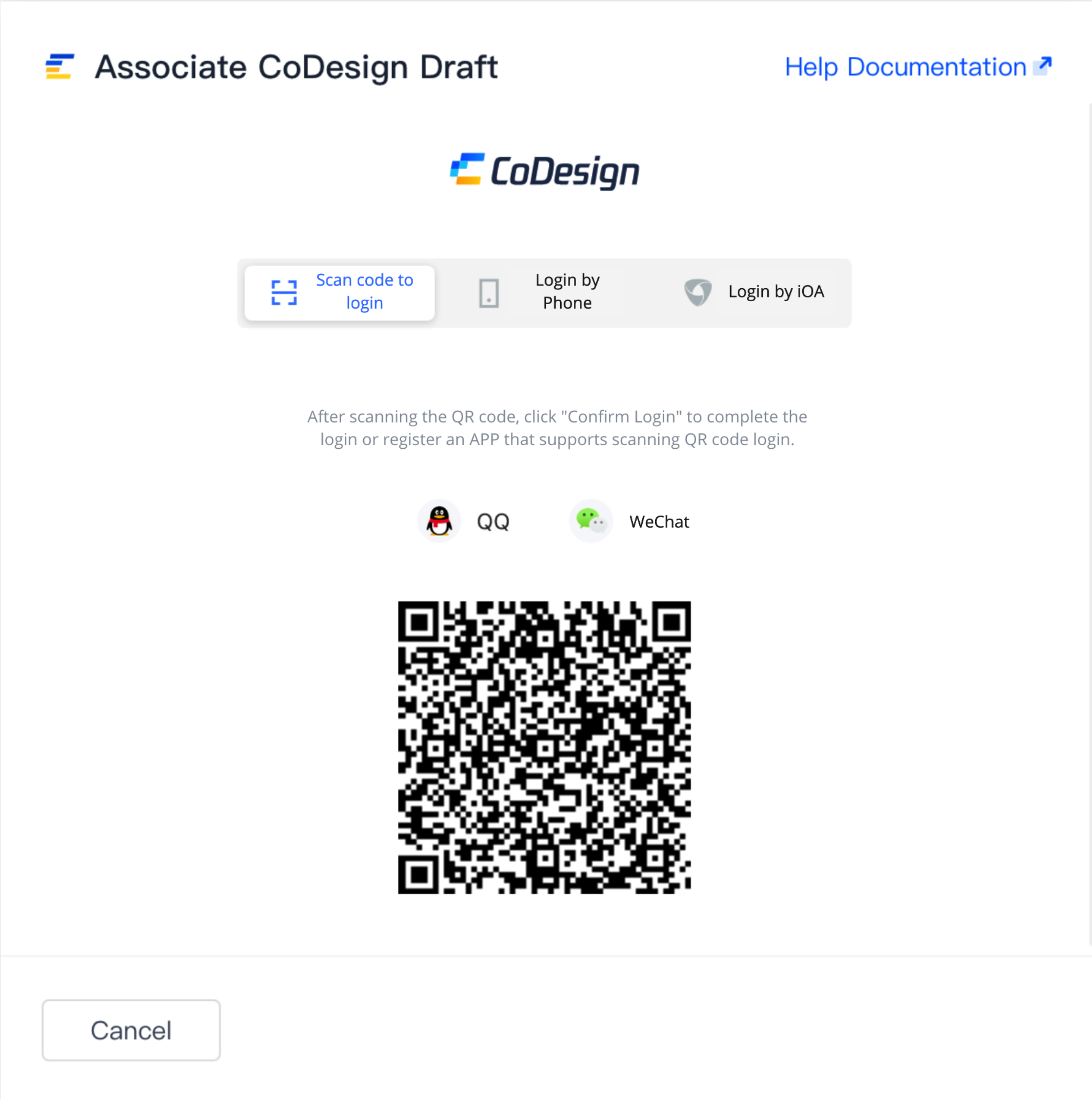
Note:

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.

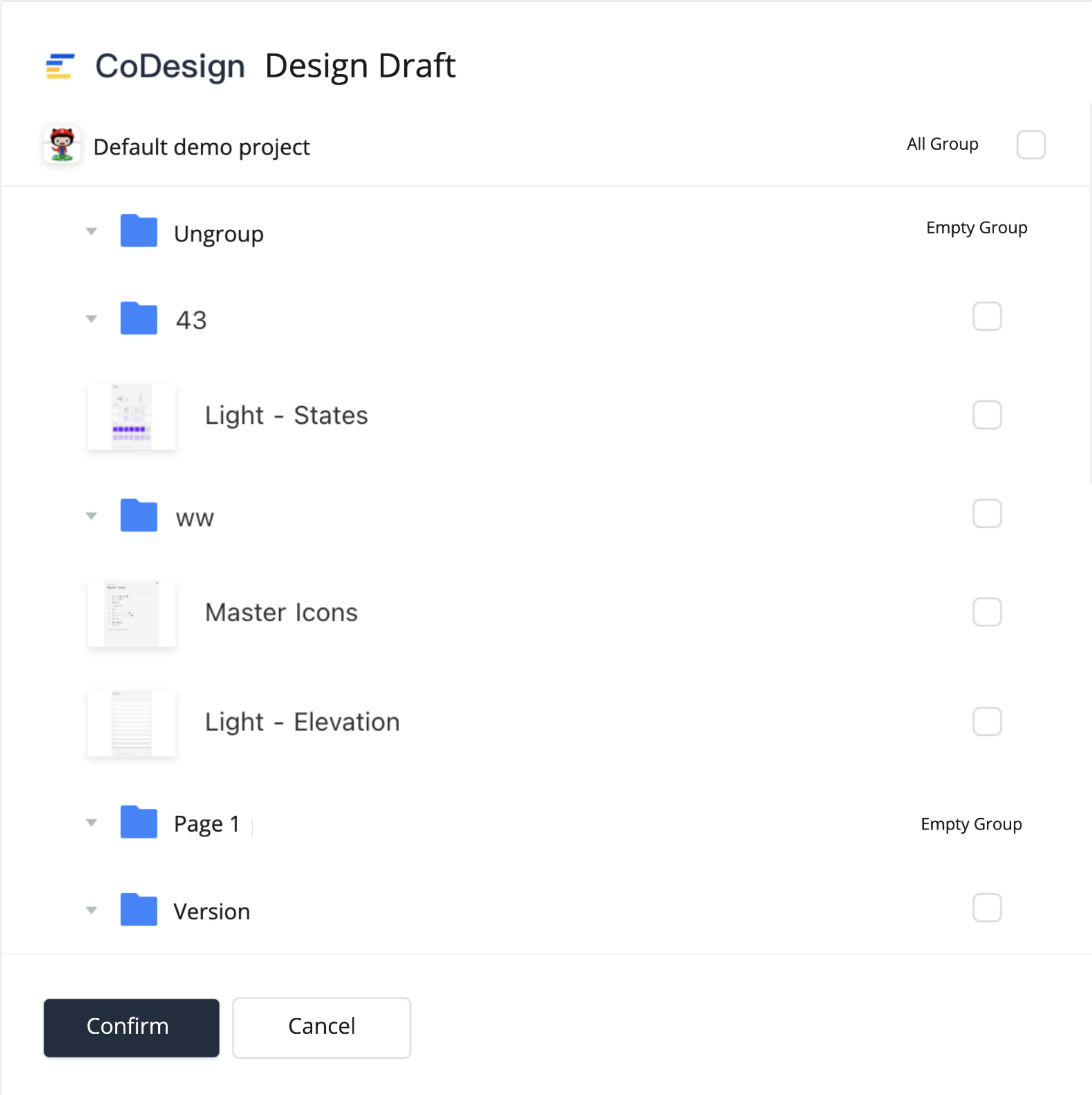
1. Go to the issue details page, click **Upload Attachments**, and then select **CoDesign Draft**.



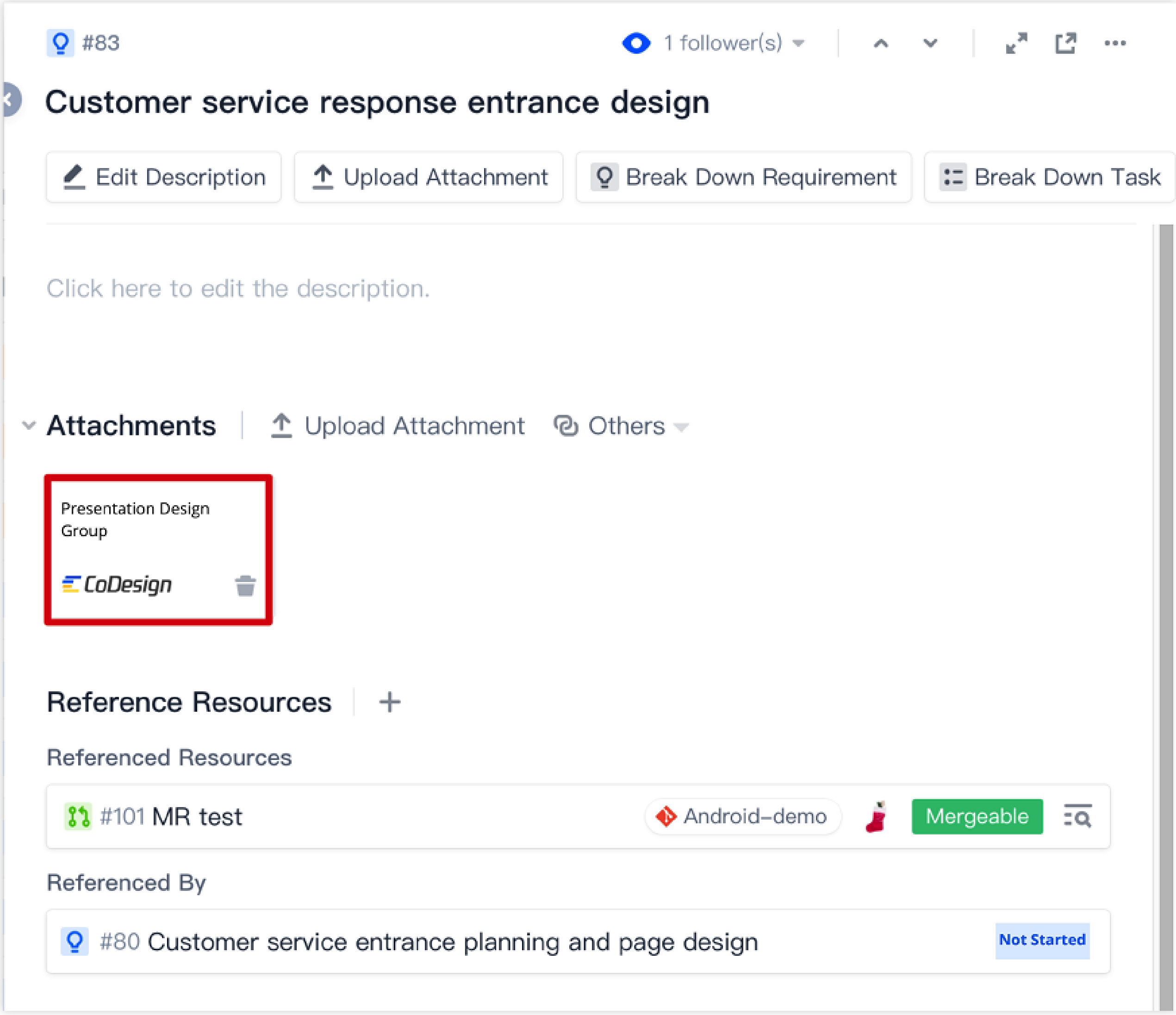
2. When you upload a CoDesign draft for the first time, you need to select a login method in the pop-up box to log in to your CoDesign account.



3. After login, select the drafts to be associated. More than one draft can be associated with an issue.



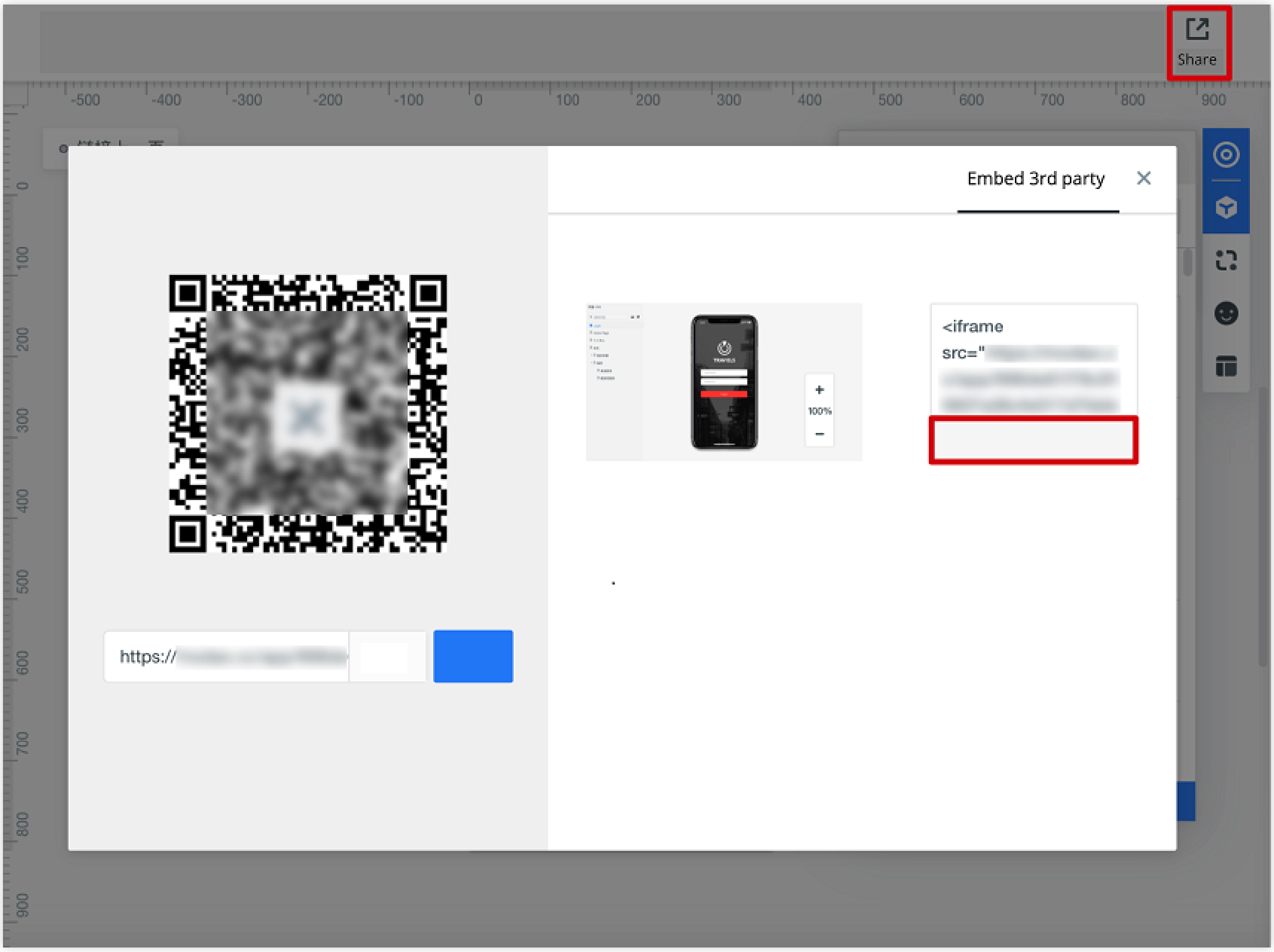
4. The associated drafts will be shown in the **Attachment** list. Click it for preview. You can upload more drafts, or disassociate a draft by clicking the icon below it.



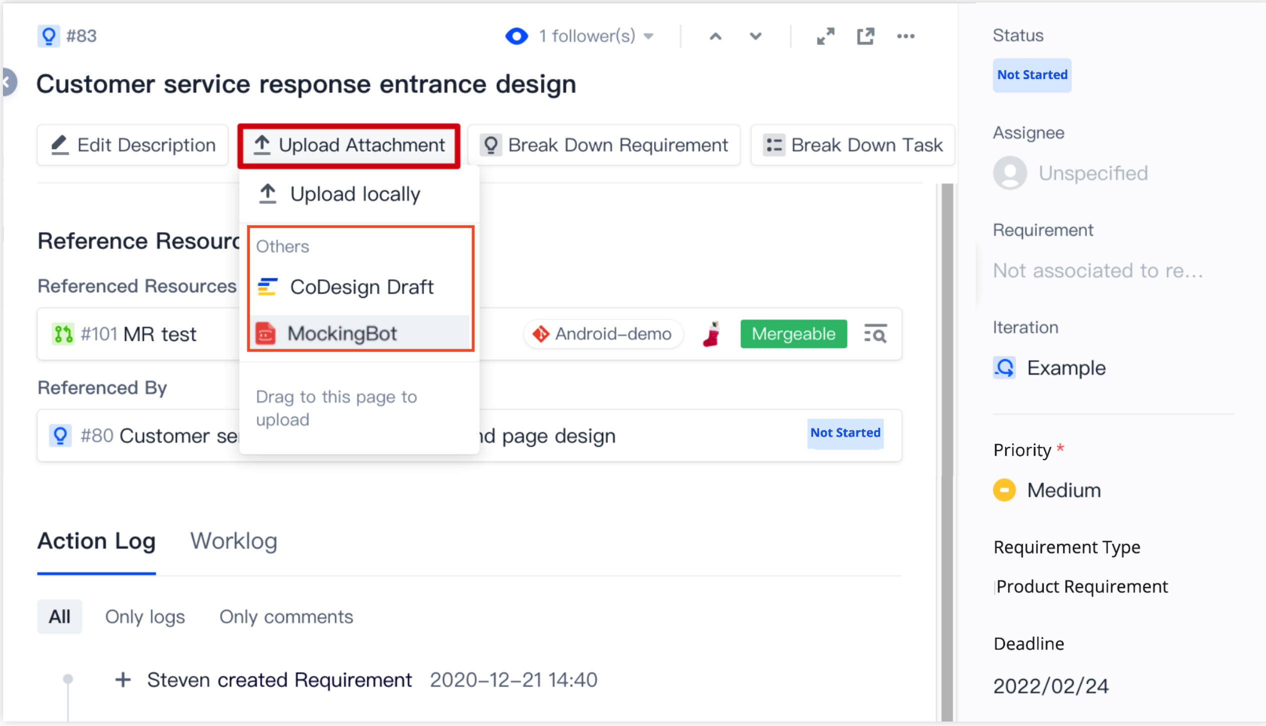
MockingBot

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.

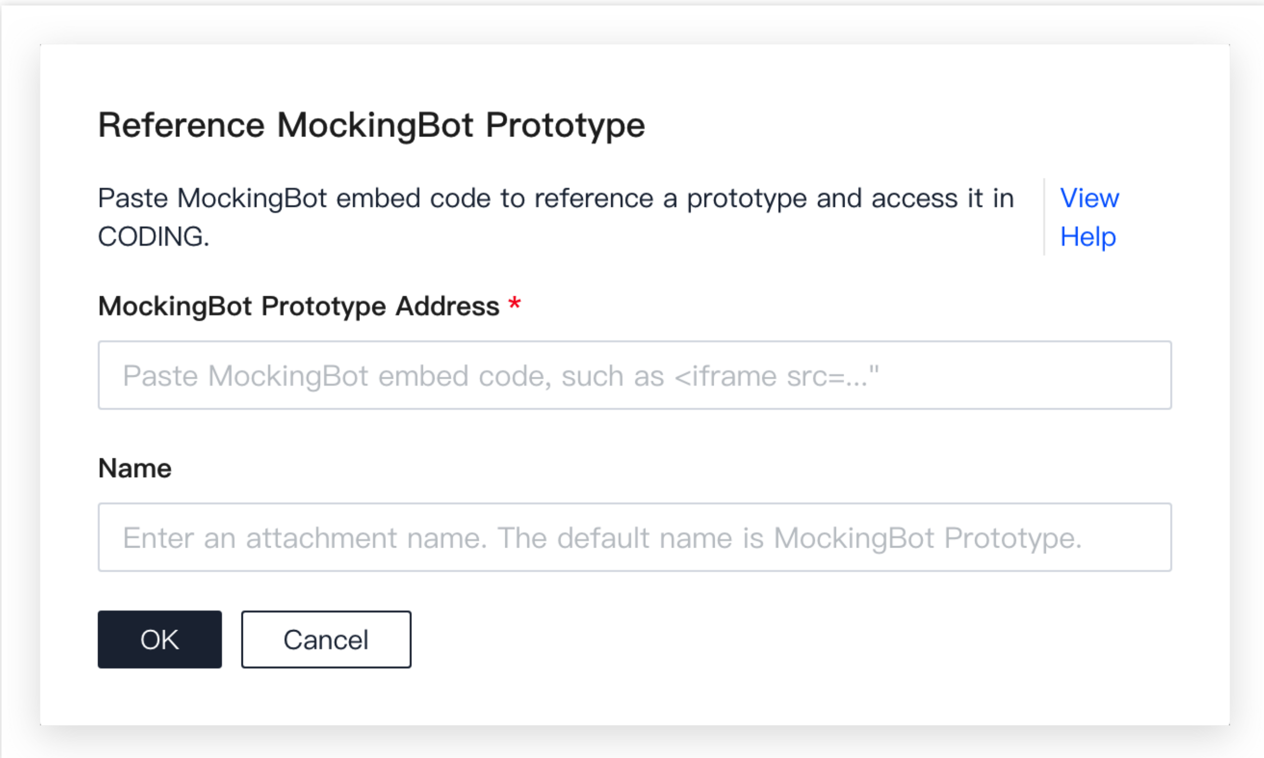
First, log in to MockingBot, and then select the MockingBot prototype to be imported to a CODING issue. Then, click **Share**, select "Embed to a Third Party", and then copy the embed code.



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.



Paste the embed code to associate the prototype with the issue. After upload, you can preview the MockingBot prototype in CODING.

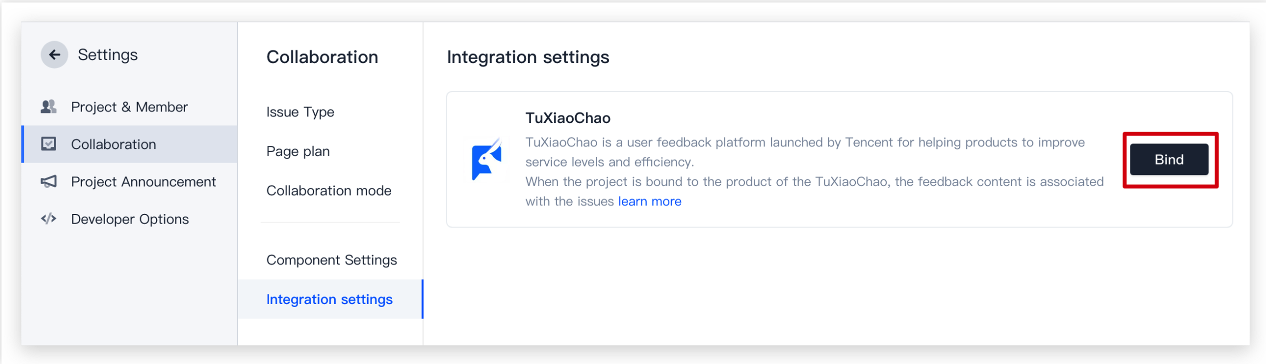


TXC

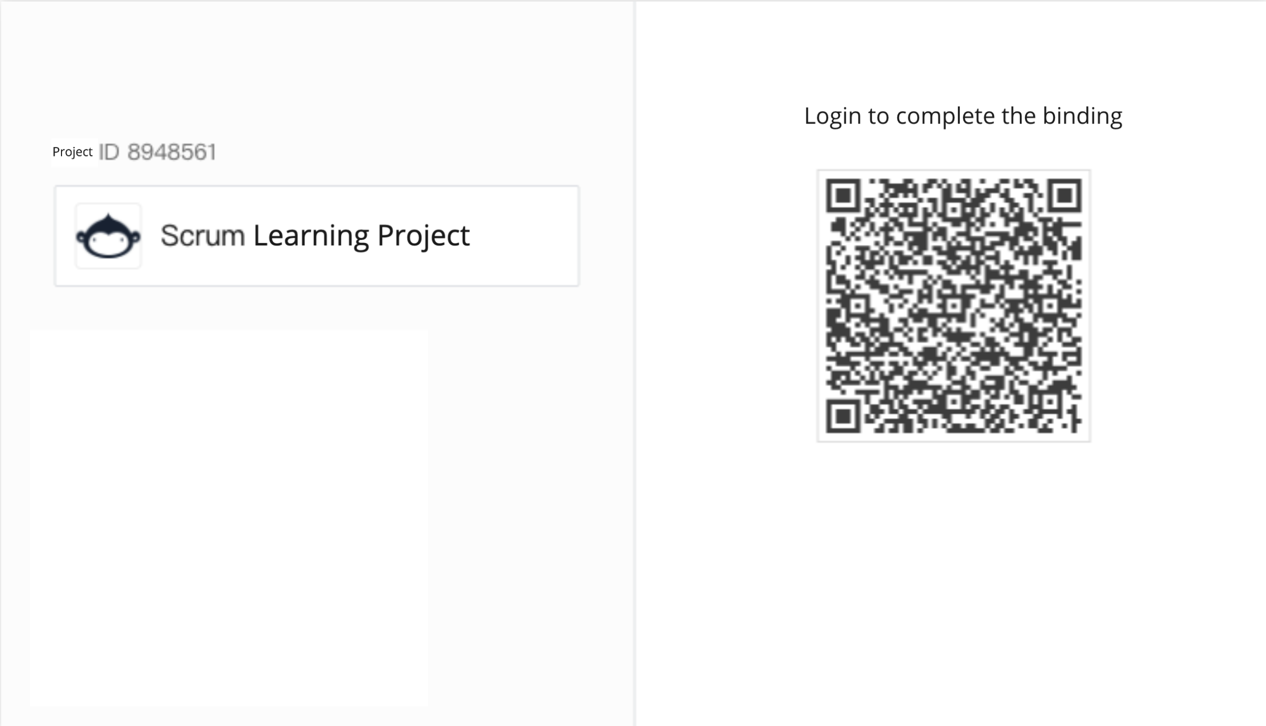
TXC is a user feedback platform developed by Tencent. It allows users to publish their comments and feedback as posts to help development teams improve service quality and user experience.
CODING allows you to create and view issues in the feedback posts on TXC, and associate or disassociate issues. 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.

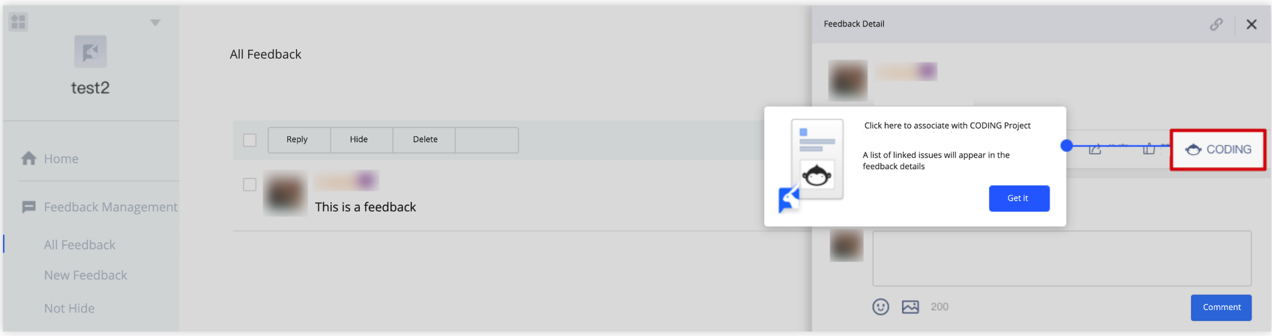


Every product in TXC can bind more than one CODING project. After you log in to TXC via the QR code, select a product to bind.

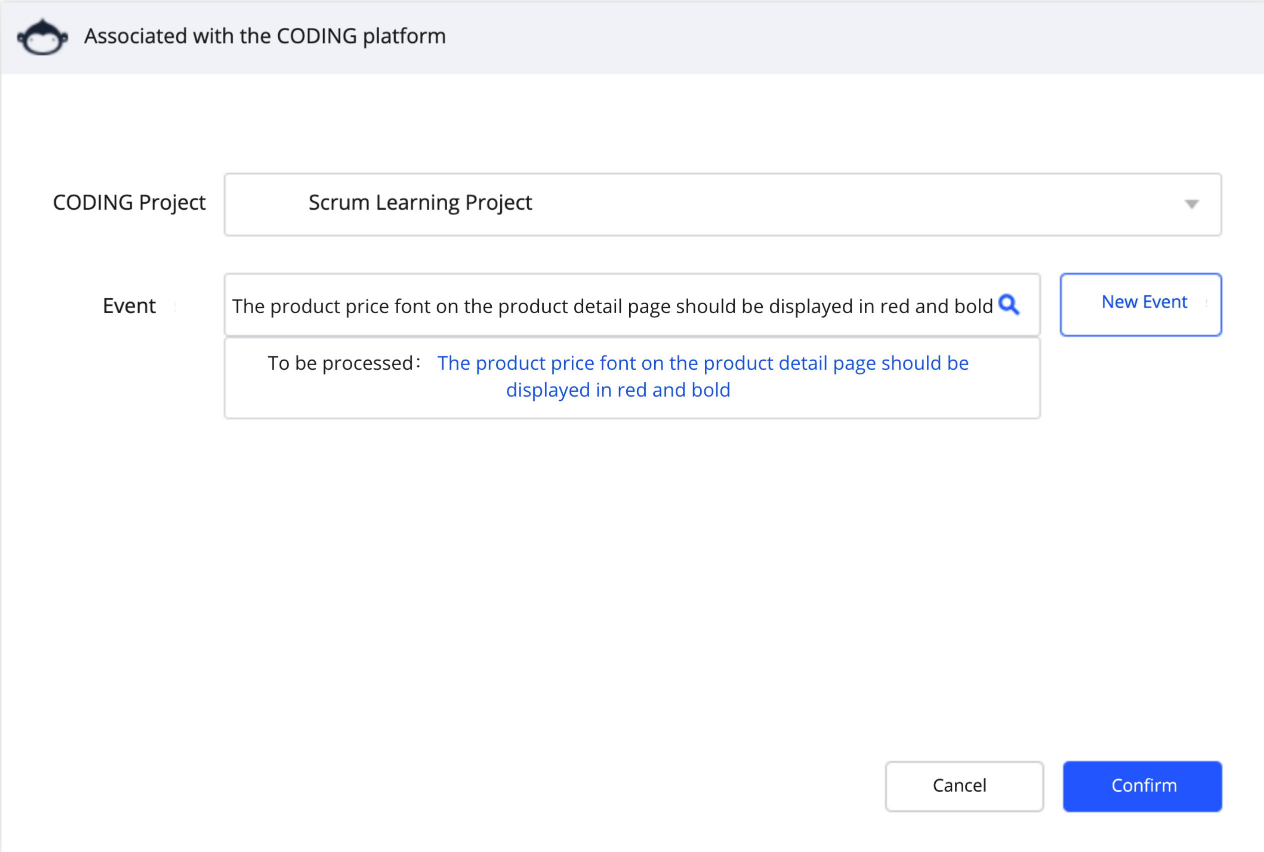


Create or associate issues

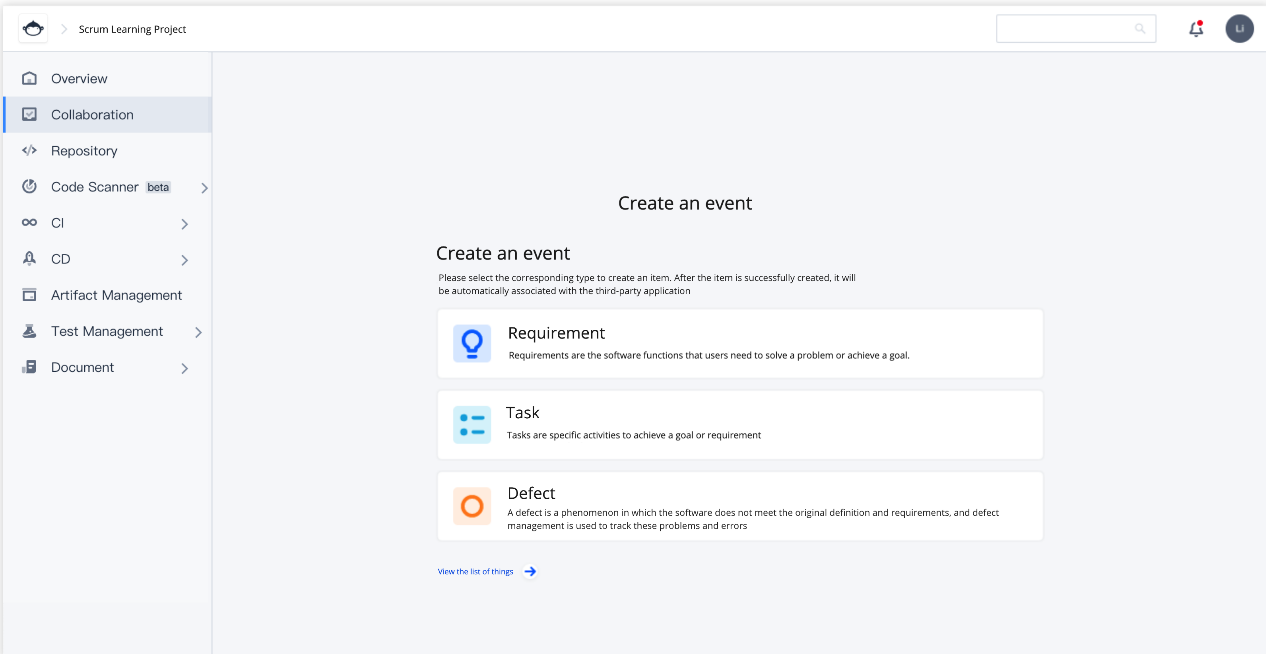
After binding, select any feedback on the TXC feedback page, and then associate it with a CODING issue by clicking the CODING icon on the right.



You can select an existing issue or create a new issue for association.

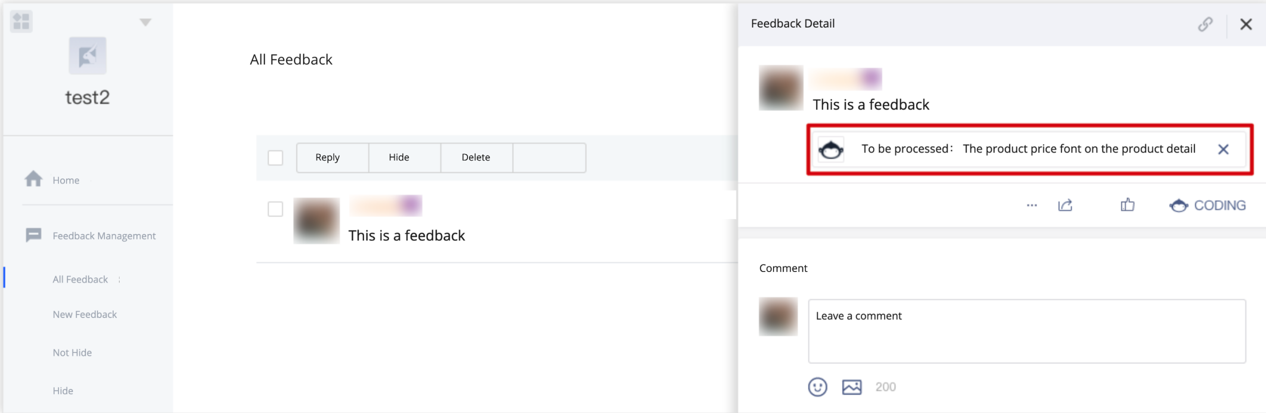


If you select **Create New Issue**, you will be redirected to CODING to select the desired issue type (requirement, task, or bug), and fill in the issue content.



View associated issues

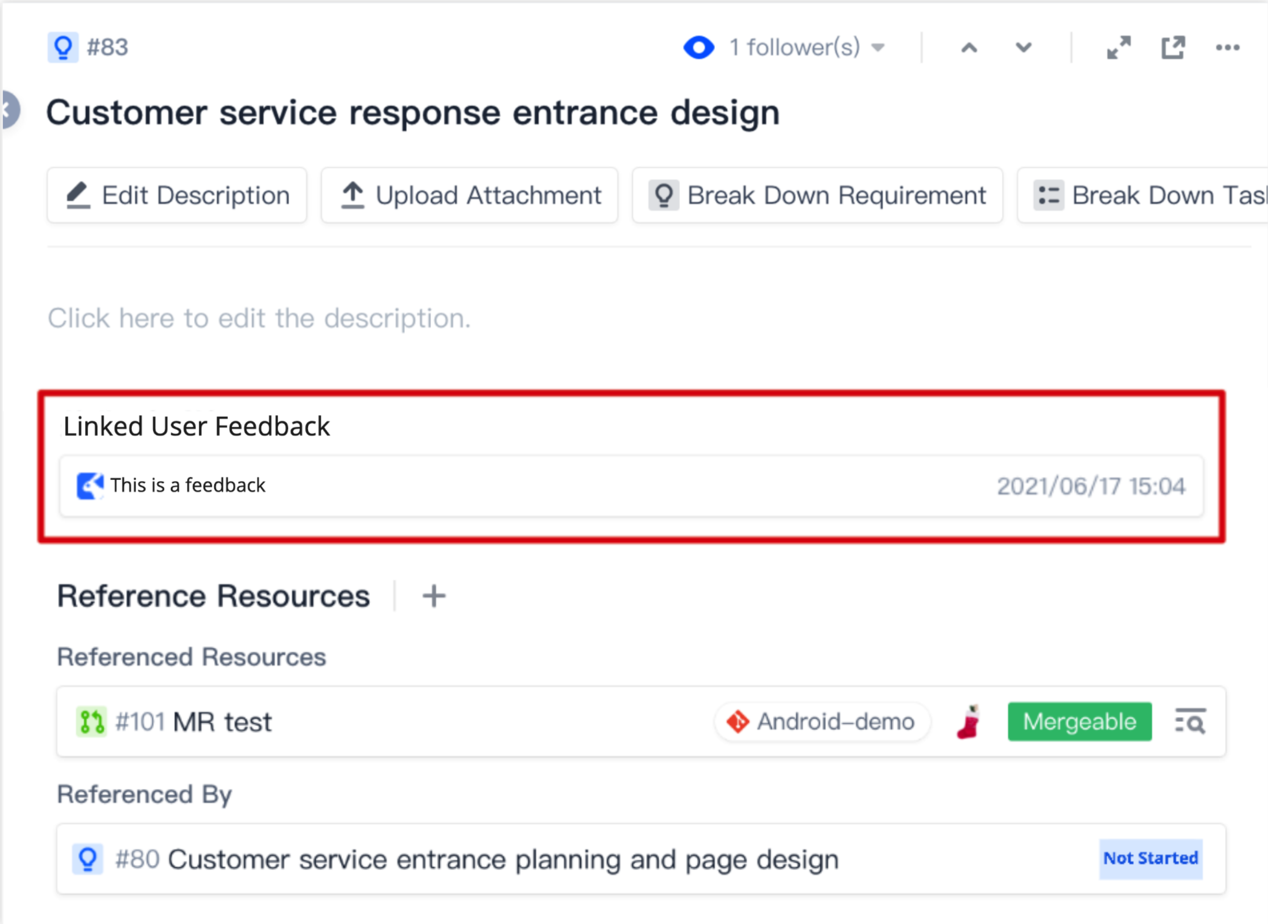
You can view associated issues in TXC.



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.



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.

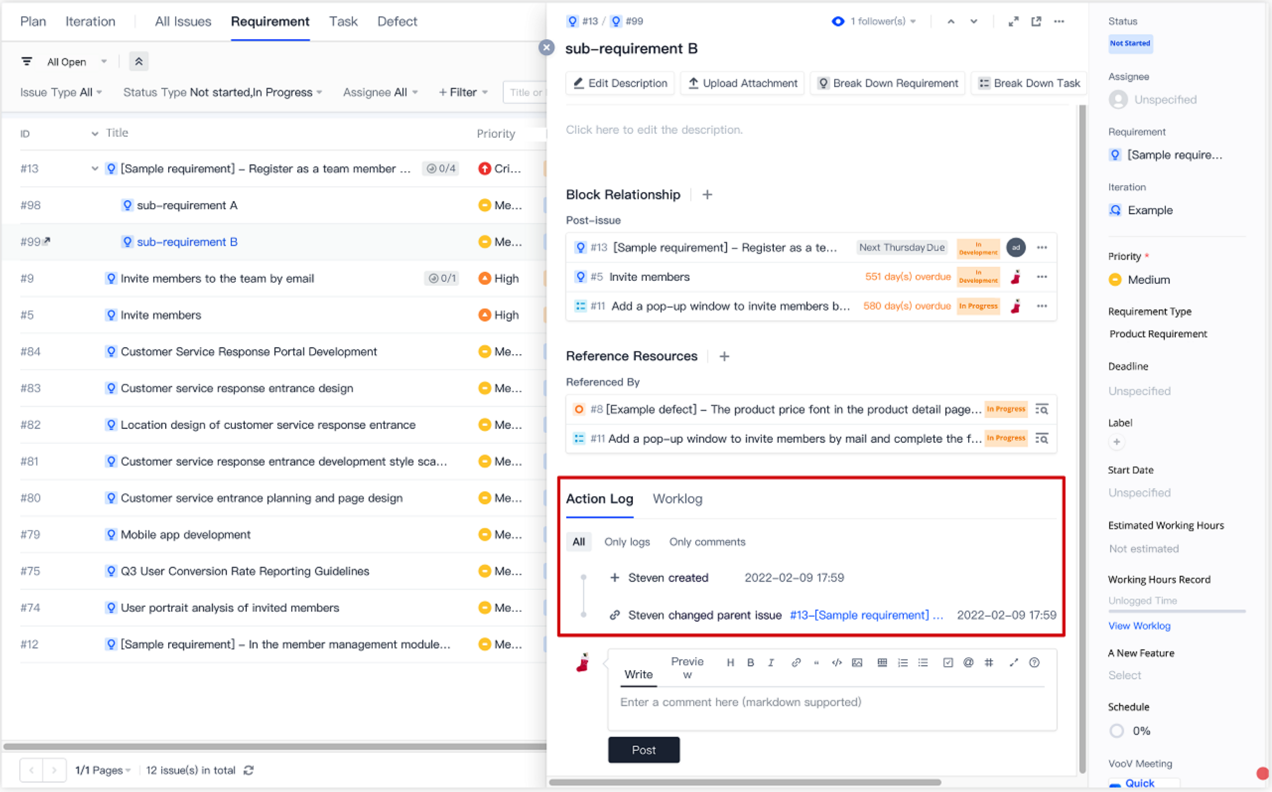
Open Project

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.

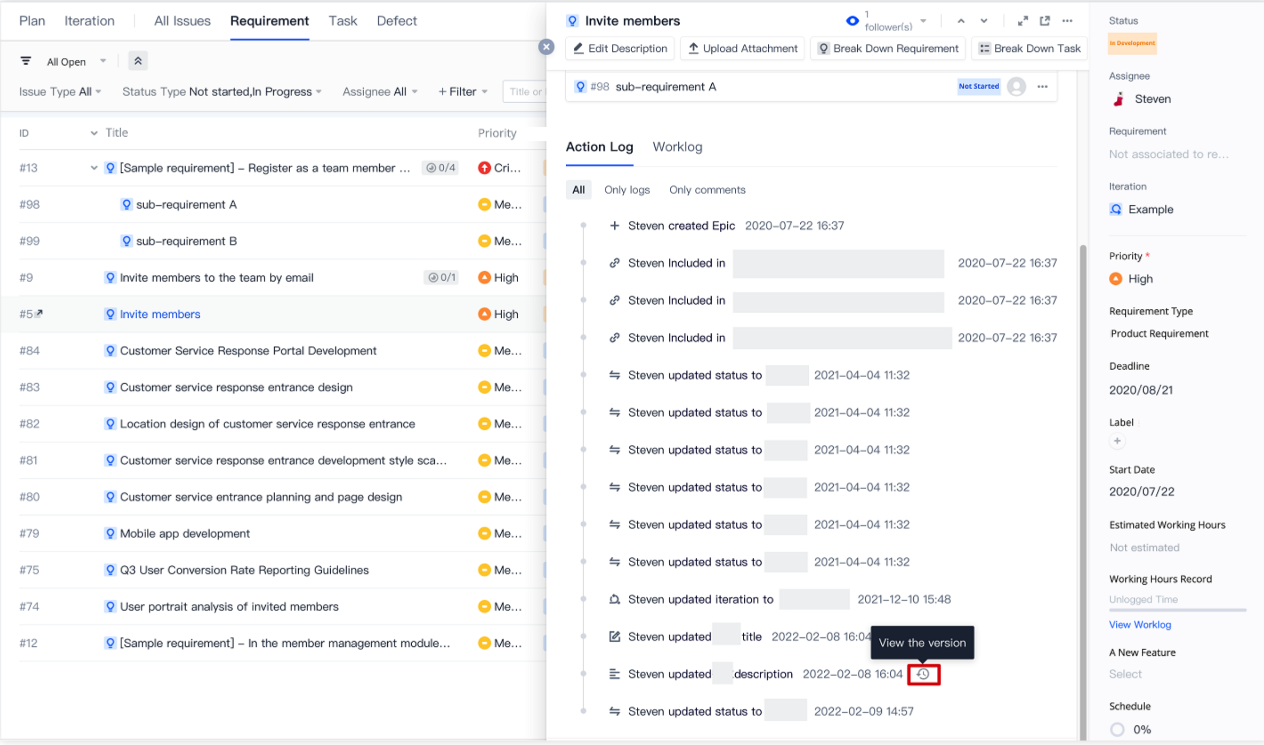
Action log

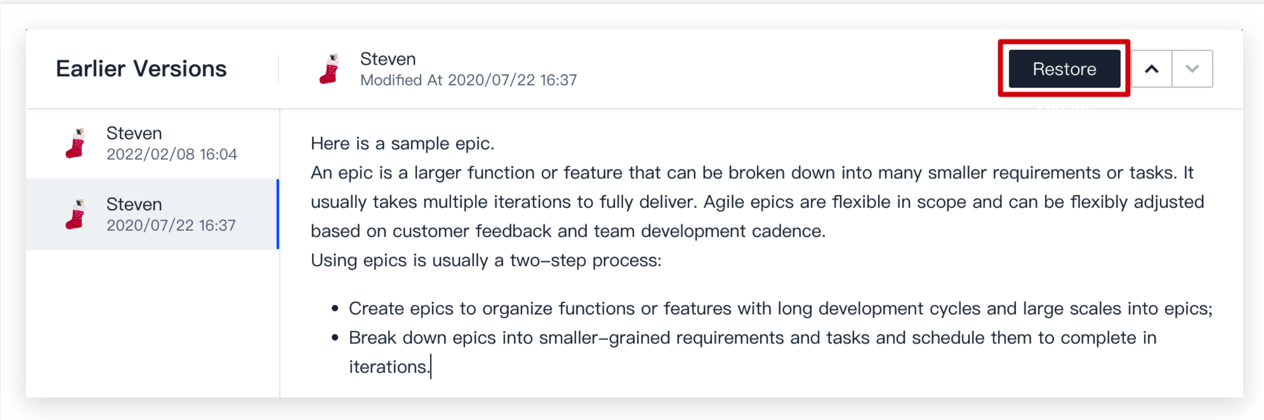
Changes or modifications to the **description** of issues are recorded in the action log, which clearly shows all the update details and version changes.



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.


Plan
Iteration
All Issues
Requirement
Task
Defect
Invite members
Edit Description
Upload Attachment
Break Down Requirement
Break Down Task
Action Log
Worklog
Steven created Epic 2020-07-22 16:37
Steven updated status to 2021-04-04 11:32
View the version
Steven updated description 2022-02-08 16:04


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.

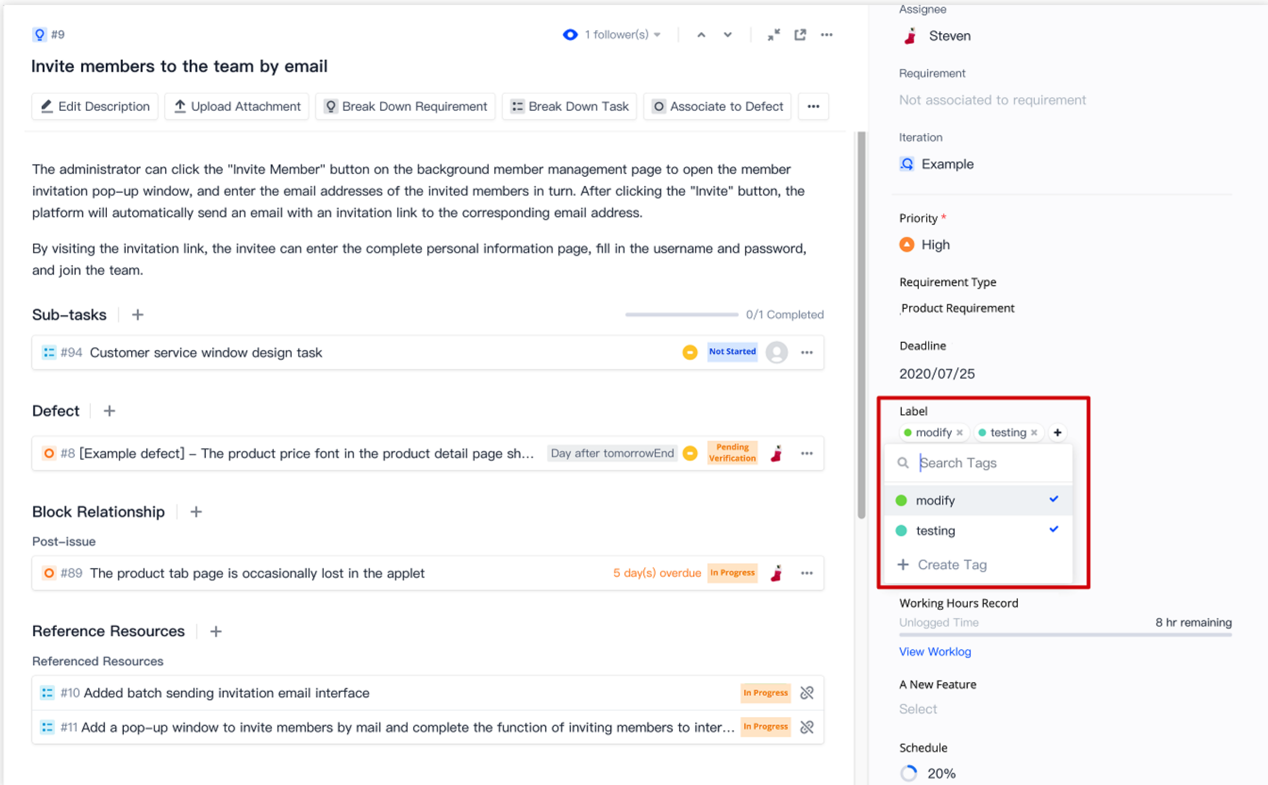
Open Project

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

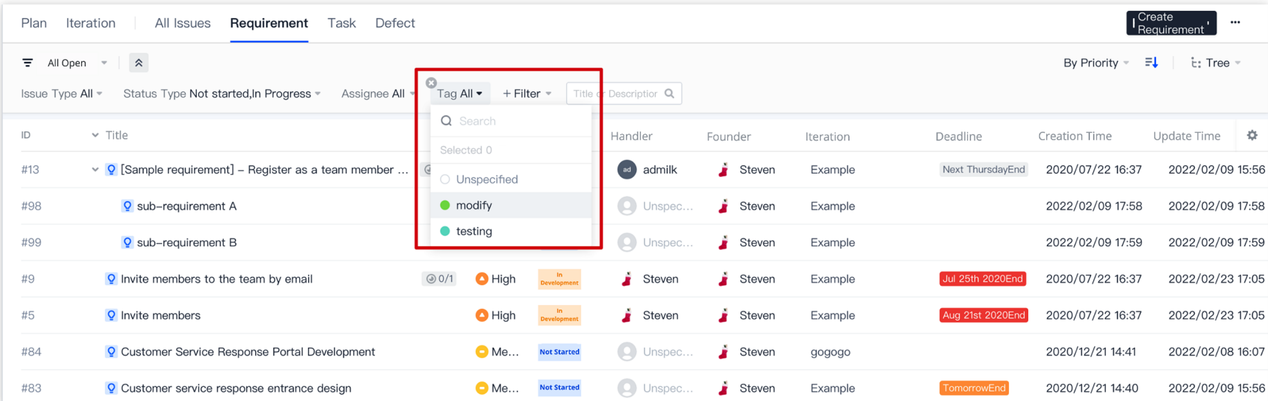
in the upper-right corner to open the project list page and click a project icon to open the project.
3. Click **Project Collaboration** in the menu on the left.

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**.



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.

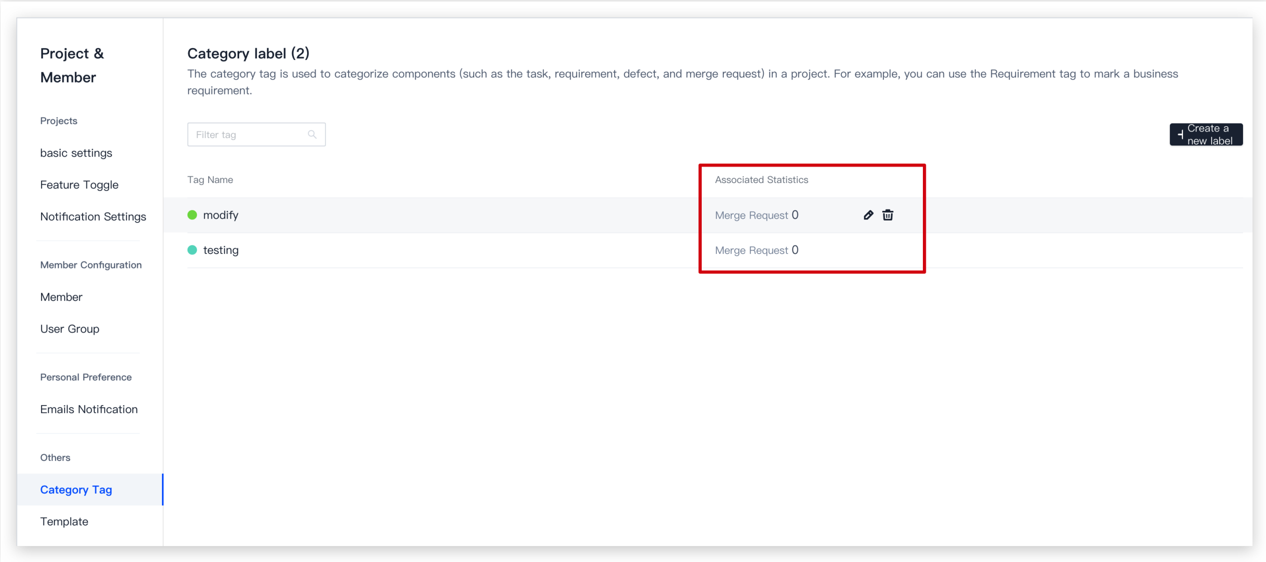


Manage Tags

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
Associated Statistics
modify
Merge Request 0
testing
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.

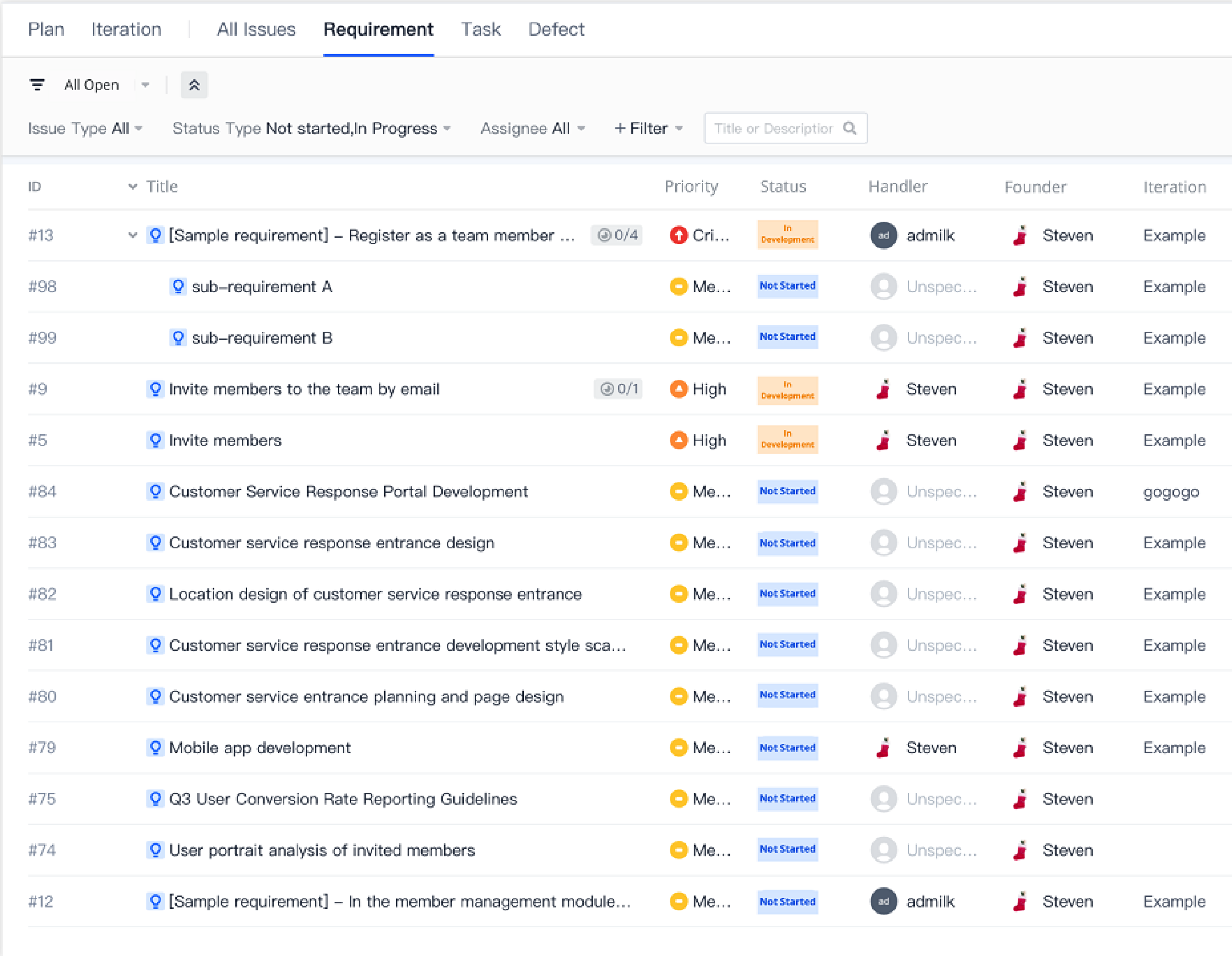
Open Project

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

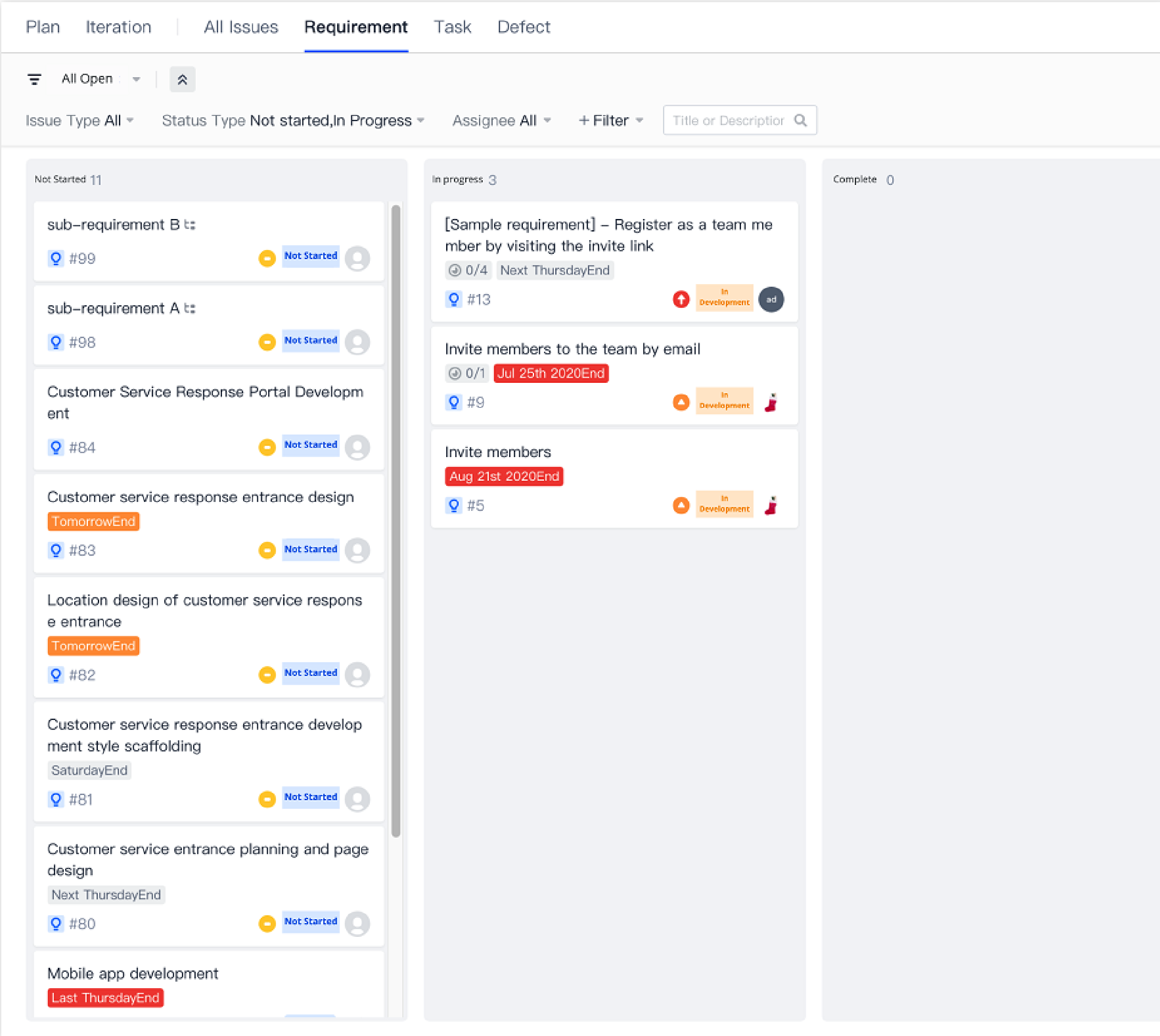
You can switch between **Tree View**, **Tile View**, and **Kanban View** on the issue (requirement, task, and bug) list page and in iteration issues to suit your needs. The next time you go to this page, the system will display the last used view by default.



Kanban View

Issue Kanban view

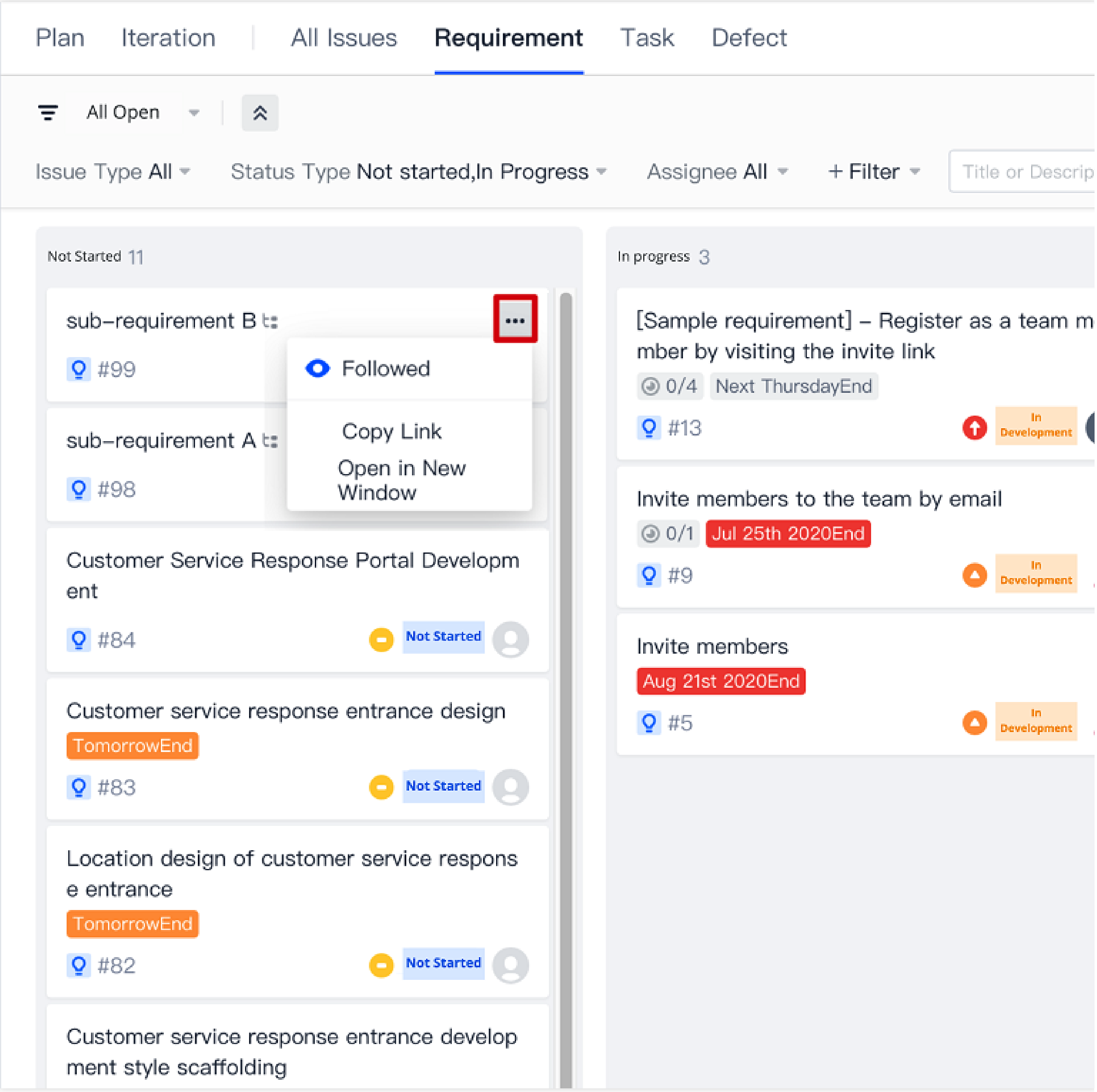
In the upper-right corner of the issue list page, you can switch the display mode to Kanban View. Issues will be placed as cards in various Kanban columns, providing an overall view of the project progress and workload at different stages.



Note:

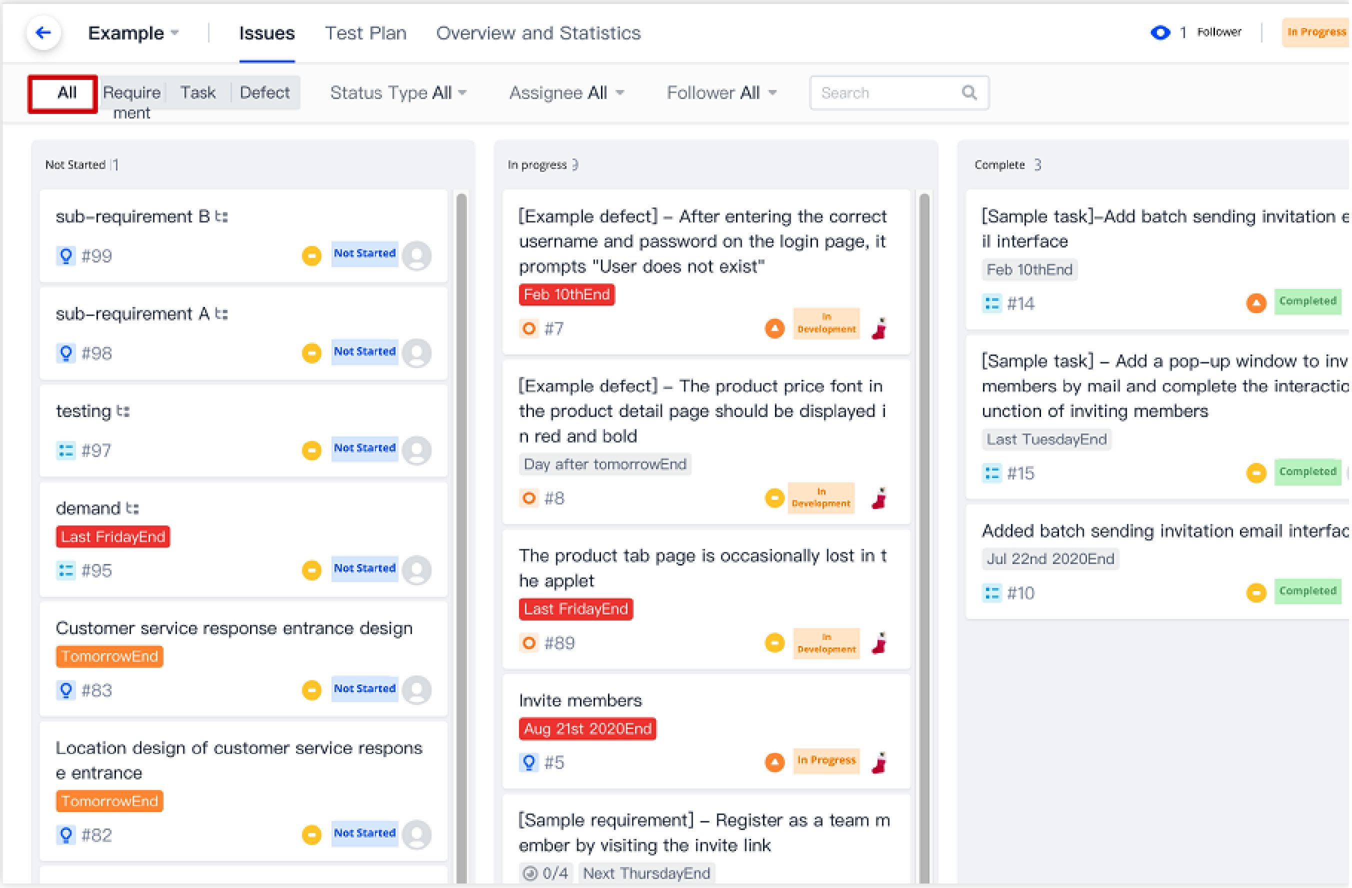
Kanban View is unavailable for **All Issues**.

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**".



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.



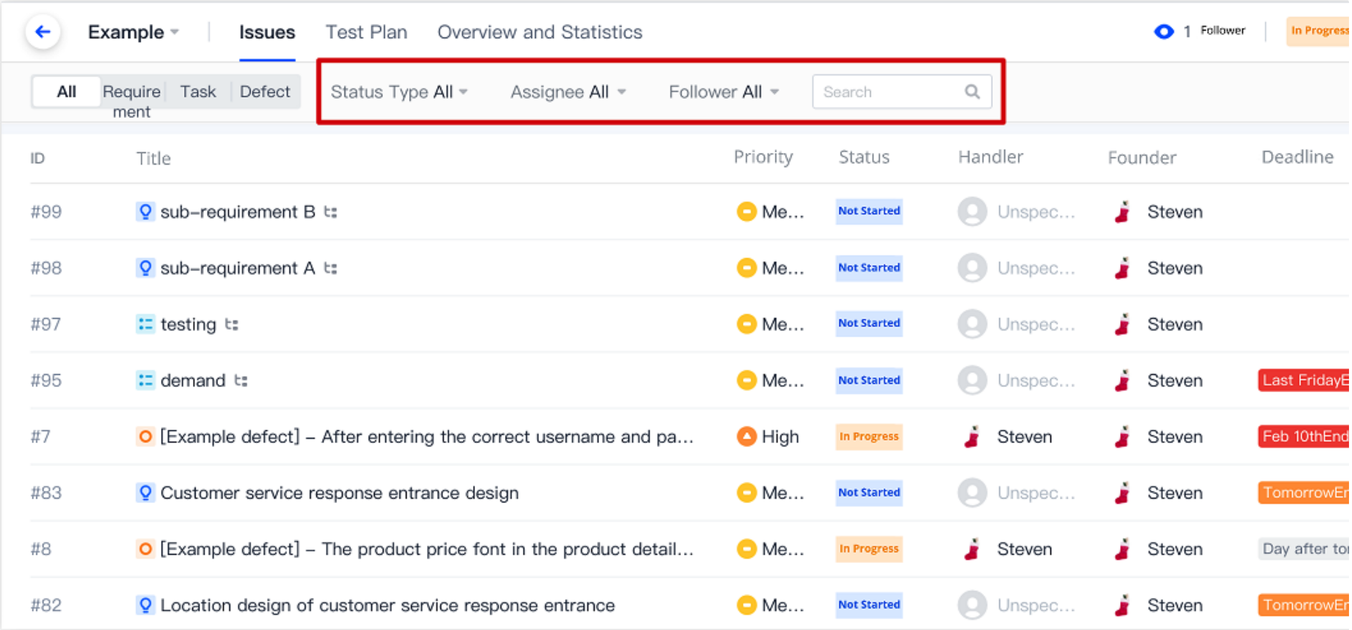
If you switch to the Kanban mode **Group by Sub-issue**, sub-tasks of the issues and their parent issues that belong to the current iteration will be displayed.

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.

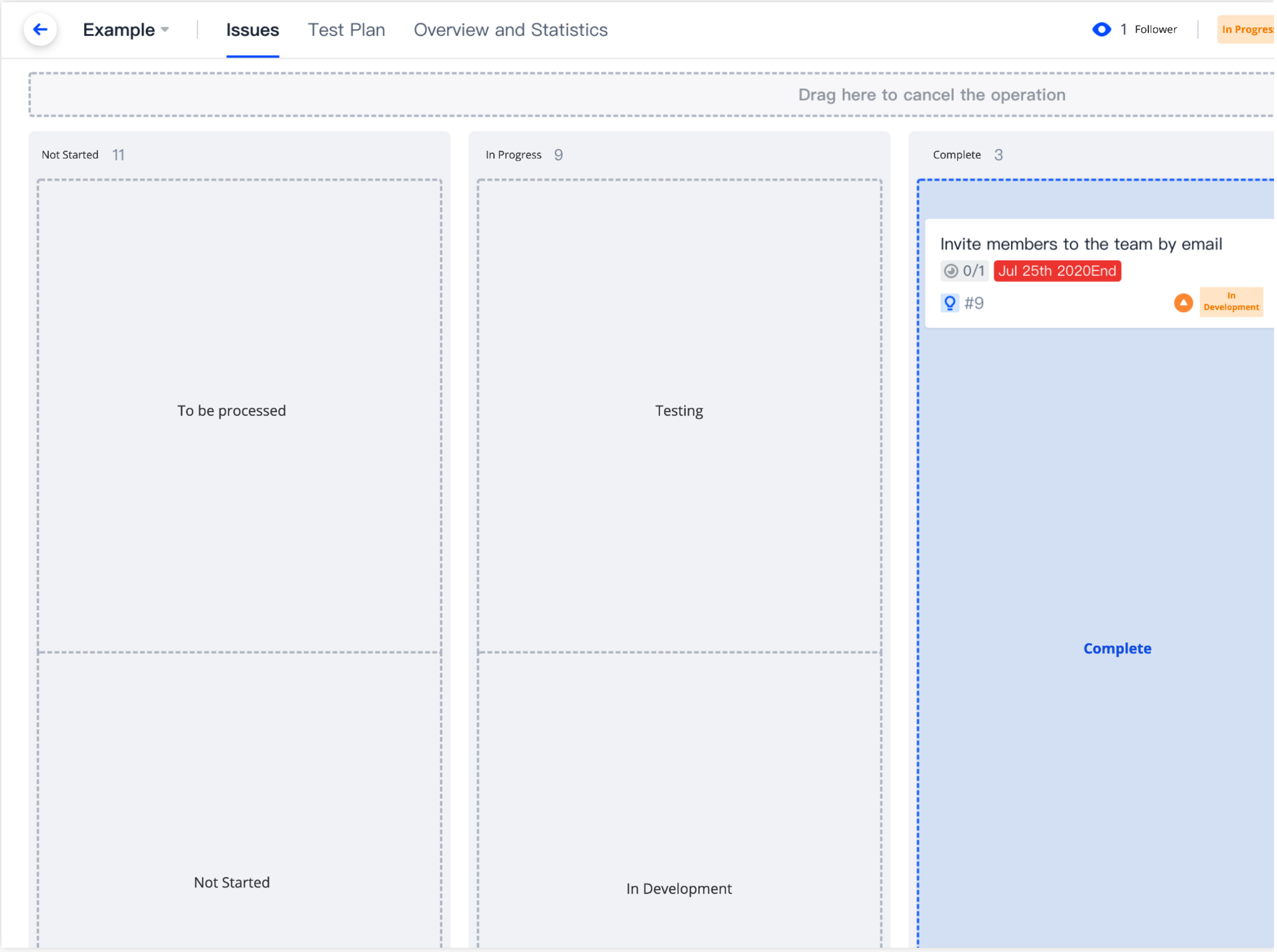
Sub-task title keywords.

Assignee and follower.



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;

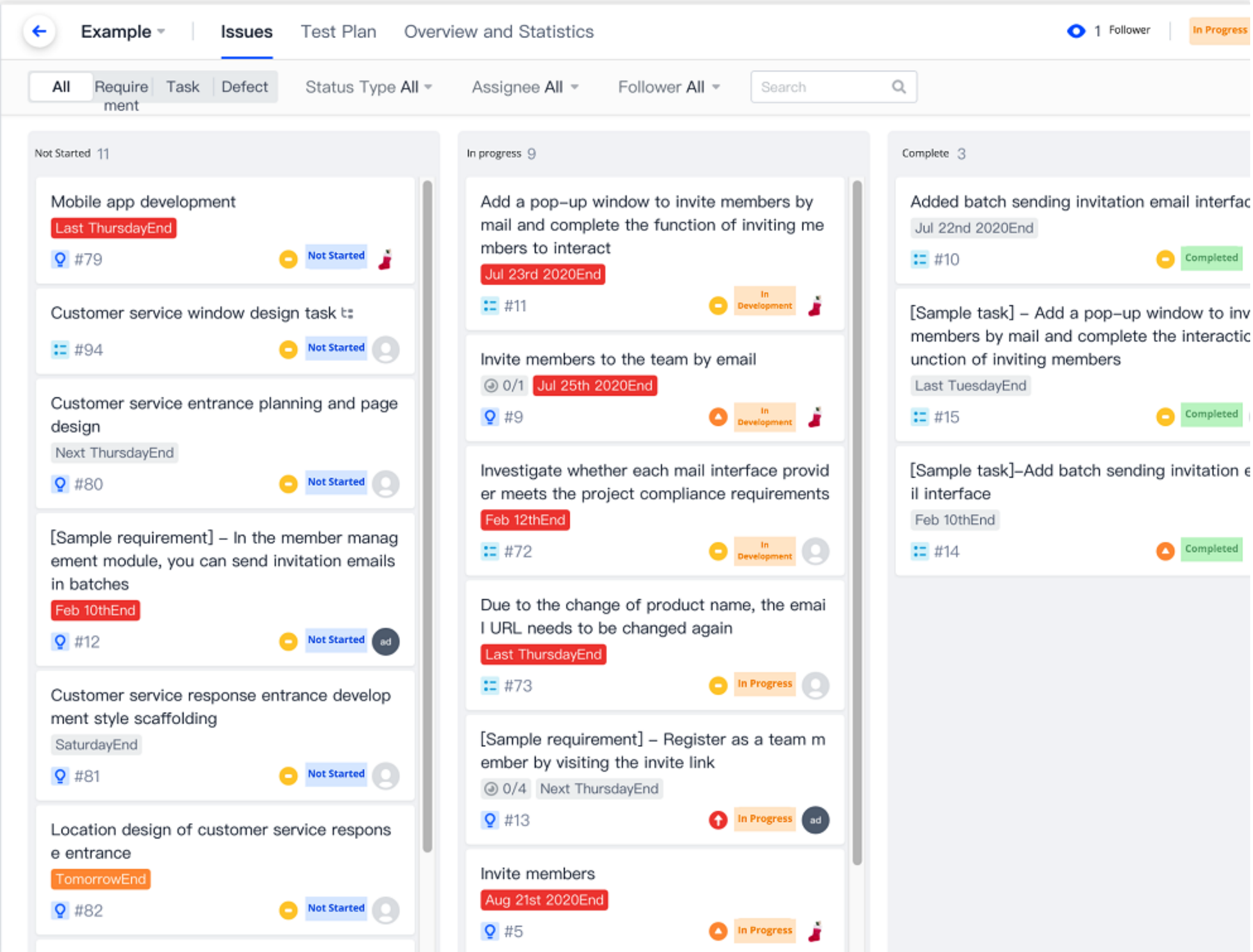
For more information about permission configuration, see Custom User Groups.

Customize Kanban

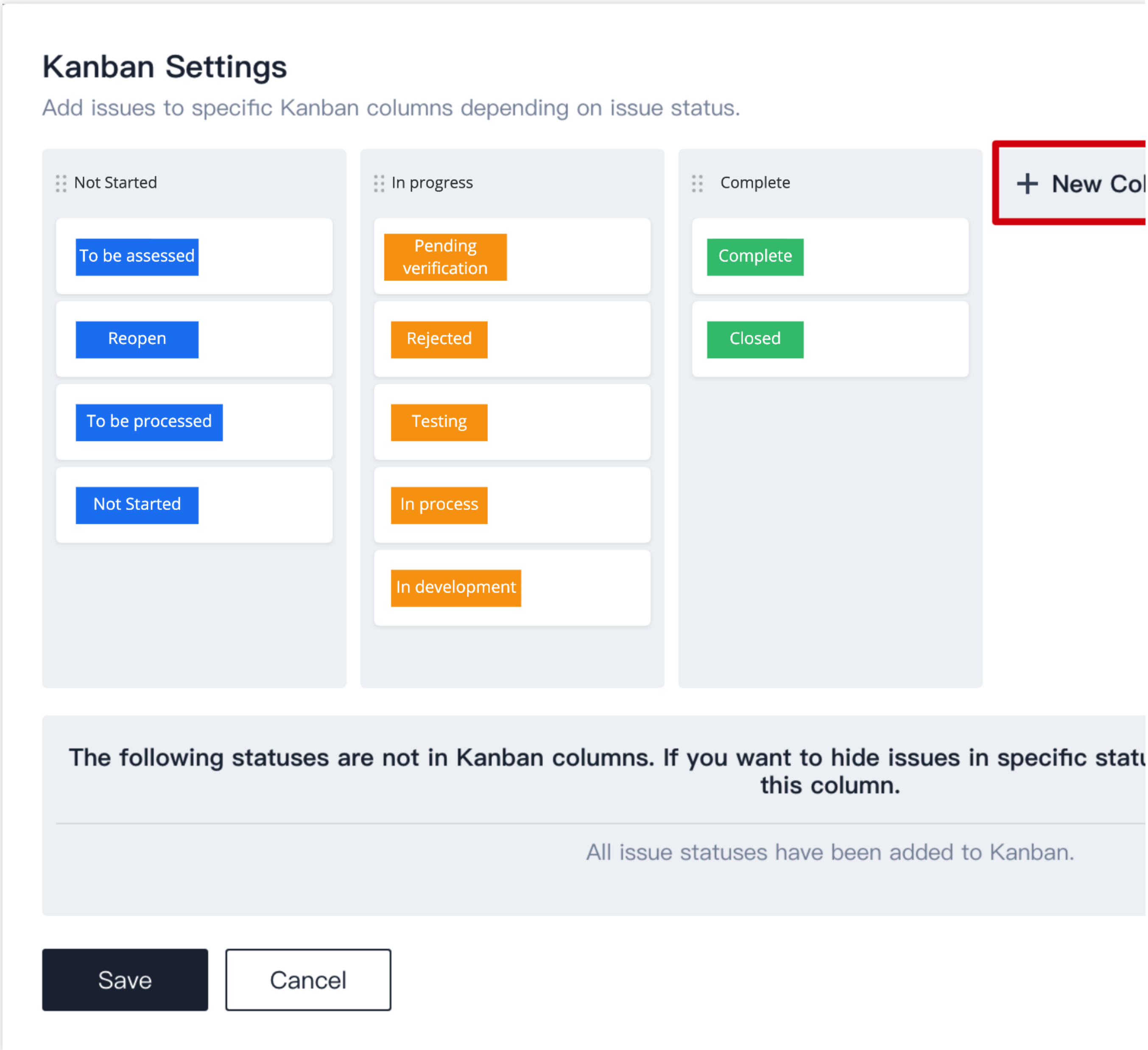
For each project, you can customize the Kanban view for requirements, tasks, and bugs respectively. In the **Kanban View Settings** in the upper-right corner of the issue list page, you can create, sort, rename, and delete Kanban columns, and drag the issue status to different Kanban columns.

Note:

Members who have permission to configure **Fields and Processes** can set the Kanban view.

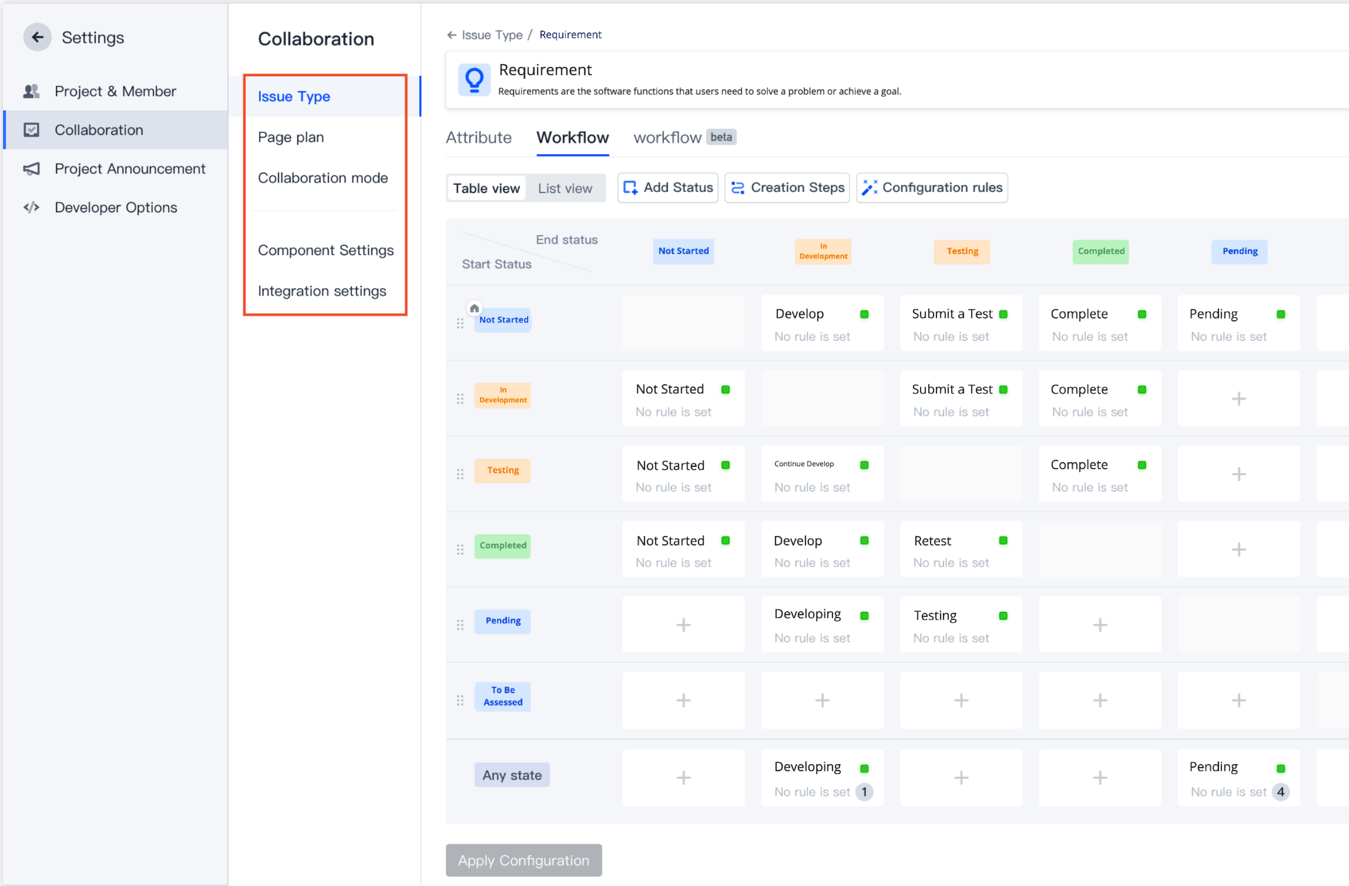


1. In the **Kanban View Settings**, select **New Column**, and then enter a name for the new Kanban column.

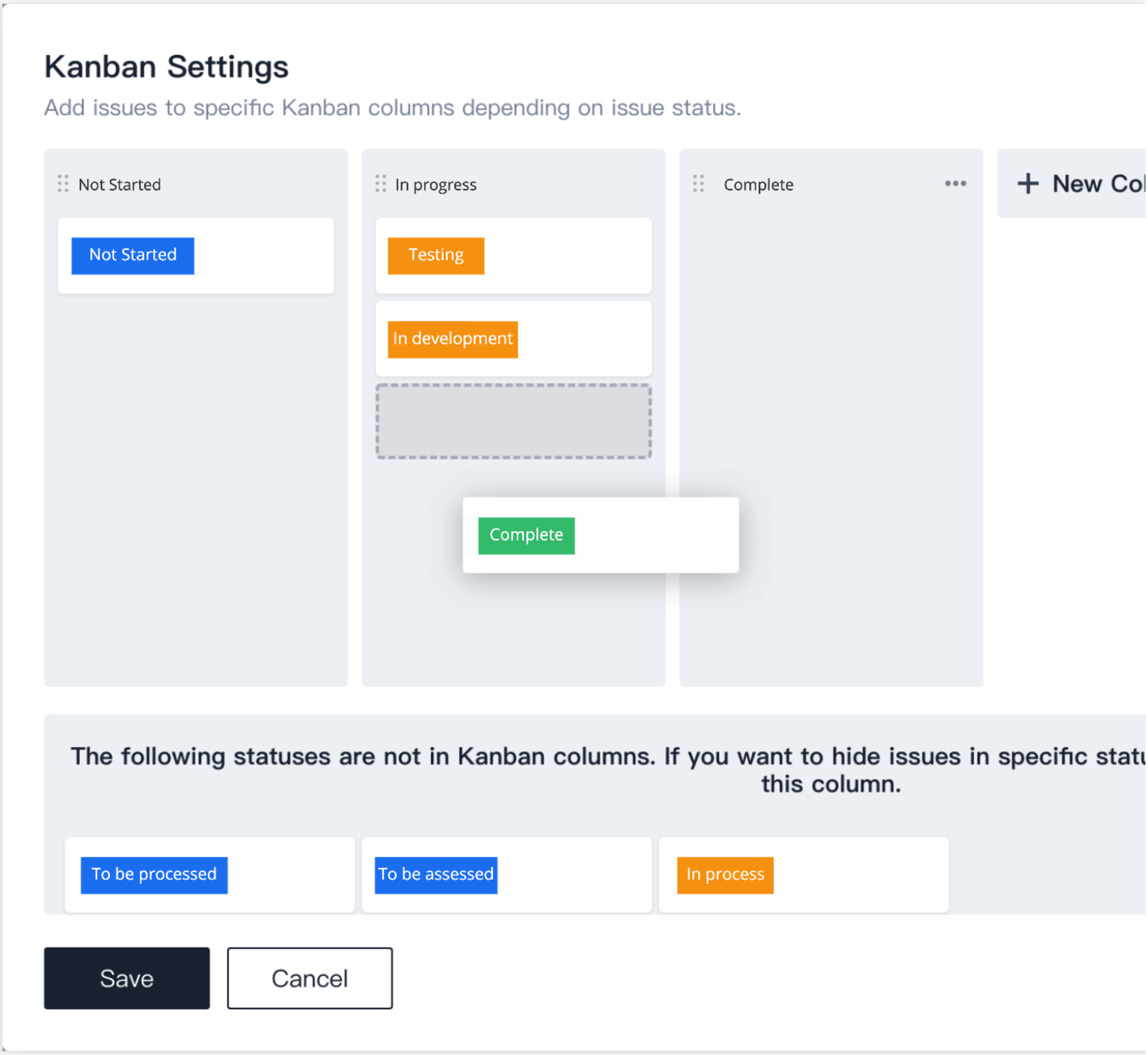


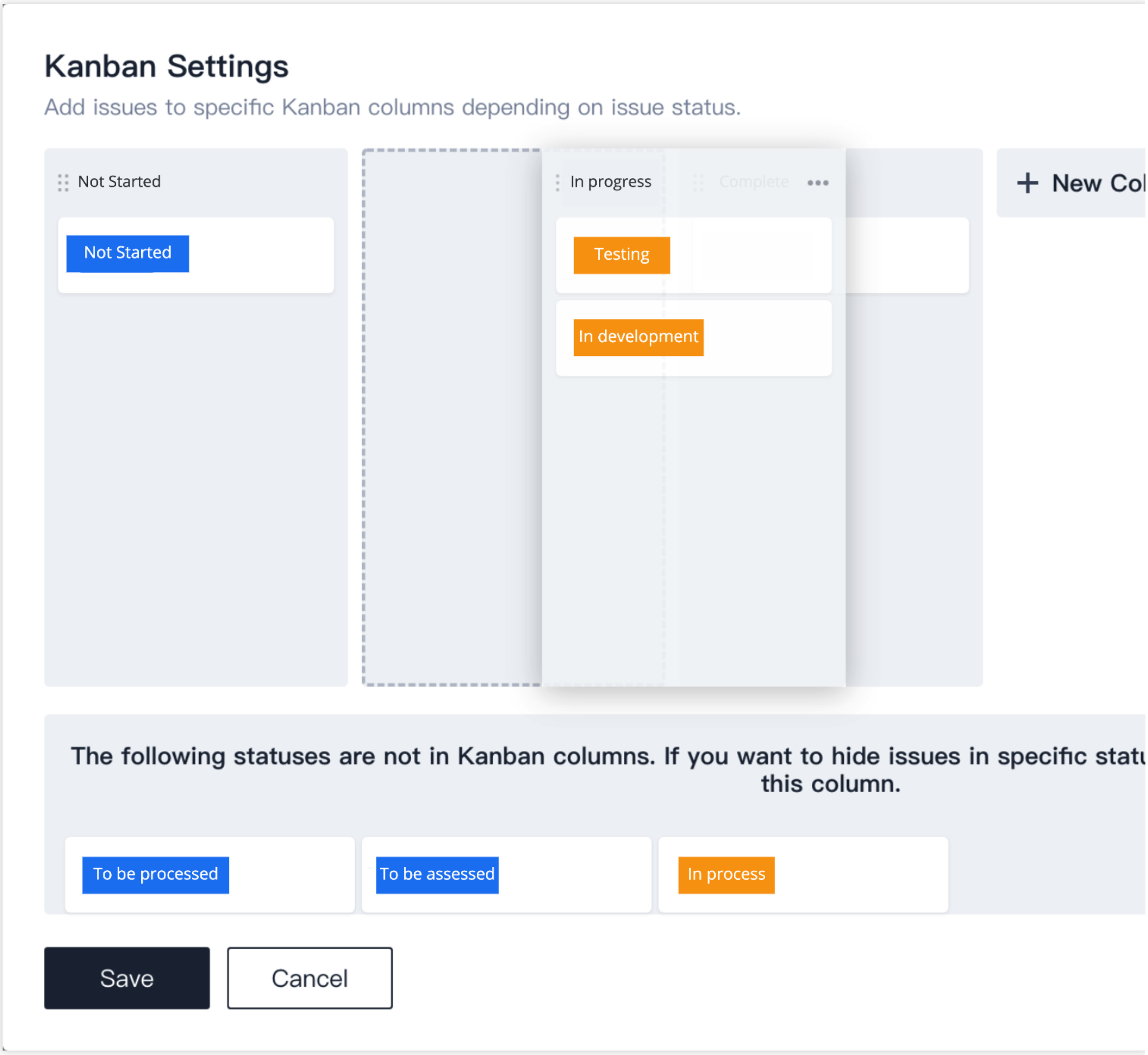
Note:

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.

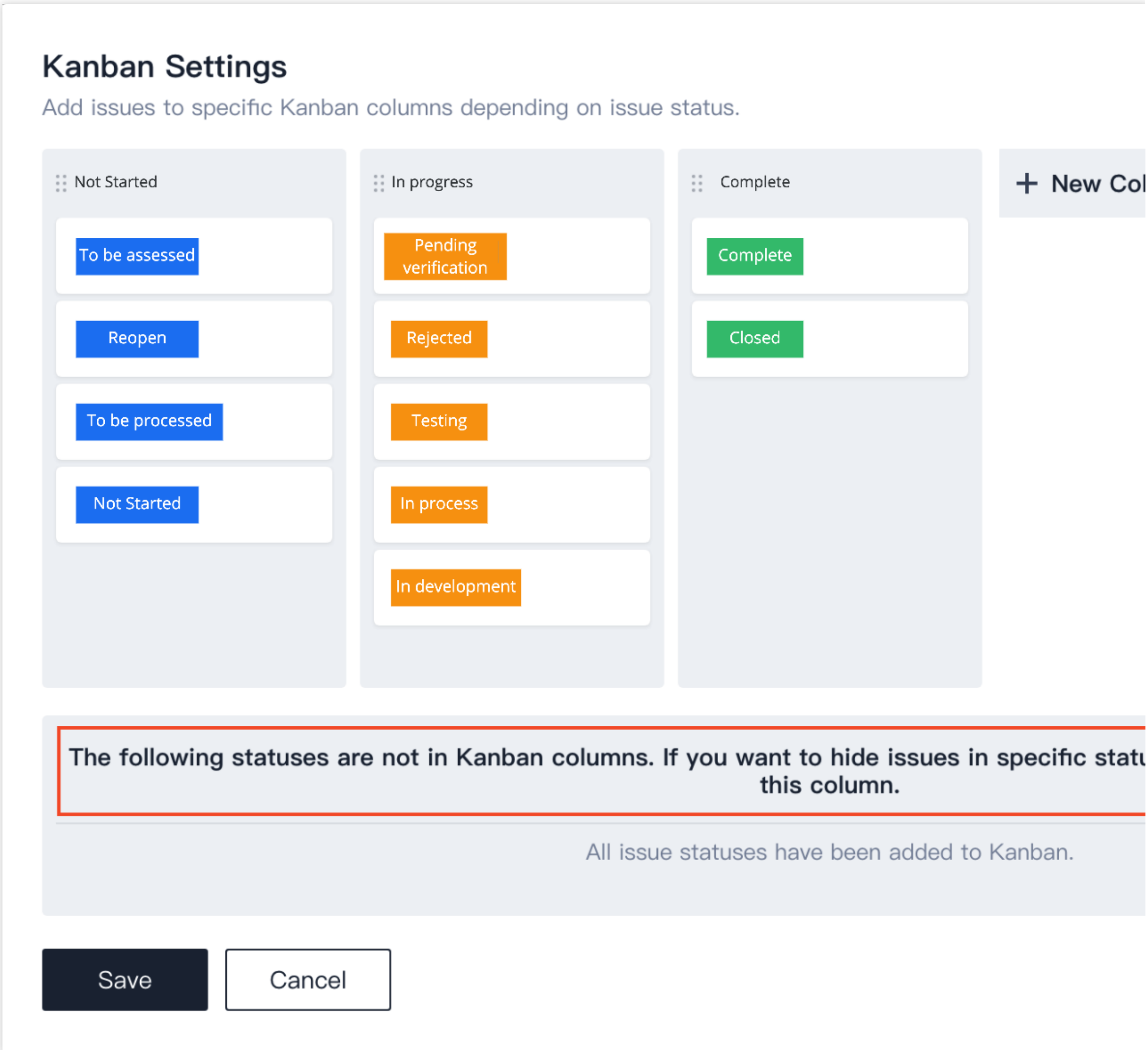


2. Drag the issue status to the new Kanban column. Kanban columns can also be sorted by dragging.

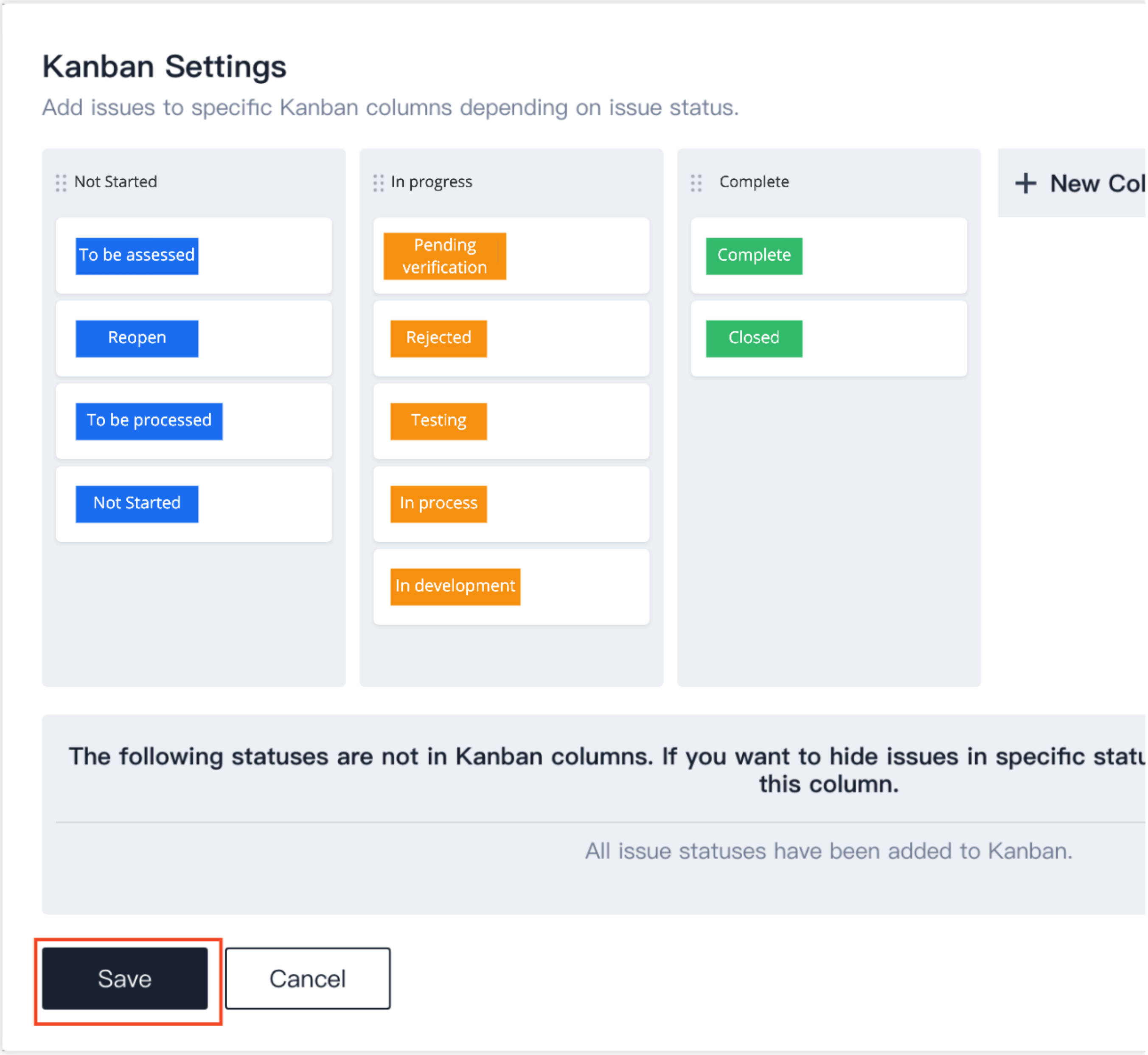

Kanban Settings
Add issues to specific Kanban columns depending on issue status.
Not Started
Not Started
In progress
Testing
In development
Complete
Complete
+ New Col
The following statuses are not in Kanban columns. If you want to hide issues in specific statu
this column.
To be processed
To be assessed
In process
Save
Cancel



3. If you want to hide an issue status in a Kanban column, drag this issue status to the bottom.



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.

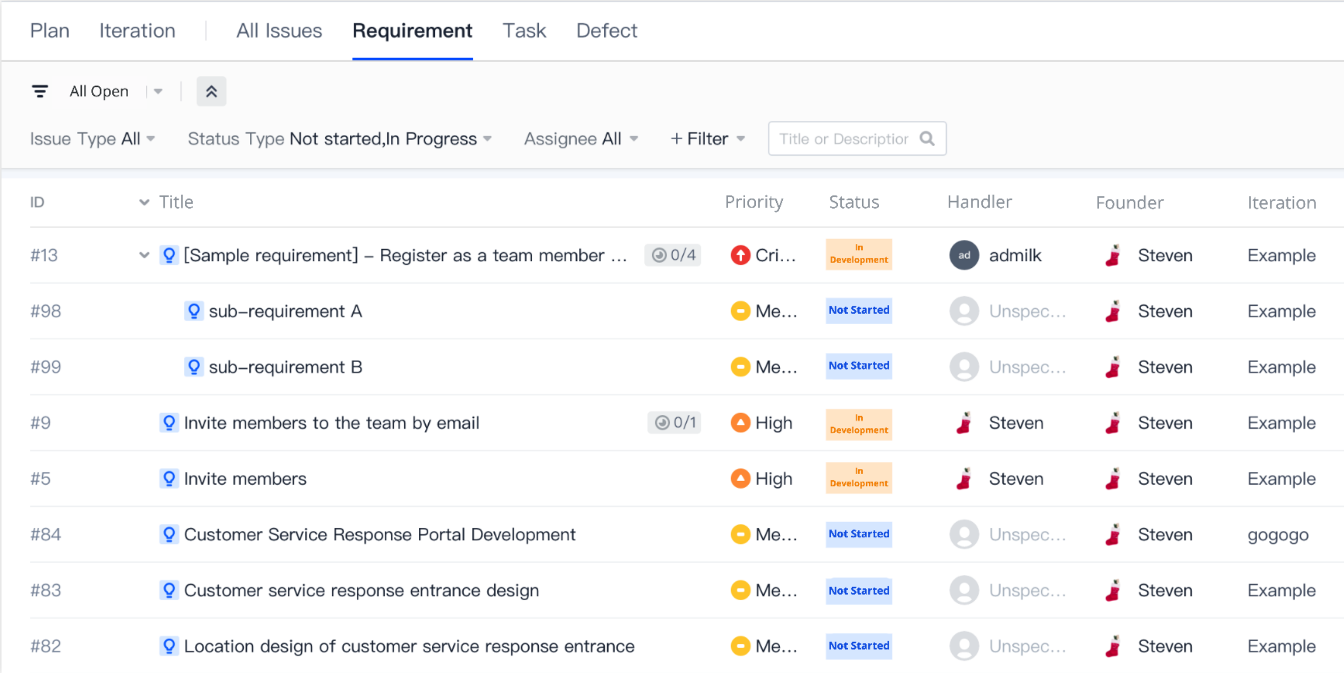


Tree View

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.

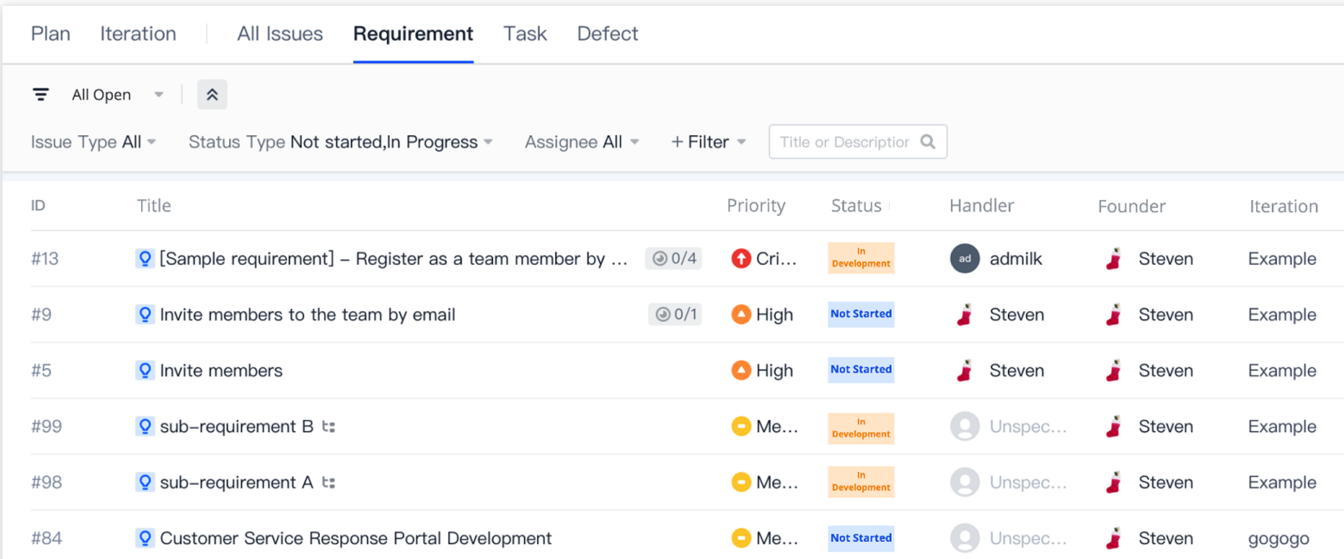
Note:

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**.



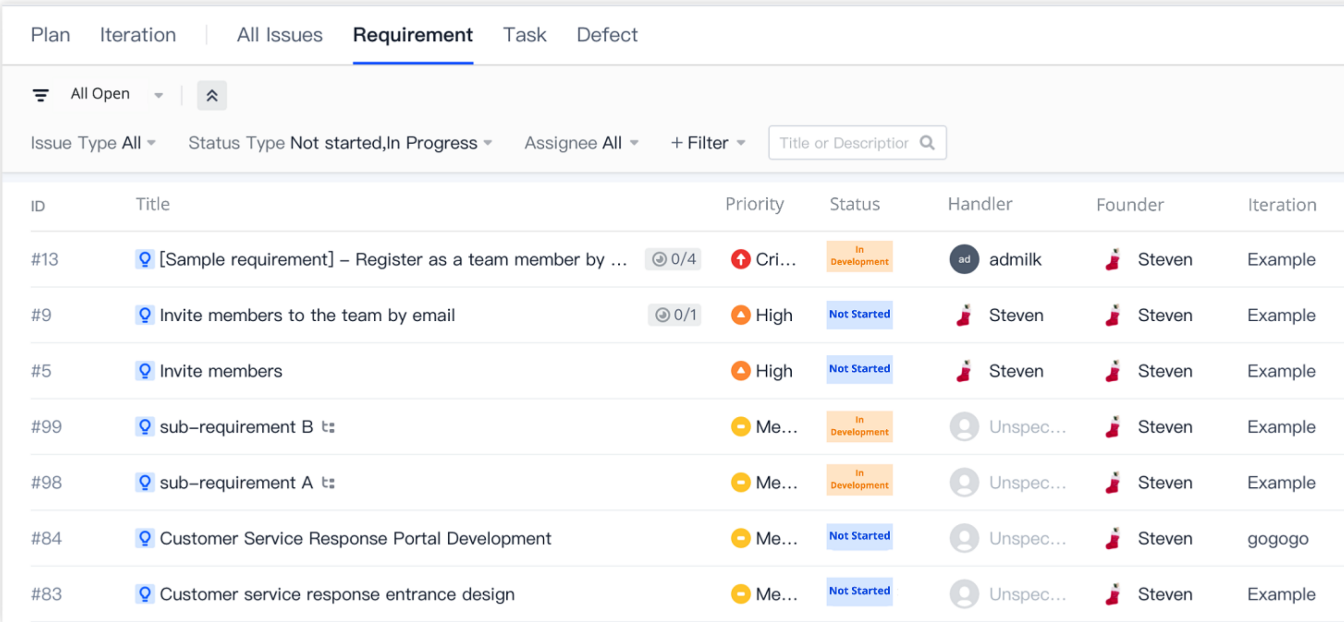
Tile View

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.

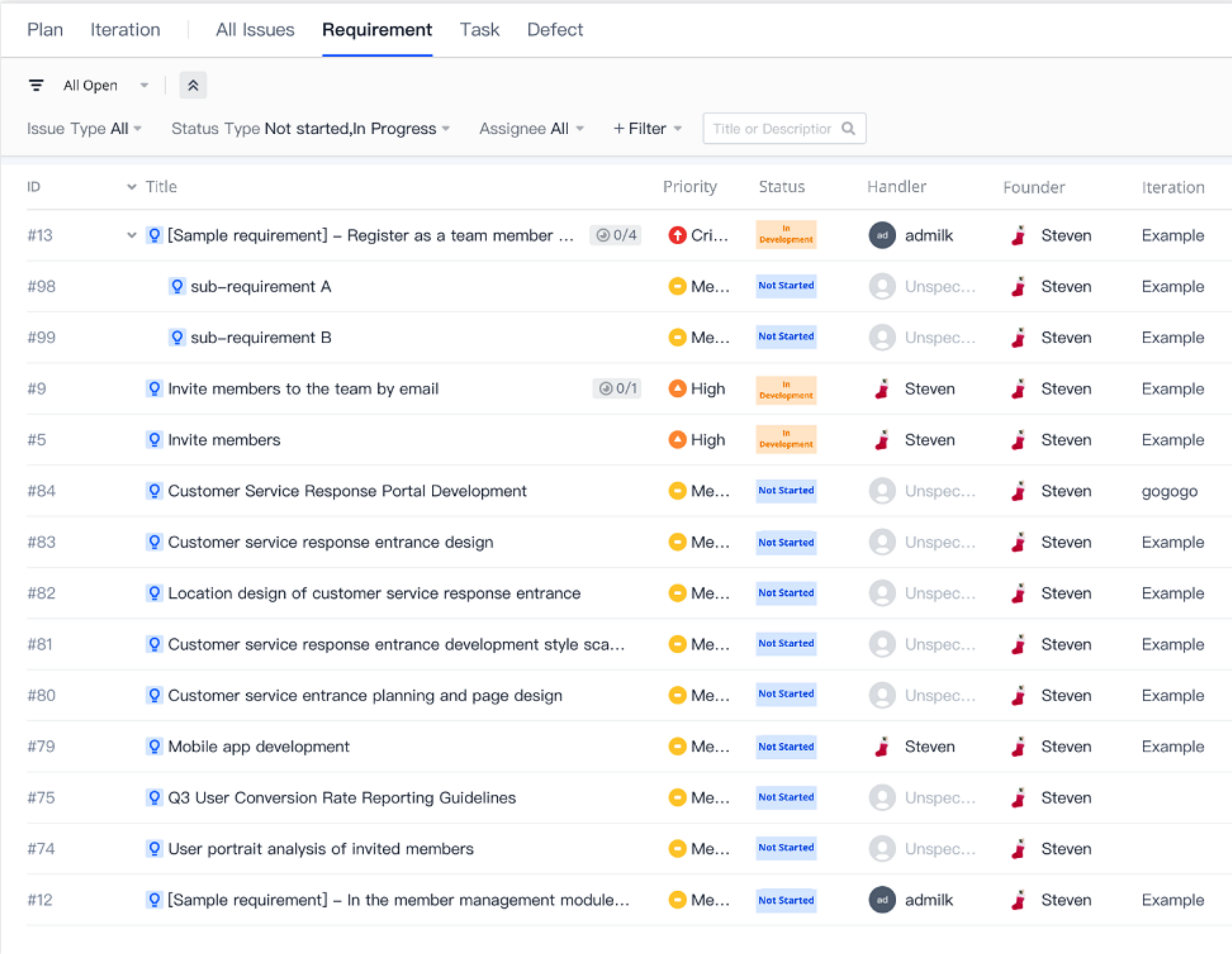


Custom Issue Header

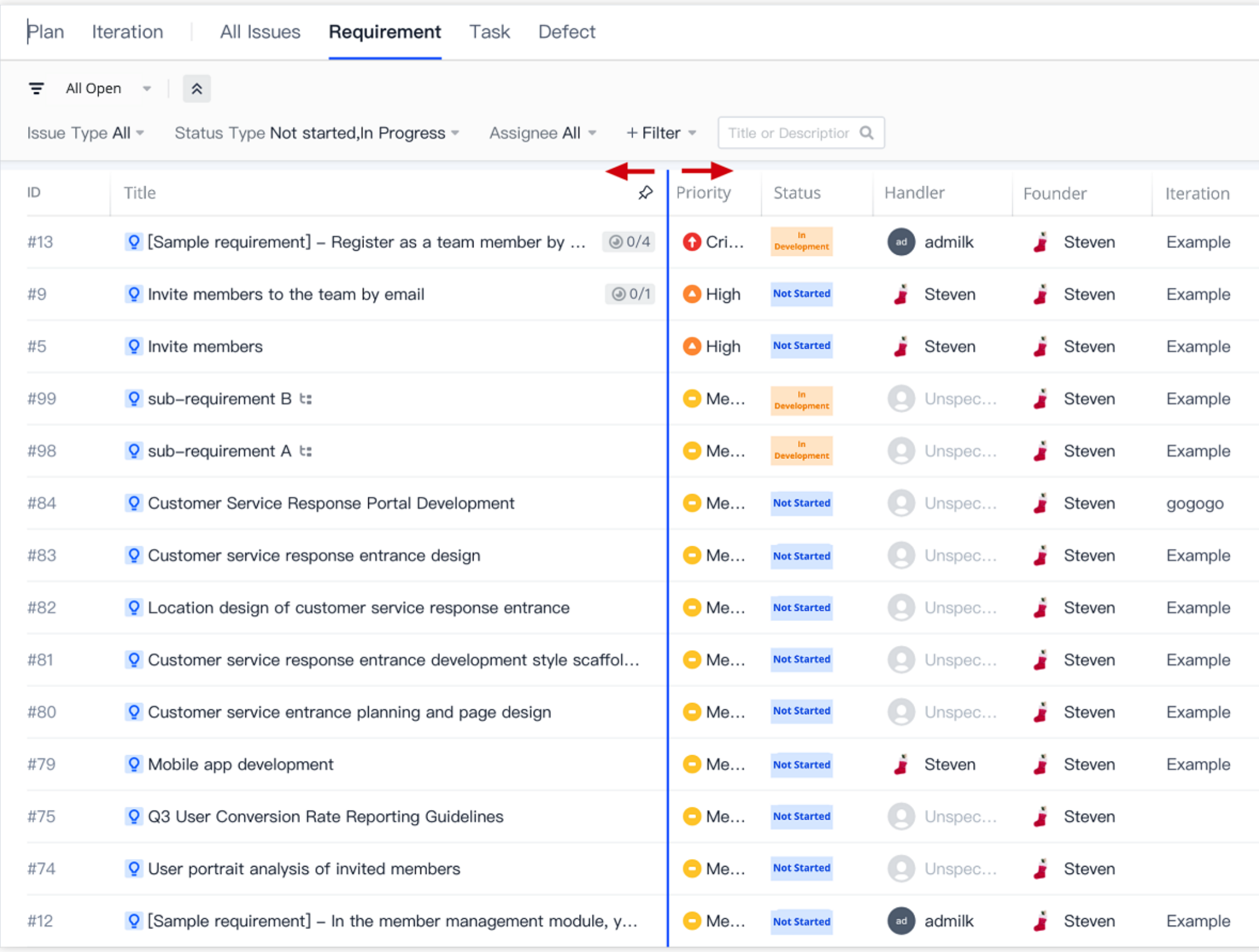
In the **tree view** and **tile view**, you can click the settings icon in the upper-right corner of the issue list to customize the issue list page.



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.



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 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 Me... In Development Unspec... Steven Example
#98 sub-requirement A 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
#82 Location design of customer service response entrance Me... Not Started Unspec... Steven Example
#81 Customer service response entrance development style scaffol... Me... Not Started Unspec... Steven Example
#80 Customer service entrance planning and page design Me... Not Started Unspec... Steven Example
#79 Mobile app development Me... Not Started Steven Steven Example
#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, y... Me... Not Started admilk Steven Example