

CODING Project Management

Operation Guide

Product Documentation



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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 screenshot displays the 'Plan' view of a project in CODING. The interface includes a navigation bar with tabs for 'Plan', 'Iteration', 'All Issues', 'Requirement', 'Task', and 'Defect'. Below this is a search bar for 'Issue ID/Title' and options for 'More Filters' and 'Block Relationship'. The main area is a Kanban board with columns for '2020', 'Aug Month', and 'Sept Month'. The board contains several task cards with details such as title, status (e.g., 'In Progress', 'Not Started', 'Completed'), start and due times, and assignees (e.g., Steven, admilk). A prominent orange bar highlights a task card in the 'Aug Month' column.

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**.

Configure and Enable Project Collaborati

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



Scrum Agile Management

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

Apply



Classic Project Management

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

Apply

[Features](#)

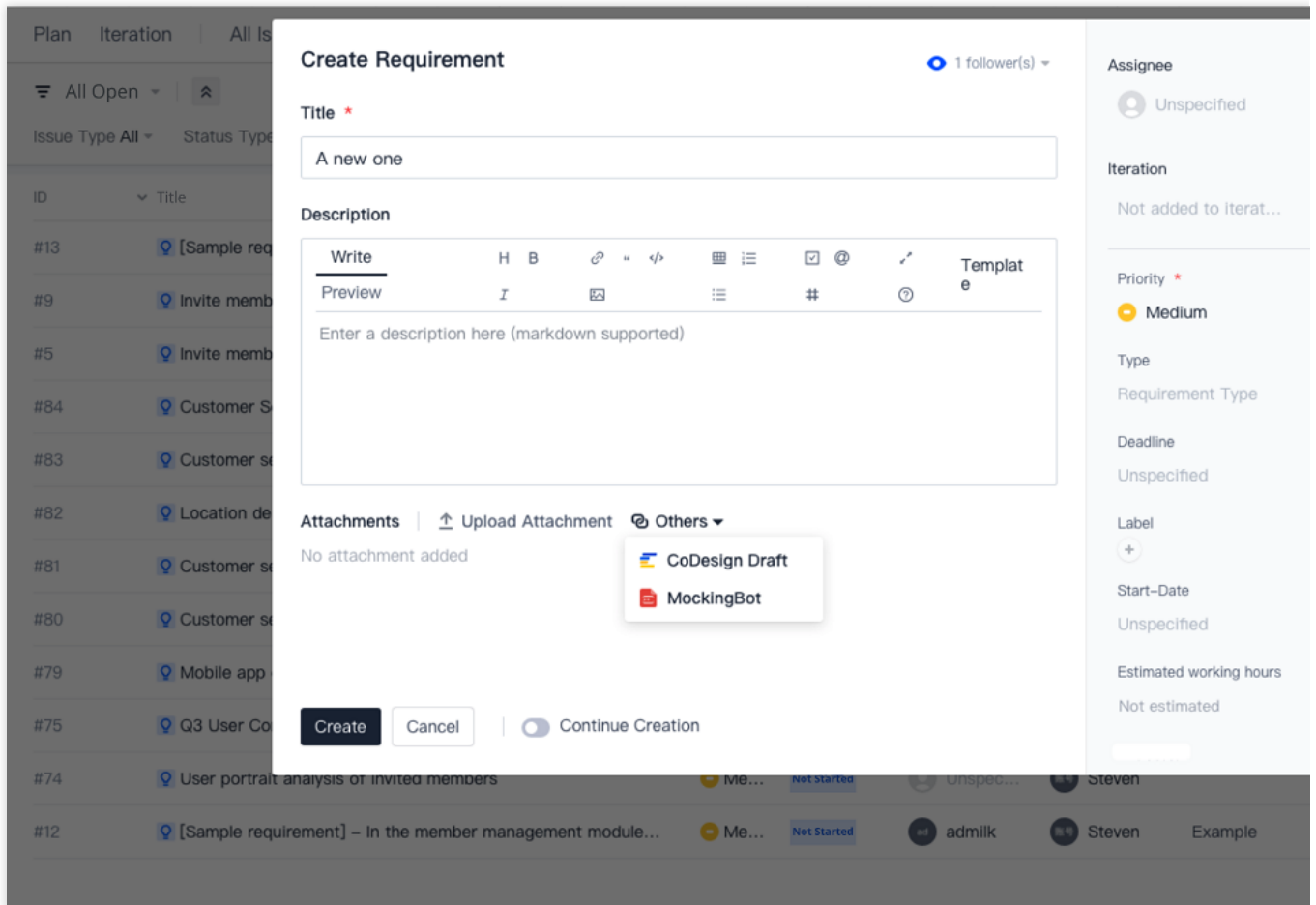


App of

Apply of an the confi

Create requirement

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



Coordinate development plan

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

The screenshot displays the 'Iteration' management interface. At the top, there are navigation tabs: 'Plan', 'Iteration' (selected), 'All Issues', 'Requirement', 'Task', and 'Defect'. Below these are filters for 'Status' (Not Started, In Progress), 'Assignee All', 'Iteration Time', 'Start Date To End Date', and a 'Search Iterations' search bar. A table lists iterations with columns for 'Reference ID', 'Iteration Name', and 'Start Time'. Two iterations are visible: '#93 gogogo' and '#3 Example'. A 'Create Iteration' dialog box is open, containing the following fields:

- Iteration Name ***: Text input field containing 'Make it online'.
- Assignee**: Dropdown menu showing 'Unspecified'.
- Start Time**: Dropdown menu showing 'Unspecified'.
- End Time**: Text input field showing 'Unspecified'.
- Iteration Goal**: Text area with placeholder text 'Enter an iteration goal.'.

At the bottom of the dialog, there are three buttons: 'Create', 'Create and Plan', and 'Cancel'.

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

ID	Title	Priority	Status	Handler	Founder	Iteration
#13	[Sample requirement] – Register as a team member by ...	Cri...	In Development	admilk	Steven	Example
#9	Invite members to the team by email	High	In Development	Steven	Steven	Example
#7	[Example defect] – After entering the correct username and pa...	High	In Progress	Steven	Steven	Example
#5	Invite members	High	Not Started	Steven	Steven	Example
#95	demand	Me...	Not Started	Unspec...	Steven	Example
#94	Customer service window design task	Me...	Not Started	Unspec...	Steven	
#89	The product tab page is occasionally lost in the applet	Me...	In Progress	Steven	Steven	Example
#87	Entry scheme interface development	Me...	Not Started	Unspec...	Steven	
#85	Entry scheme use discussion	Me...	Not Started	Unspec...	Steven	
#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

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

#13

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

[Edit Description](#) [Upload Attachment](#) [Break Down Requirement](#) [Break Down Task](#) [Associate to De](#)

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

Invitation link invalidation conditions:

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

Sub-tasks | +

#95 demand

Defect | +

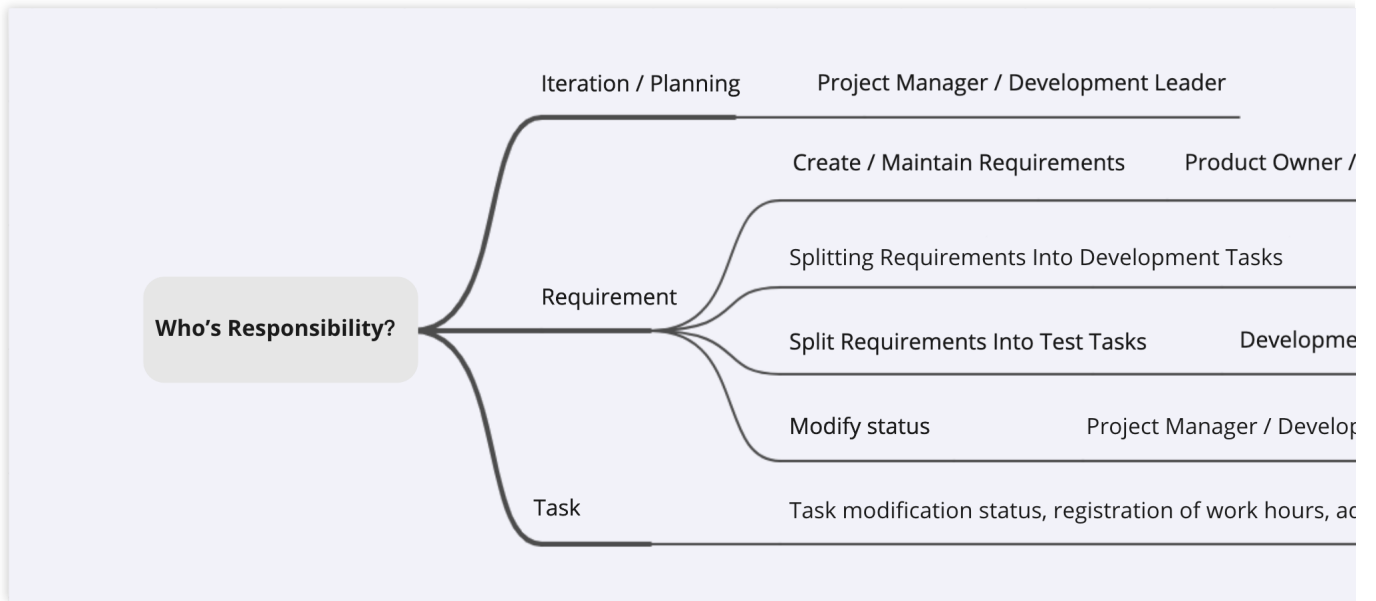
#89 The product tab page is occasionally lost in the applet

Reference Resources | +

Referenced By

#5 Invite members

Assign development task



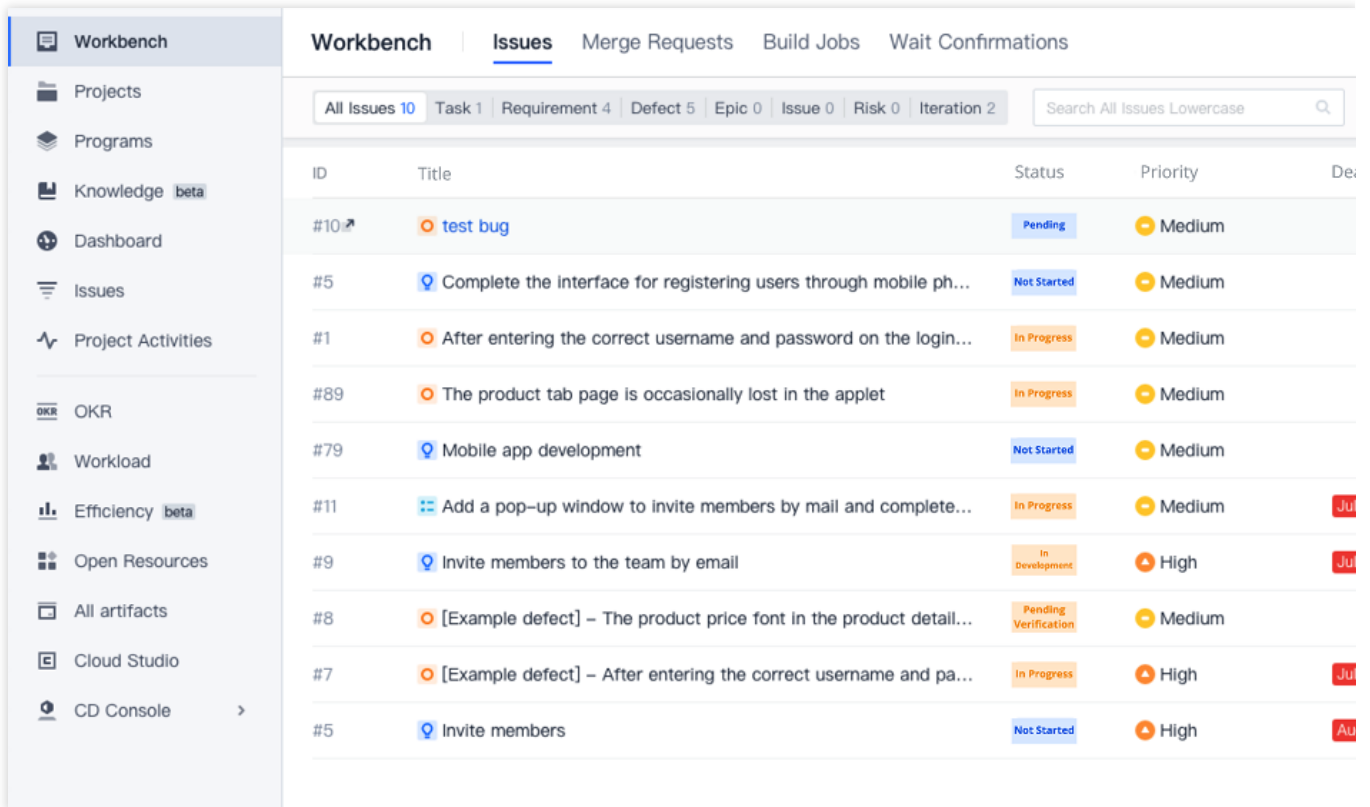
In an iteration plan, team members can collaborate by creating issues or accepting issues assigned by others. For example, you can break down a requirement to launch a **customer service entry** into development and test tasks. After the development has been completed, you can continue breaking down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

The screenshot displays the 'All Issues' view in the Tencent Cloud CODING Project Management system. The main panel shows a table of issues with columns for ID, Title, Priority, and Status. The selected issue is #13, titled '[Sample requirement] - Register as a team member by ...'. The right-hand panel provides a detailed view of this issue, including options to 'Edit Description', 'Upload Attachment', and 'Break'. It also shows 'Sub-requirements', 'Sub-tasks' (with a red box highlighting the 'Enter a title to' field), 'Defect' information, 'Reference Resources', and an 'Action Log' section.

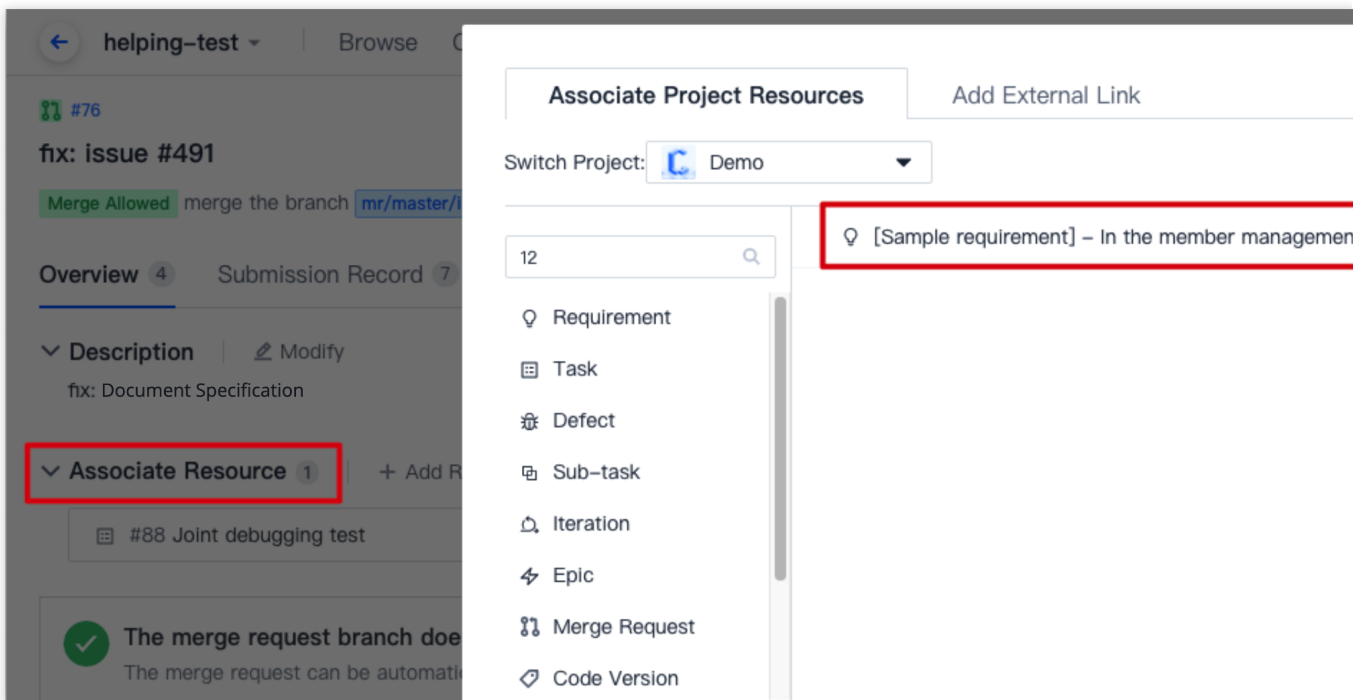
ID	标题	优先级	状态
#13	[Sample requirement] - Register as a team member by ...	Cri...	In Progre
#9	Invite members to the team by email	High	In Progre
#7	[Example defect] - After entering the correct username and pa...	High	In Progre
#5	Invite members	High	Not Start
#95	demand	Me...	Not Start
#94	Customer service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

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.

The screenshot displays the 'Record Time' modal dialog in the Tencent Cloud CODING Project Management interface. The modal is centered over an issue page. The issue title is '[Sample task]-Add batch sending invitation email inter...'. The modal contains a progress bar for 'Unlogged Time' showing '2 hr remaining'. Below this, there are two input fields: 'Spent Time' with a value of '0 hr' and 'Remaining Time' with a value of '2 hr'. At the bottom of the modal are two buttons: 'Record' and 'Cancel'. The background interface shows the issue details, including a list of tasks and a 'Reference Resources' section with two items: '#73 Due to the change of product name, the email URL needs to be changed again' and '#72 Investigate whether each mail interface provider meets the project compliance requirements', both marked as 'In Progress'. The 'Action Log' and 'Worklog' tabs are visible at the bottom of the issue page, with 'Worklog' being the active tab. A 'No worklog' message is displayed at the bottom of the page, with a '+ Record Time' button below it.

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

#5
1 follower(s)

Invite members

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

Here is a sample epic.

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

Using epics is usually a two-step process:

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

Reference Resources | +

Referenced Resources

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

Action Log

Worklog

All
Only logs
Only comments

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

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

Test stage

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

The screenshot shows the 'Create Defect' form in the Tencent Cloud CODING Project Management interface. The form is titled 'Create Defect' and has a '1 follower(s)' indicator. The 'Title' field is labeled 'Title *' and contains the text 'Bugs report'. The 'Defect Description' field is labeled 'Defect Description' and contains a rich text editor with a 'Write' mode and a 'Preview' mode. The 'Write' mode shows various formatting options like bold (H), italic (I), link, quote, code, table, list, link, and template. The 'Preview' mode shows the rendered HTML. The description field contains the text 'Enter a description here (markdown supported)'. Below the description field is an 'Attachments' section with an 'Upload Attachment' button and the text 'No attachment added'. At the bottom of the form are three buttons: 'Create', 'Cancel', and 'Continue Creation'. The sidebar on the right contains the following fields: 'Assignee' (Unspecified), 'Iteration' (Not added to iterat...), 'Associate to Requirement' (Not associated to r...), 'Defect Type' (Defect Type), 'Priority' (Medium), 'Deadline' (Unspecified), 'Module' (Module), and 'Label' (Label).

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

The screenshot displays the Tencent Cloud CODING Project Management interface. On the left is a navigation sidebar with options: Overview, Collaboration, Repository, Code Scanner, CI, CD, Artifact Management, Test Management (expanded to show Overview, Case Management, Case Review, Automation Cases, Test Plan, Test Report), Document, and Settings. The main area is split into two panels. The left panel, titled 'Case Management', features a search bar and an 'Add Group' button. Below is a tree view of test case groups, with 'property settings' highlighted. The right panel, titled 'All Test Cases', shows a search bar and a list of test cases under various folders like 'Exp Cases' and 'pressure test 1'. Each test case entry includes a checkbox, an ID, and a title.

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

Project launch

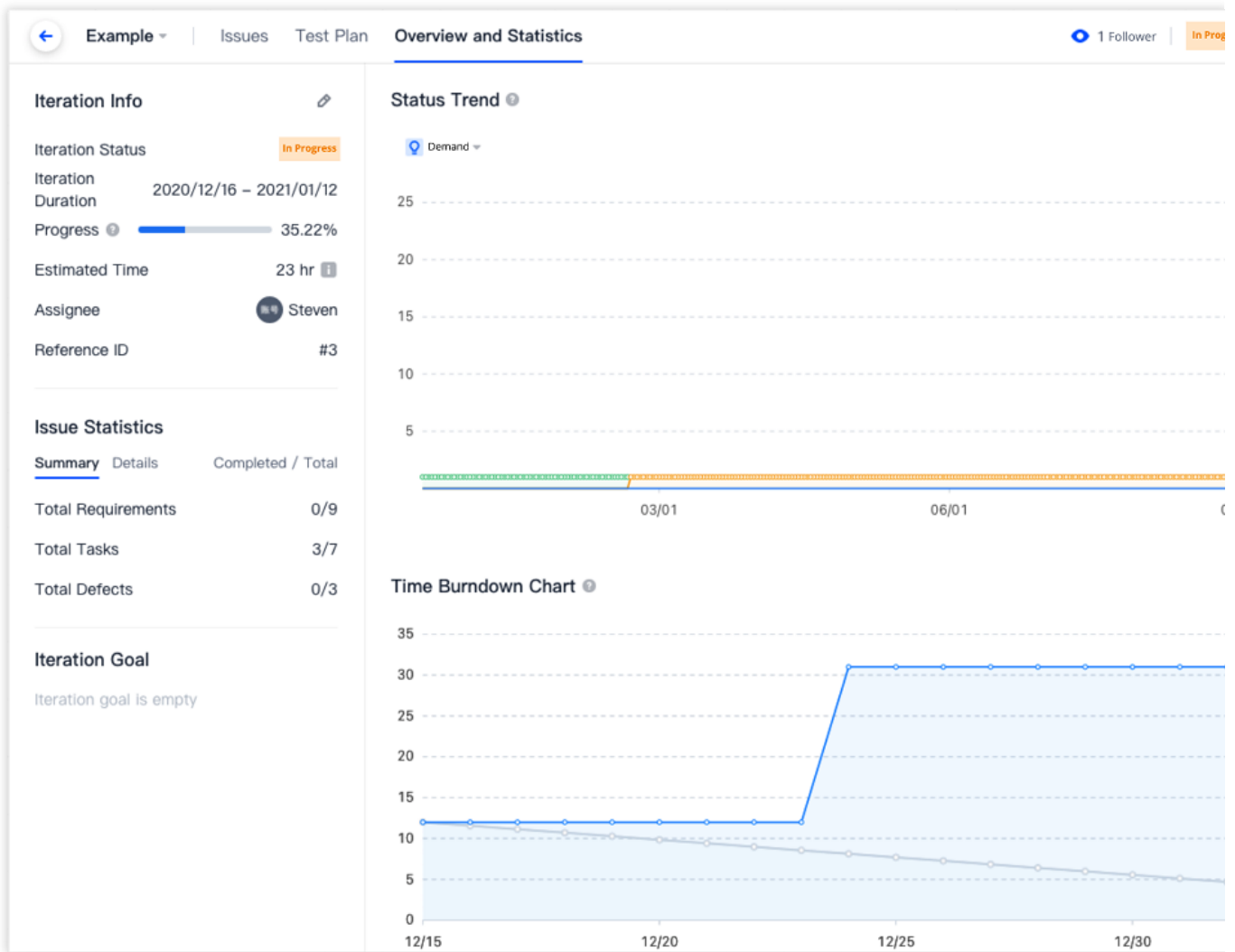
After the basic development task has been completed, you can use CODING's continuous integration/deployment services to quickly validate the code.

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.

<ul style="list-style-type: none"> Overview Collaboration Repository Code Scanner <small>beta</small> CI CD Artifact Management Test Management Document 	Plan	Iteration	All Issues	Requirement	Task	Defect
	Issue ID/Title	More Filters	Block Relationship	2021	2022	Month
Issue Title	Start Time	Due Time	Status	Assignee		
Example						
[Example defect]...	Feb 9th	Feb 10th	In Progress	Steven		
Customer service...	Feb 9th	Feb 24th	Not Started	Uns...		
[Example defect]...	Feb 9th	Feb 25th	Pending Verification	Steven		
Location design ...	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		
demand	Feb 9th	Feb 18th	Not Started	Uns...		

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**.

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

Status Not Started, In Progress Assignee All Iteration Time Start Date To End Date Search Iterations

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

Create Iteration

Iteration Name *
Third Group

Assignee
Steven

Start Time: 2022/02/09 End Time: 2022/02/28

Iteration Goal
Enter an iteration goal.

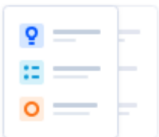
Create **Create and Plan** Cancel

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

Planning iteration

↶ Third Group ⌵ +

⌵
Entry scheme interface development



No issue exists in the current iteration.

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

TIPS Drag or select issues for planning

Unplanned Issues ▾

All
Requirement
Task
Defect

Title or Description 🔍

<input type="checkbox"/>	#94	⌵	Customer service window design task
<input type="checkbox"/>	#87	⌵	Entry scheme interface development
<input type="checkbox"/>	#85	⌵	Entry scheme use discussion
<input type="checkbox"/>	#75	🔍	Q3 User Conversion Rate Reporting Guidelines
<input type="checkbox"/>	#74	🔍	User portrait analysis of invited members
<input type="checkbox"/>	#88	⌵	Joint debugging test

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

Plan Iteration | All Issues Requirement Task

Issue ID/Title 🔍 More Filters Block Relation

Issue Title th Start Time Due Time Status

> 🔍 Example **Create Issue**

🔍 Third Group + ...

▼ 🔍 gogogo

💡 Customer Servic...	Unspecified	Unspecified	Not Started
----------------------	-------------	-------------	-------------

Only show incomplete iterations

View plan

View by filters

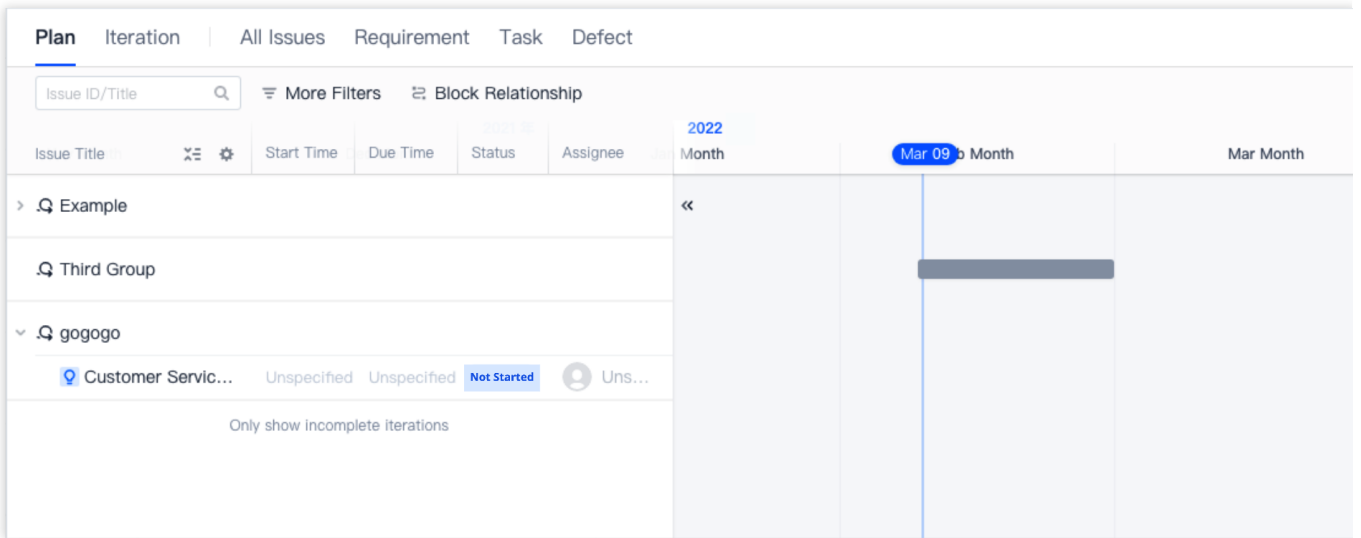
In **Plans**, select **More Filters** at the top to quickly locate specific issues by setting filters. The system automatically saves the filters set for the next search.

The screenshot displays the 'Plan' view in the CODING Project Management system. At the top, there are navigation tabs: 'Plan', 'Iteration', 'All Issues', 'Requirement', 'Task', and 'De'. Below these is a search bar labeled 'Issue ID/Title' with a magnifying glass icon. To the right of the search bar is a button labeled 'More Filters' with a red border, and further right is a button labeled 'Block Relationship' with a refresh icon. Below the search bar, there is a list of issue titles: 'Issue Title th', 'Example', 'Third Group', 'gogogo', and 'Customer Servic...'. A 'More Filters' dropdown menu is open, showing the following filters and their current values:

Filter	Value
Iteration	All
Owner	All
Iteration	All
Issue Type	All
Status Type	All
Issue Assignee	All
Tag	All
Warning	<input type="checkbox"/>

View by time period

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



Track plan

Gantt chart

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

Plan		Iteration		All Issues		Requirement		Task		Defect	
Issue ID/Title			More Filters		Block Relationship						
Issue Title	Month	Start Time	Due Time	Status	Assignee	2022		Jan	Month	Mar	
Example						2021		2022			
[Example defect]...	Feb 9th	Feb 10th	In Progress	Steven							
Custom...	Feb 9th	Feb 24th	Not Started	Uns...							
[Example def...	Feb 9th	Feb 25th	Pending Verification	Steven							
Location ...	Feb 9th	Feb 24th	Not Started	Uns...							
Custom...	Feb 9th	Feb 26th	Not Started	Uns...							
[Sample require...	Feb 9th	Feb 10th	Not Started	admilk							
The product tab ...	Feb 9th	Feb 18th	In Progress	Steven						2	
Customer service...	Feb 9th	Mar 3rd	Not Started	Uns...							
Mobile a...	Feb 9th	Feb 17th	Not Started	Steven							
Invite members	Jul 22nd	Aug 21st	In Development	Steven							
[Sample task]-A...	Feb 9th	Feb 10th	Completed	Steven							
[Sample require...	Feb 9th	Mar 3rd	In Development	admilk							
demand	Feb 9th	Feb 18th	Not Started	Uns...							
[Sample task] - ...	Feb 9th	Feb 15th	Completed	Uns...							
Due to the chang...	Feb 9th	Feb 17th	In Progress	Uns...							
Investigate wheth...	Feb 9th	Feb 12th	In Progress	Uns...							
Invite members t...	Unspecified	Jul 25th	In Development	Steven							
Added batch sen...	Unspecified	Jul 22nd	Completed	Steven							

Color description

Completed: green

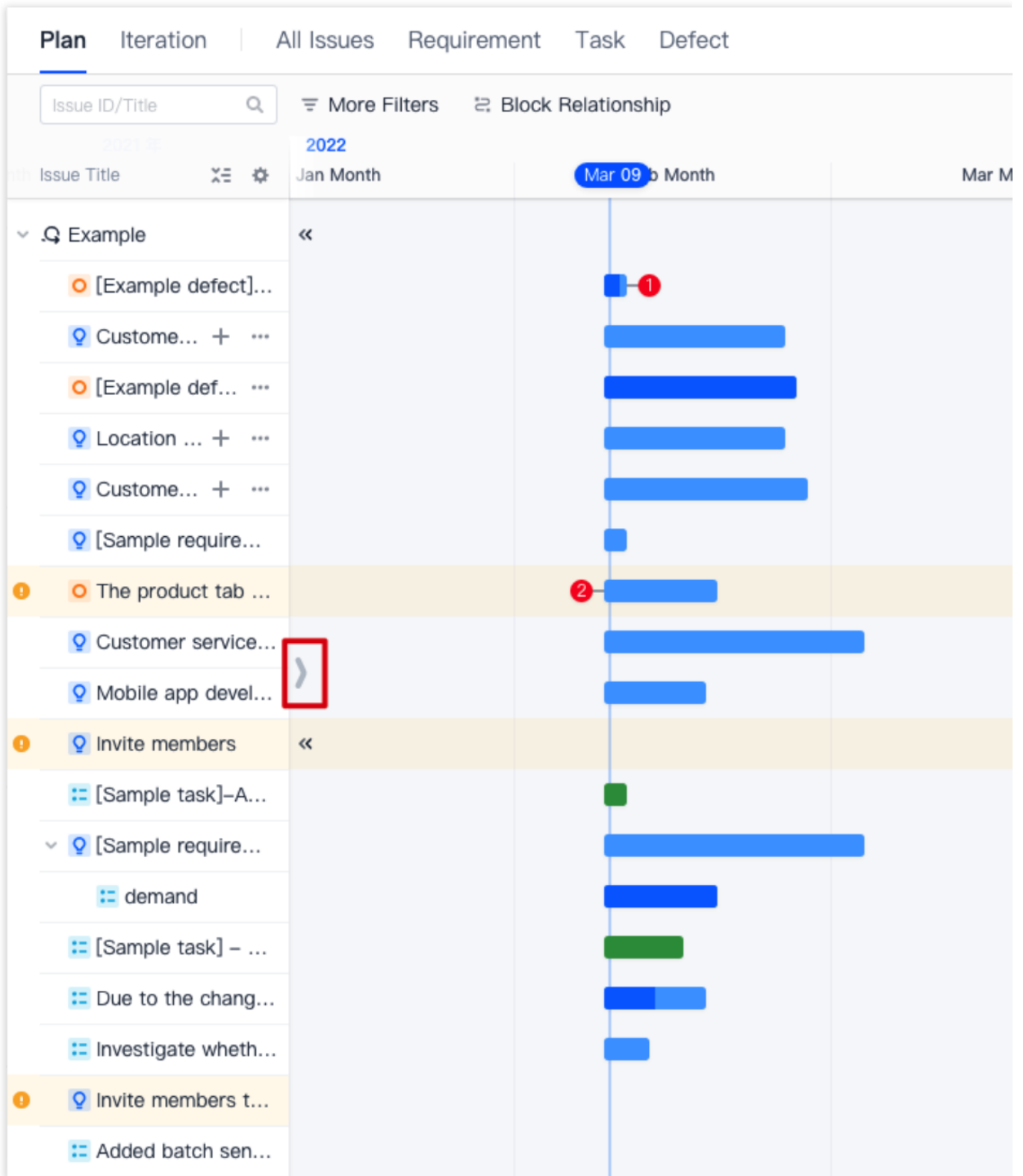
Incomplete and not progressing: gray

Incomplete but progressing: blue

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

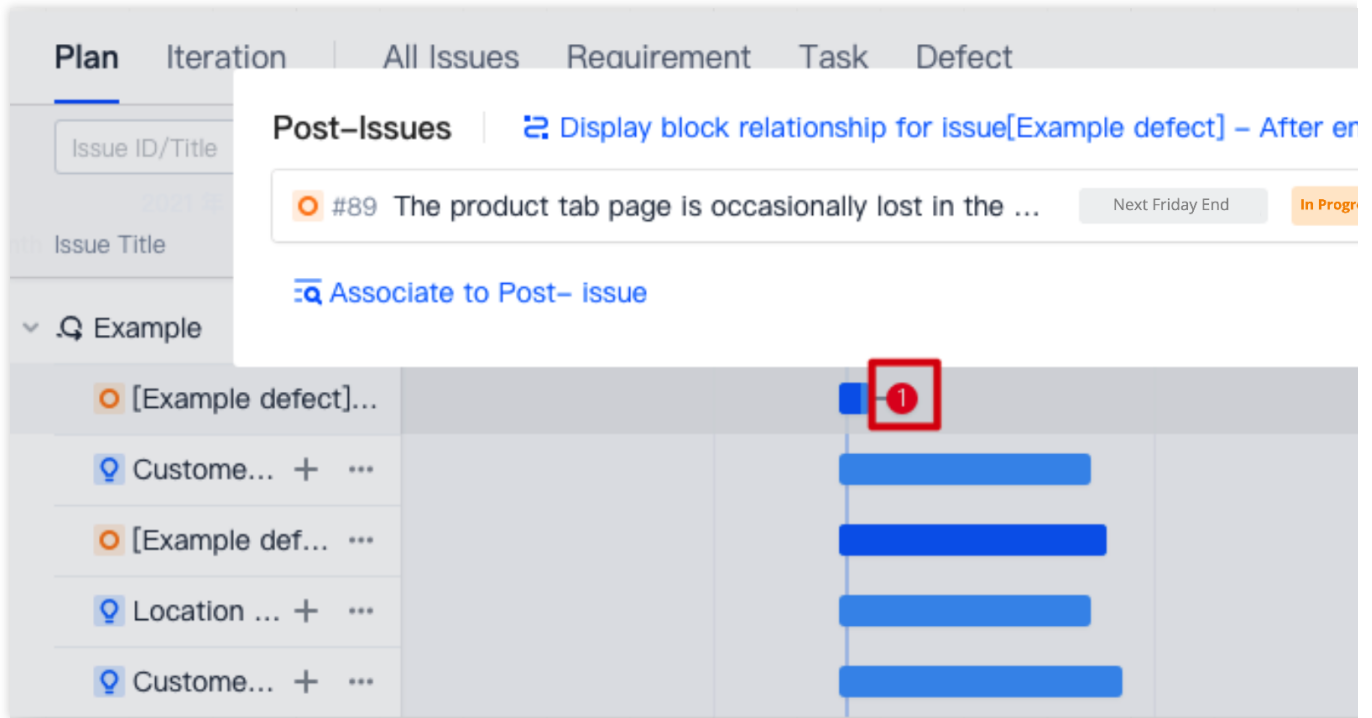
Overdue and incomplete: orange

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

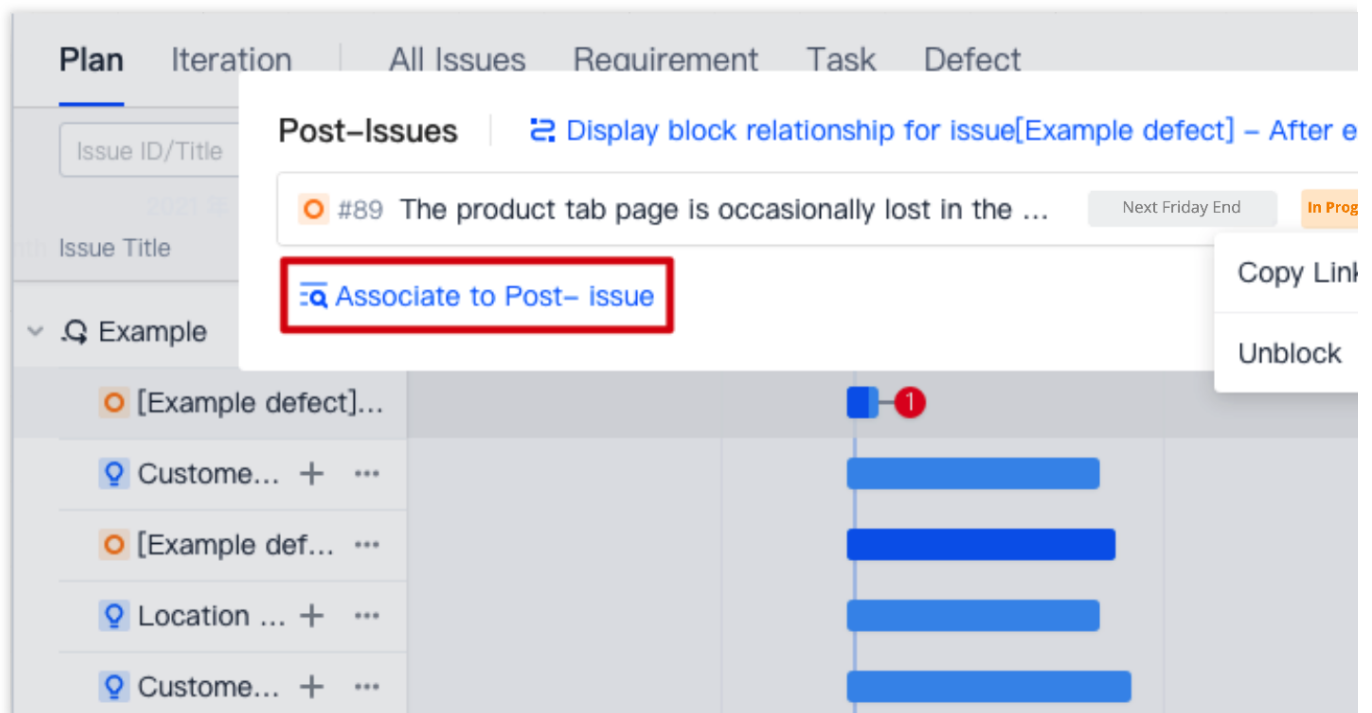


View block relationships

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



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



View block relationships

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

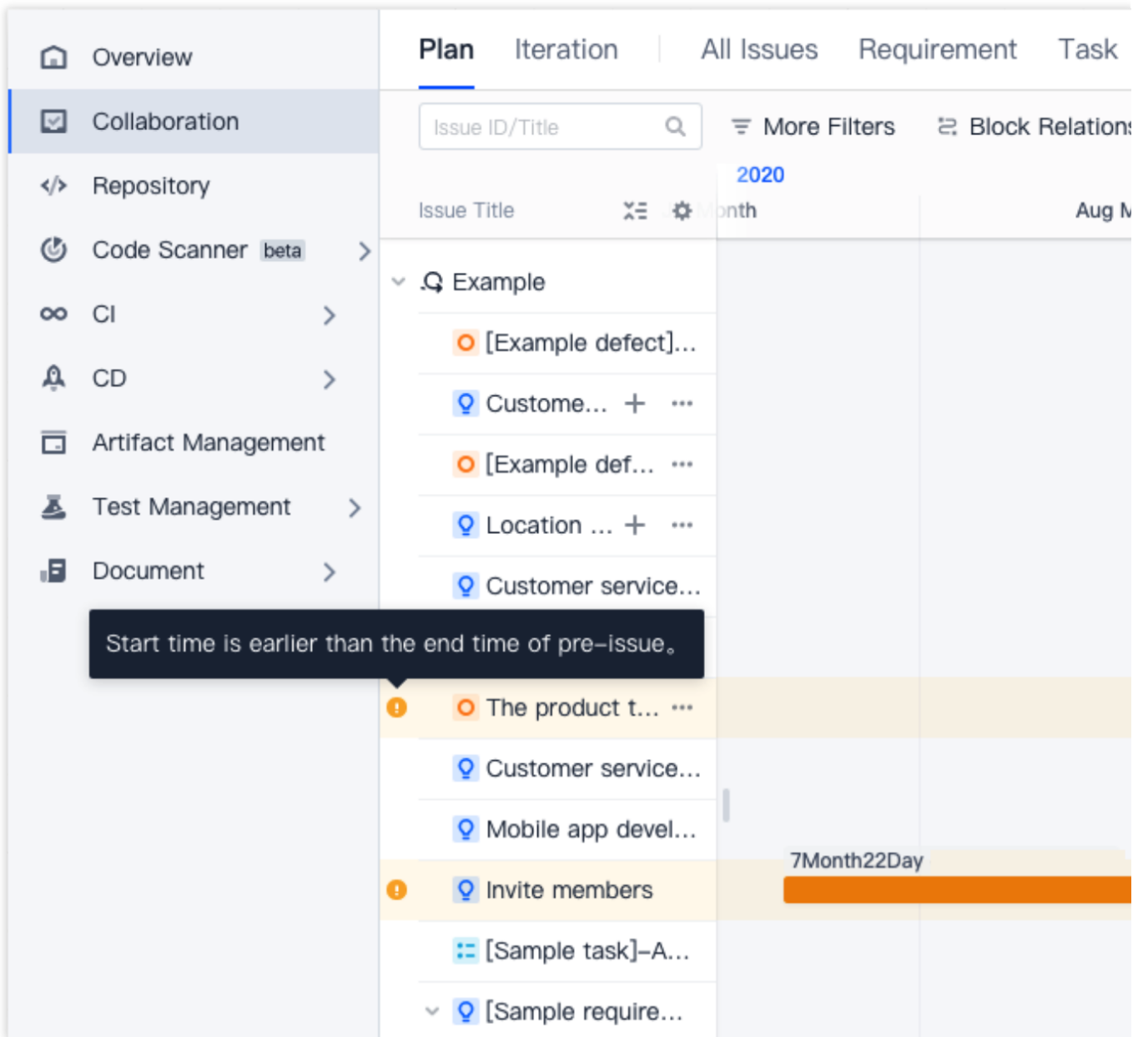
issue dependencies related to the current issue dependencies will be recursively shown.

The screenshot displays the 'Plan' tab in the CODING Project Management system. The interface includes a navigation bar with tabs for 'Plan', 'Iteration', 'All Issues', 'Requirement', 'Task', and 'Defect'. Below the navigation bar, there is a search bar for 'Issue ID/Title' and a 'More Filters' section. The 'Block Relationship' filter is currently active, and a dropdown menu is open, showing a list of filters including '#95 demand' and 'Show Dependency Chain', which is highlighted with a red box. The main content area shows a list of issues, including 'Example', '[Sample require...', 'demand', 'Third Group', and 'gogogo'. The interface also features a calendar view for the year 2022 and a 'Reset' button.

Risk control

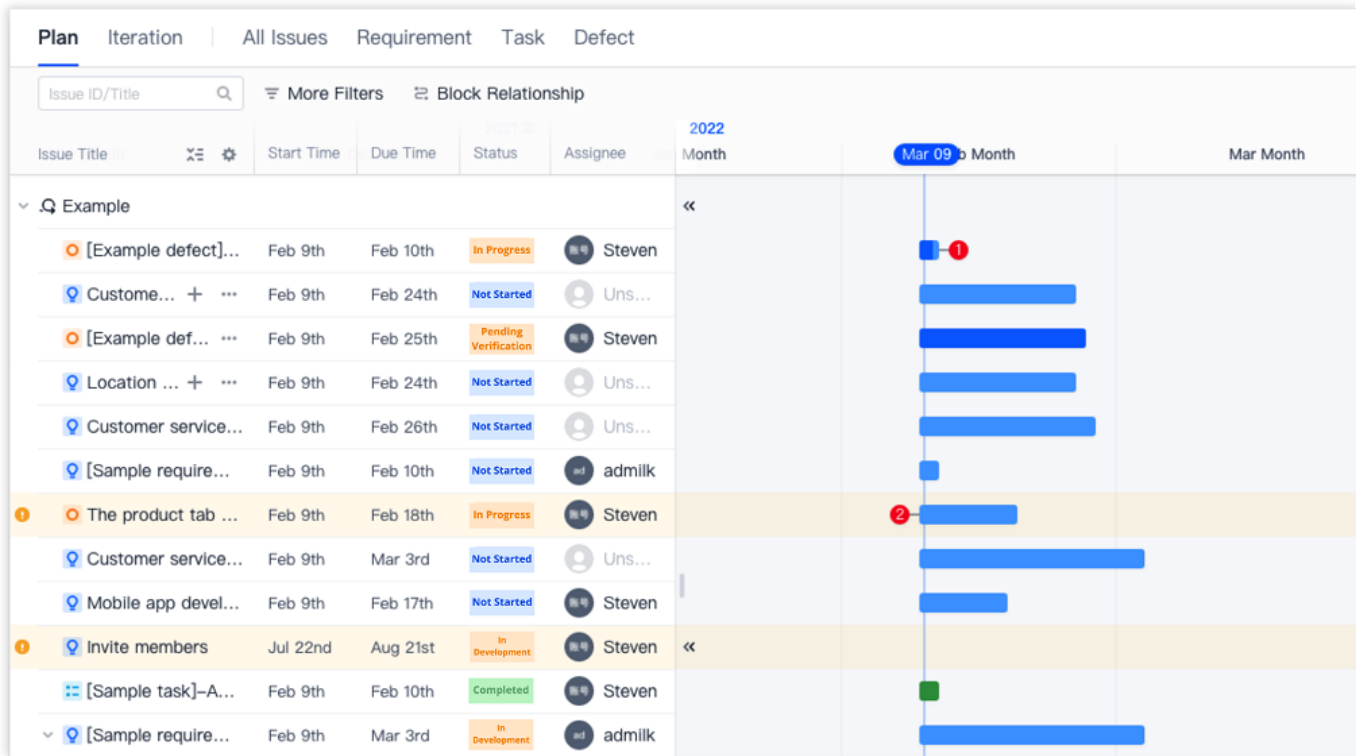
Overdue warning

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



View settings

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



Manage Iterations

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

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

Open Project

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



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

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

Feature Overview

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

Create Iterations

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

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

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

Create Iteration

Iteration Name *

Assignee

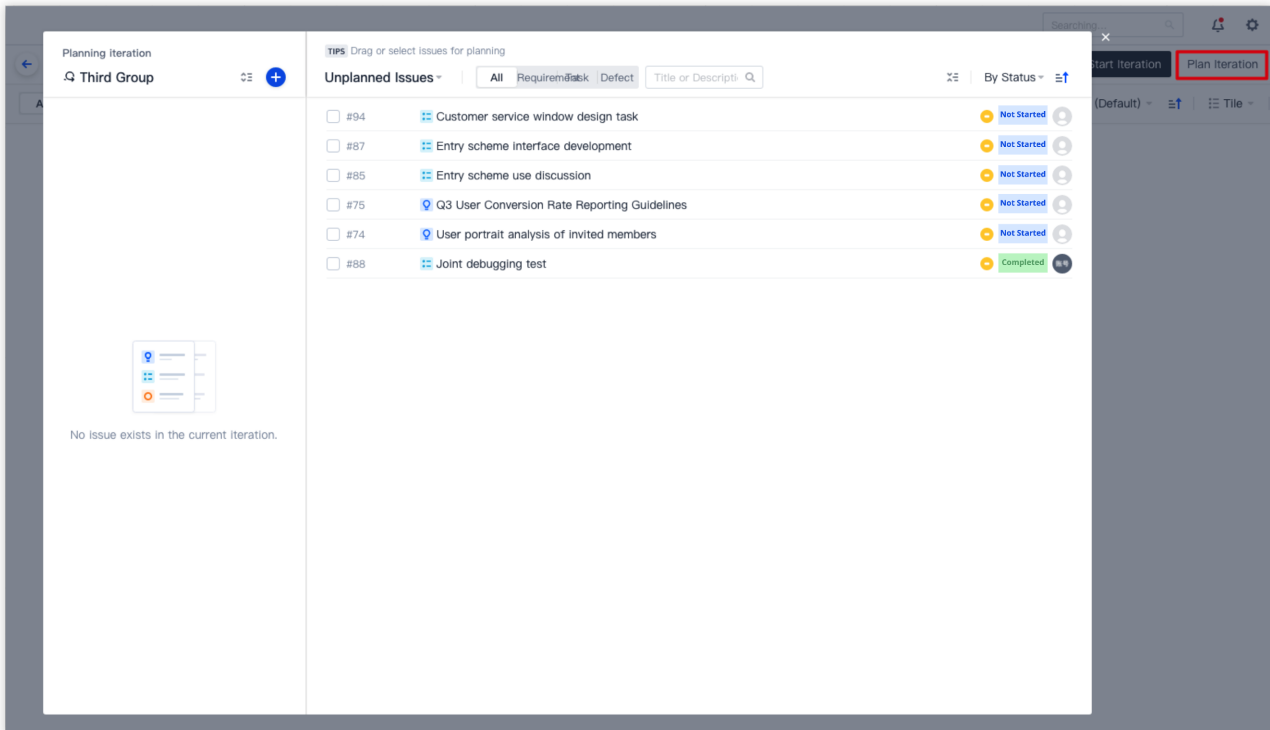
Start Time **End Time**

Iteration Goal

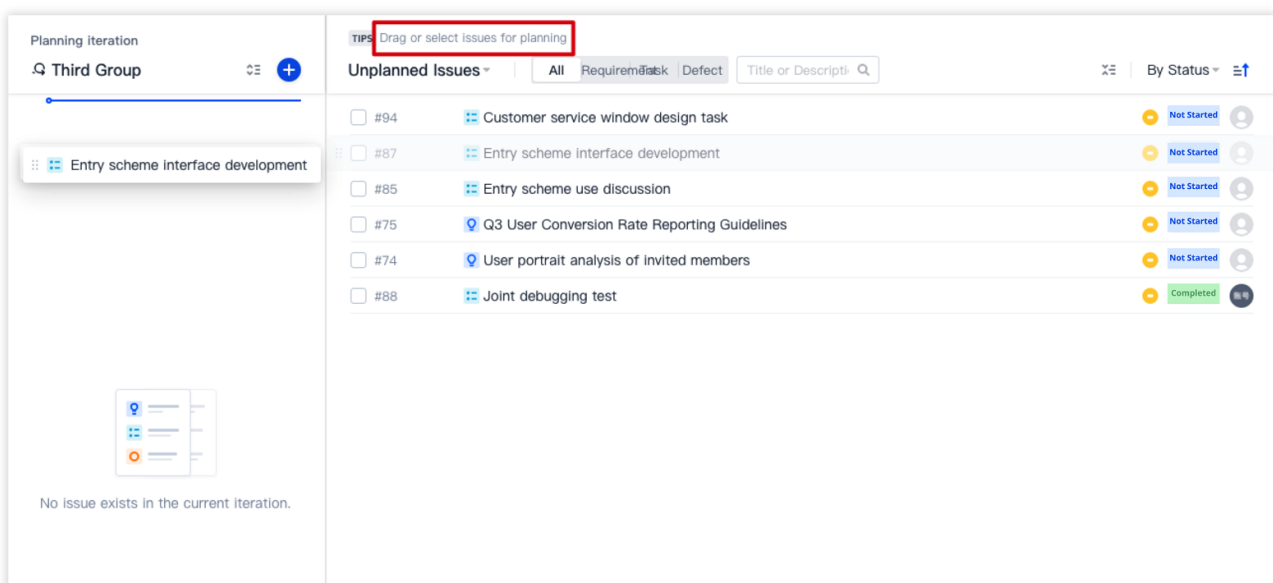
Plan Iteration Issues

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.

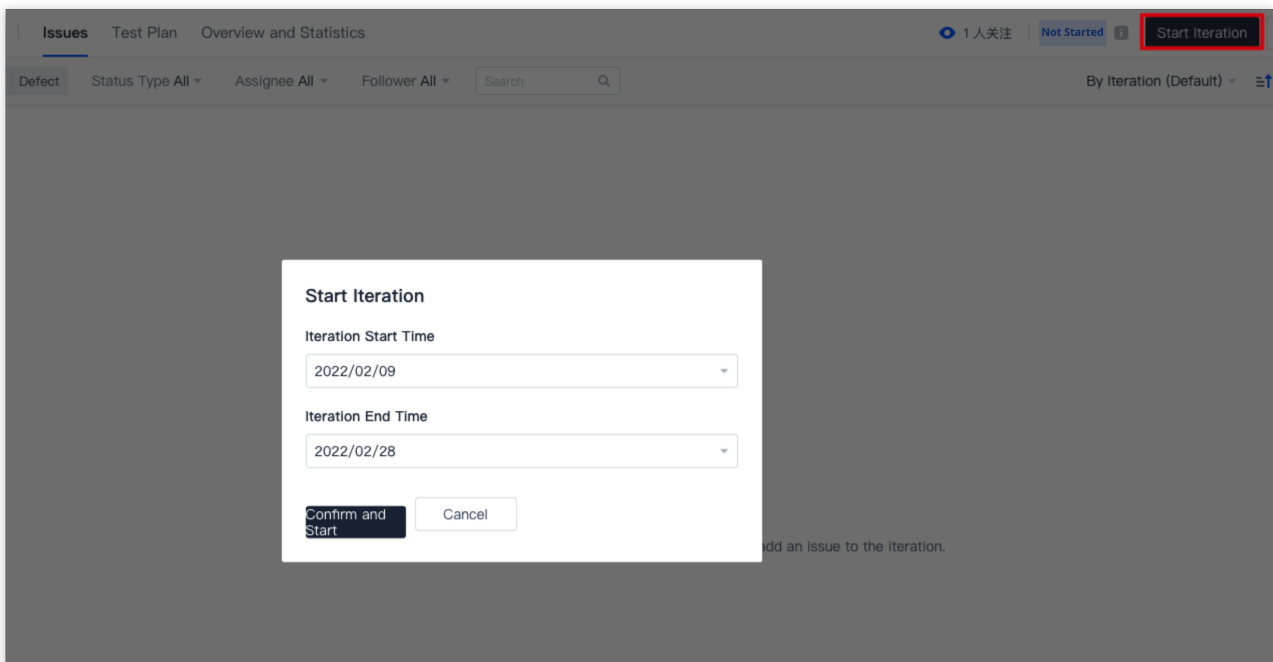


2. On the planning page, issues in the current iteration are shown on the left and unplanned issues are shown on the right. You can drag or select issues on the right to add them to the current iteration, or drag issues on the left to remove them from the current iteration. After this, close the Iteration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

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

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

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

Manage Requirements

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

This document describes requirements in classic project management.

Open Project

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



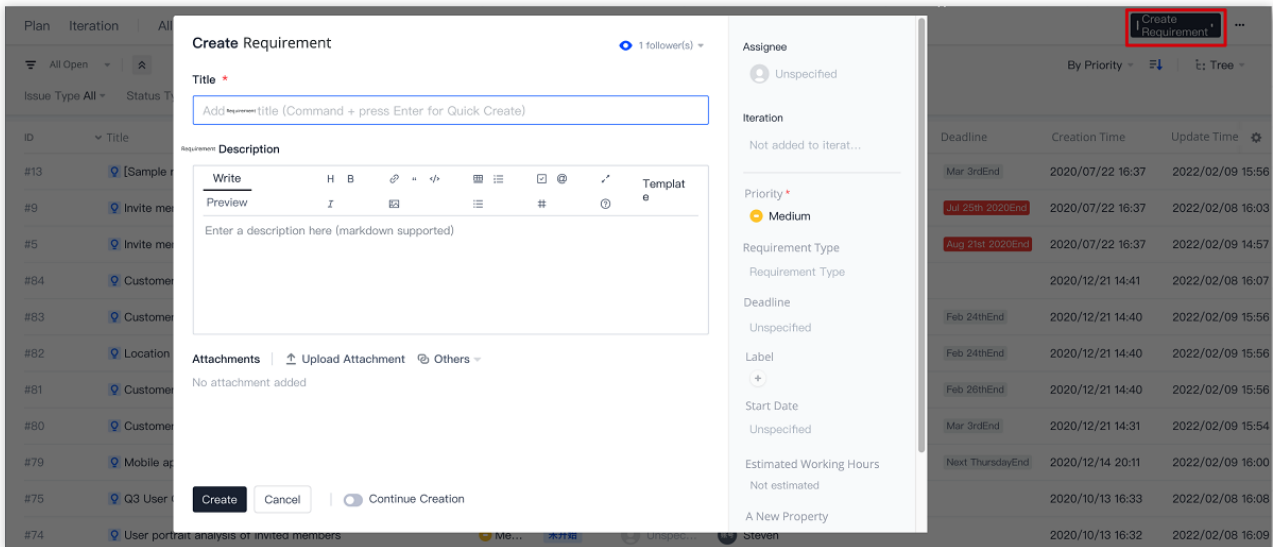
in the upper-right corner to open the project list page and click a project icon to open the corresponding project.

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

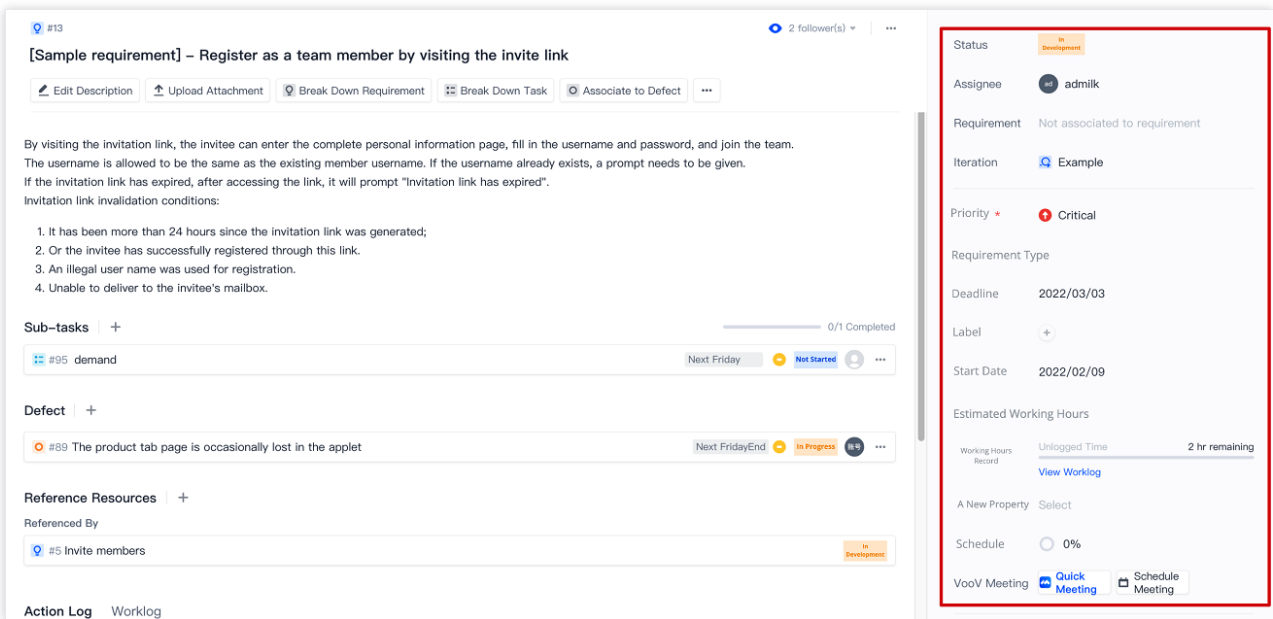
A requirement refers to a software feature that users need in order to solve a certain problem or achieve a certain goal. In the **Requirements** module in CODING Classic Project Management, teams can quickly break down and assign development tasks. You can create requirements and break down larger ones into smaller sub-requirements. Also, tasks and bugs can be created for or associated with requirements.

Create Requirement

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



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



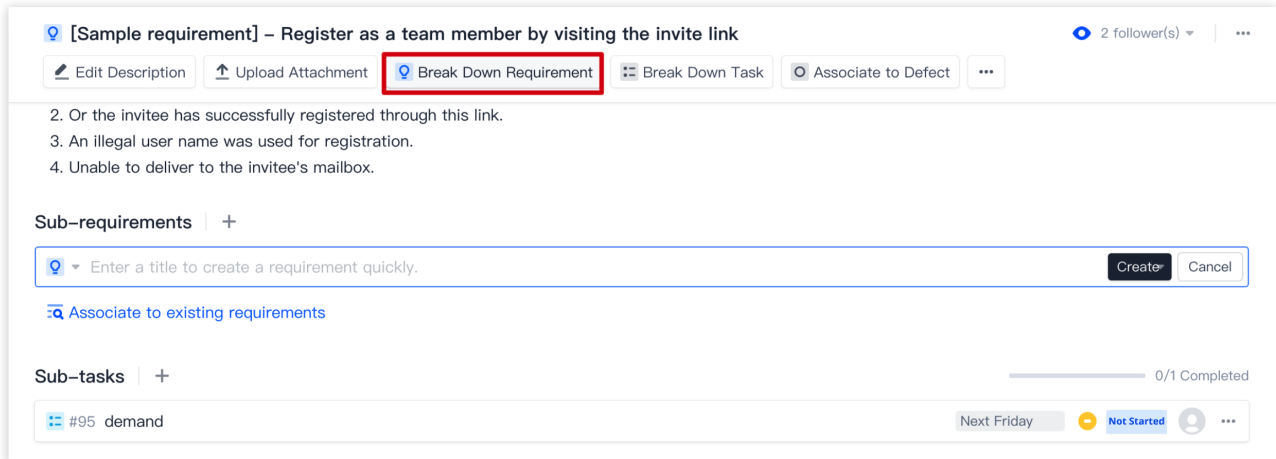
Break Down Requirement

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

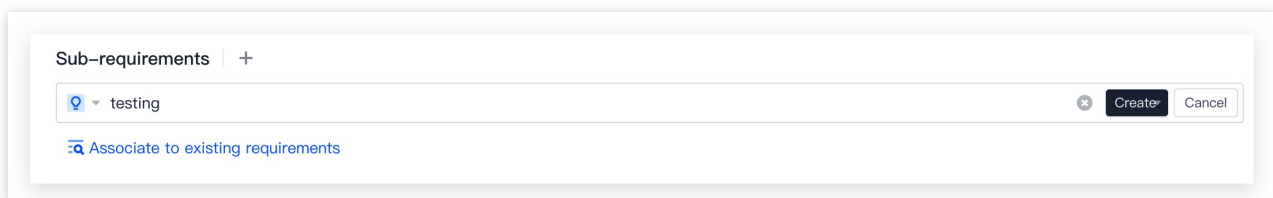
Break down sub-requirement

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

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



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.

Create Requirement

1 follower(s) ▼

Title *

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

Description

Write
H B " </>

 @
Templat e

Preview
I

#

Enter a description here (markdown supported)

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

No attachment added

Create
Cancel

Continue Creation

Assignee

Unspecified

Iteration

Not added to iterat...

Priority *

● Medium

Requirement Type

Requirement Type

Deadline

Unspecified

Label

+

Start Date

Unspecified

Estimated Working Hours

Not estimated

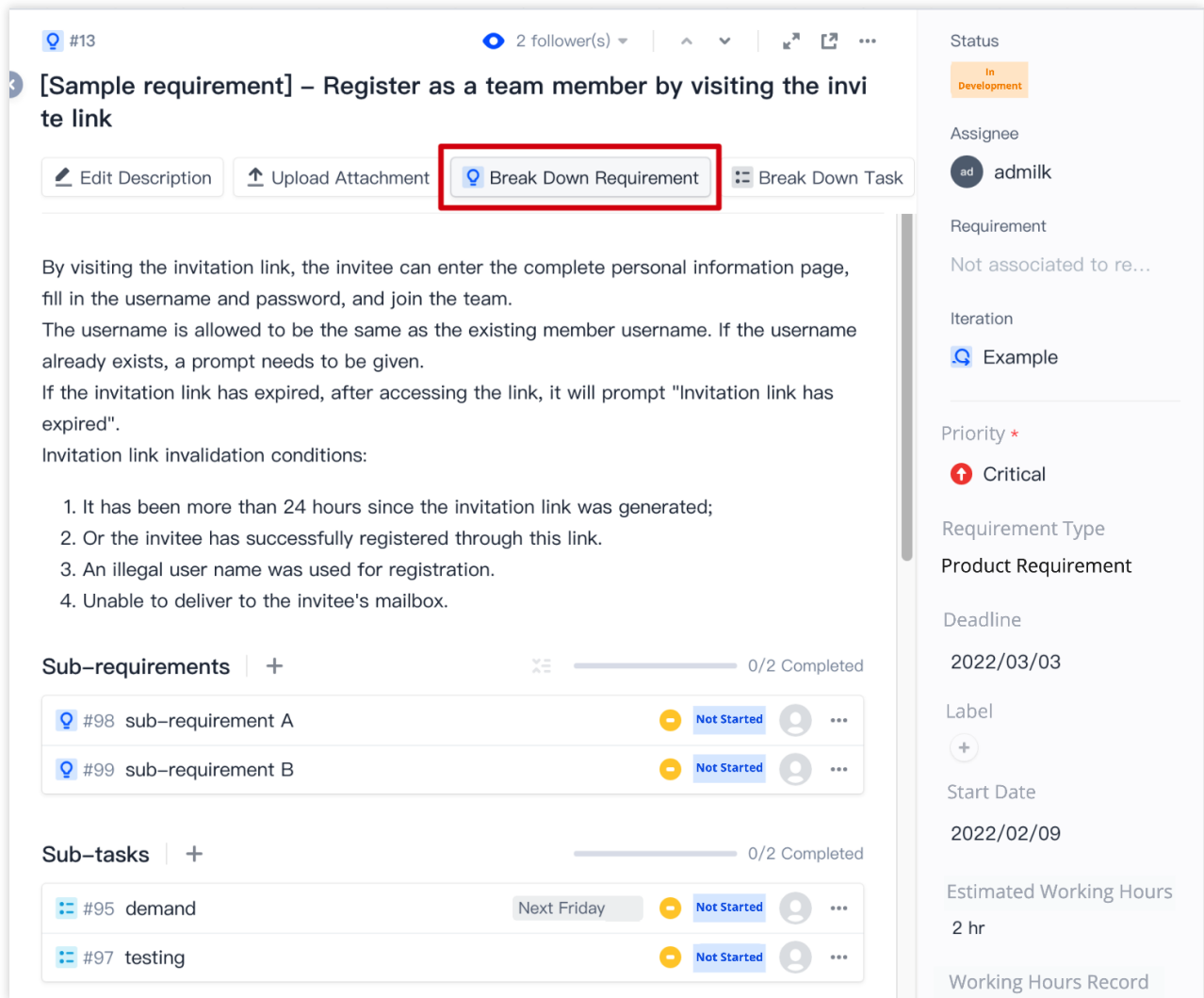
A New Property

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

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

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

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



#13 2 follower(s)

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

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

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

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

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

Invitation link invalidation conditions:

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

Sub-requirements + 0/2 Completed

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

Sub-tasks + 0/2 Completed

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

Status: In Development

Assignee: admilk

Requirement: Not associated to re...

Iteration: Example

Priority: Critical

Requirement Type: Product Requirement

Deadline: 2022/03/03

Label: +

Start Date: 2022/02/09

Estimated Working Hours: 2 hr

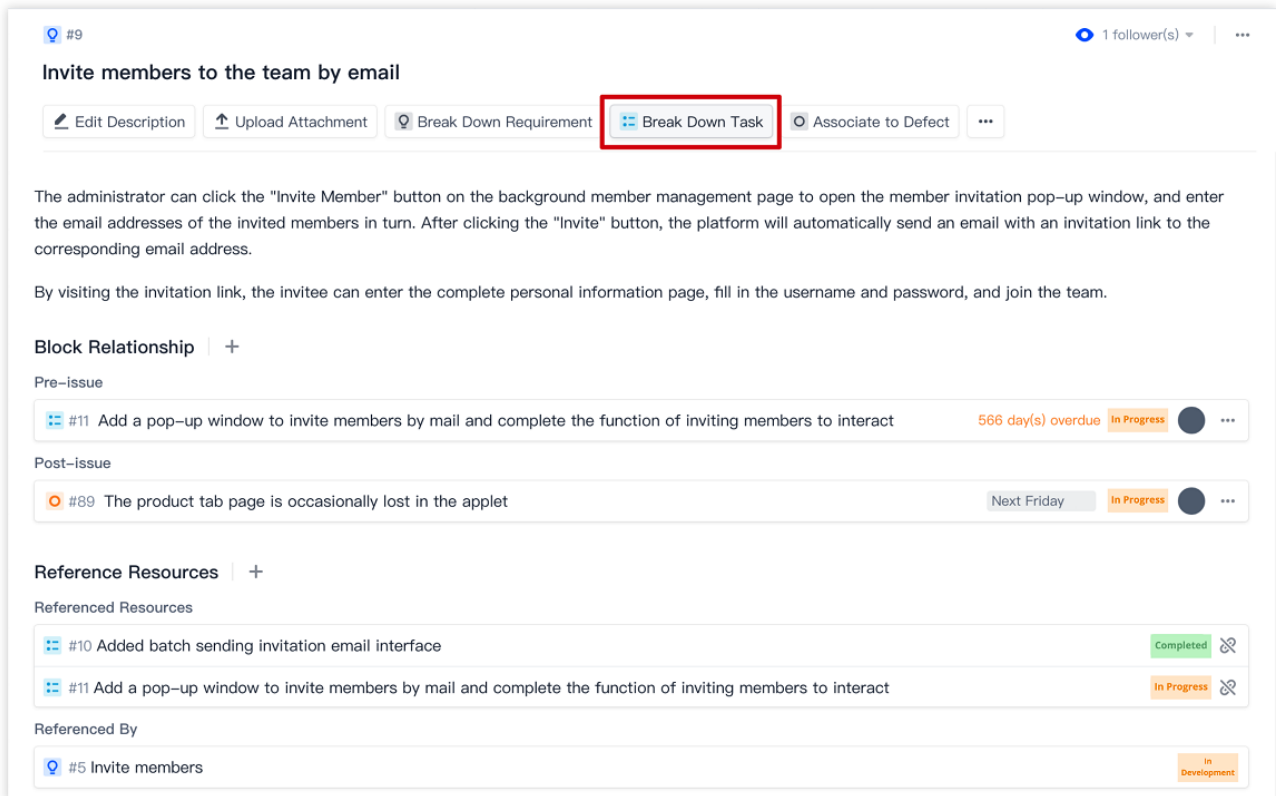
Working Hours Record

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

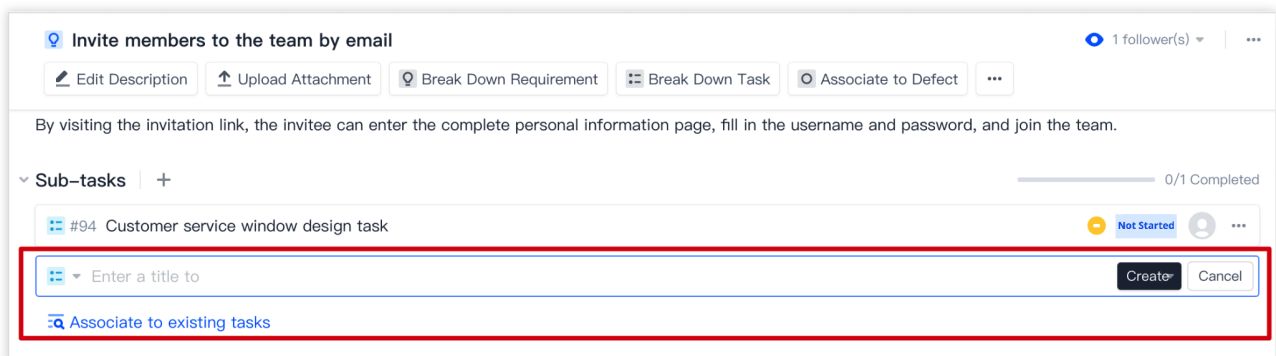
Break down sub-task

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

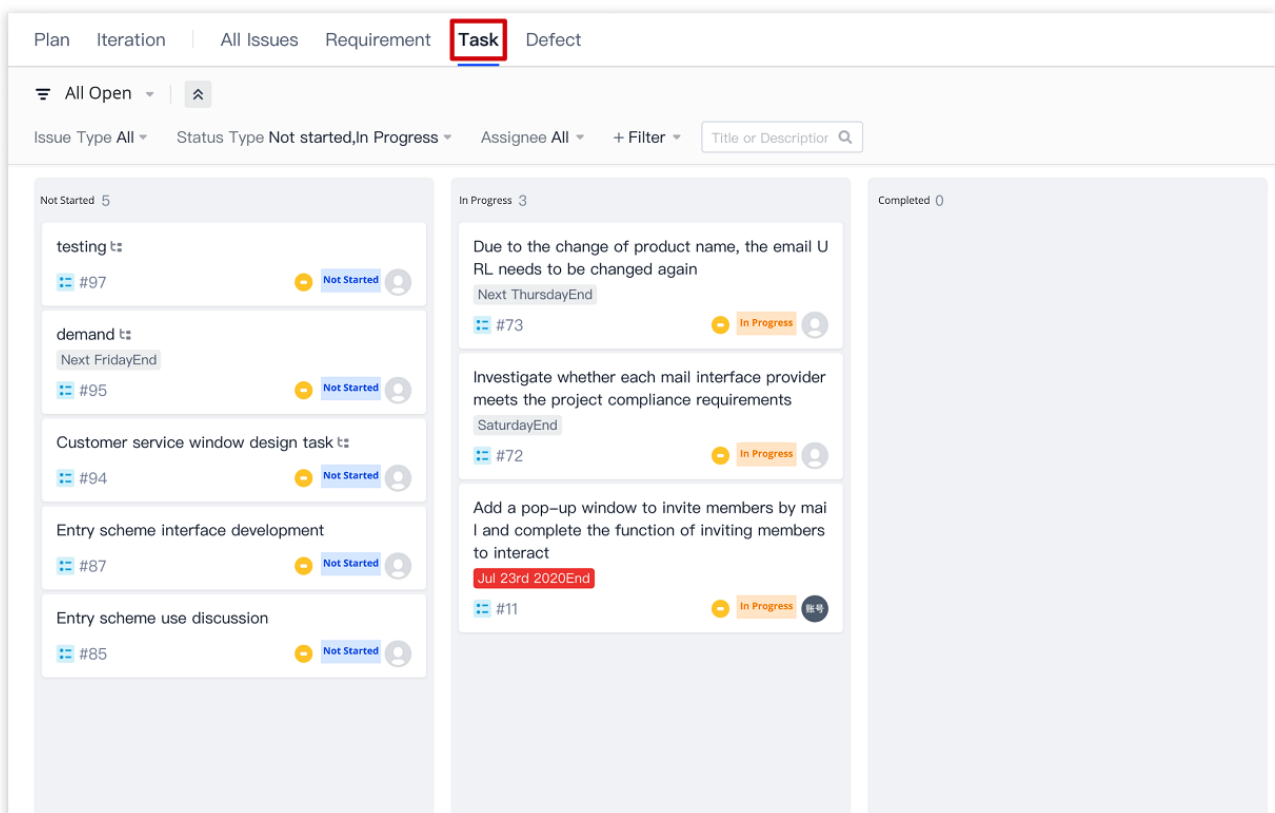
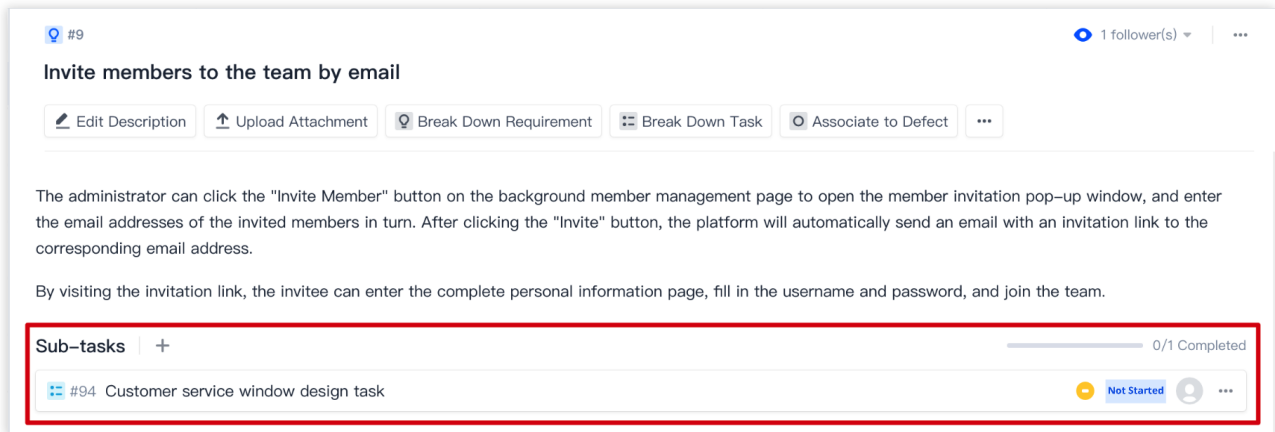
1. On the requirement details page, select **Break Down Task**.



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.



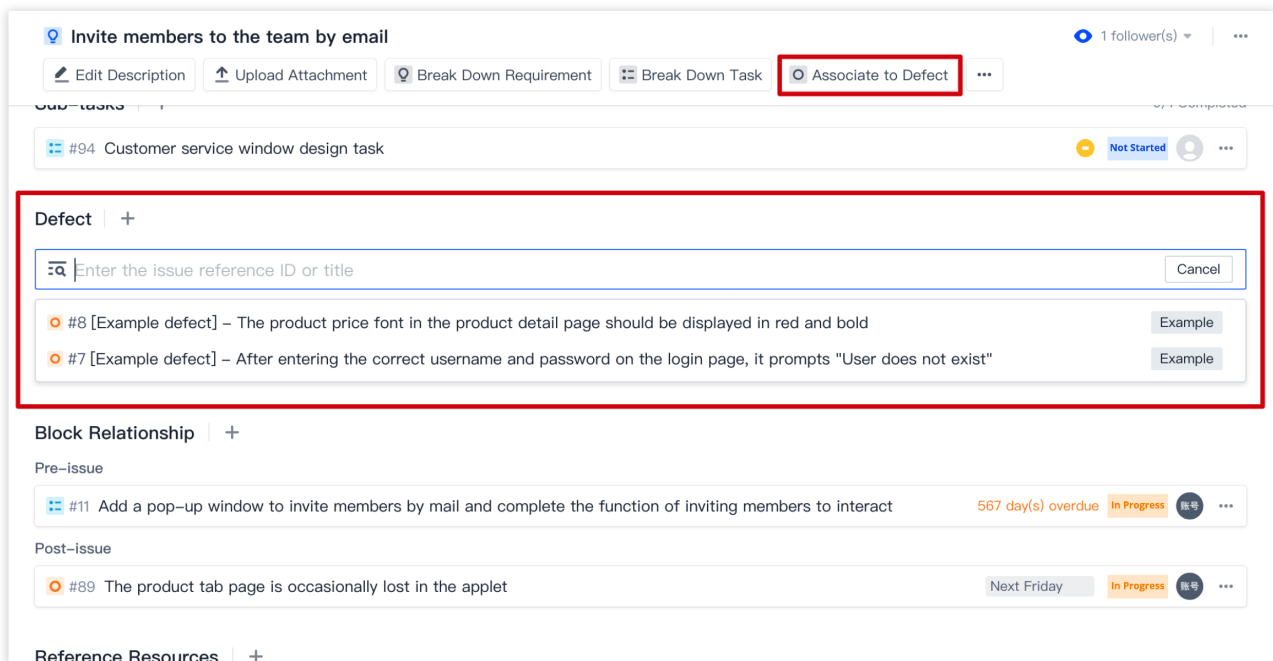
4. On the requirement details page, you can select ... to the right of a sub-task and click **Change Parent Requirement** in the menu. You can also select **Disassociate**.

Associate Resource

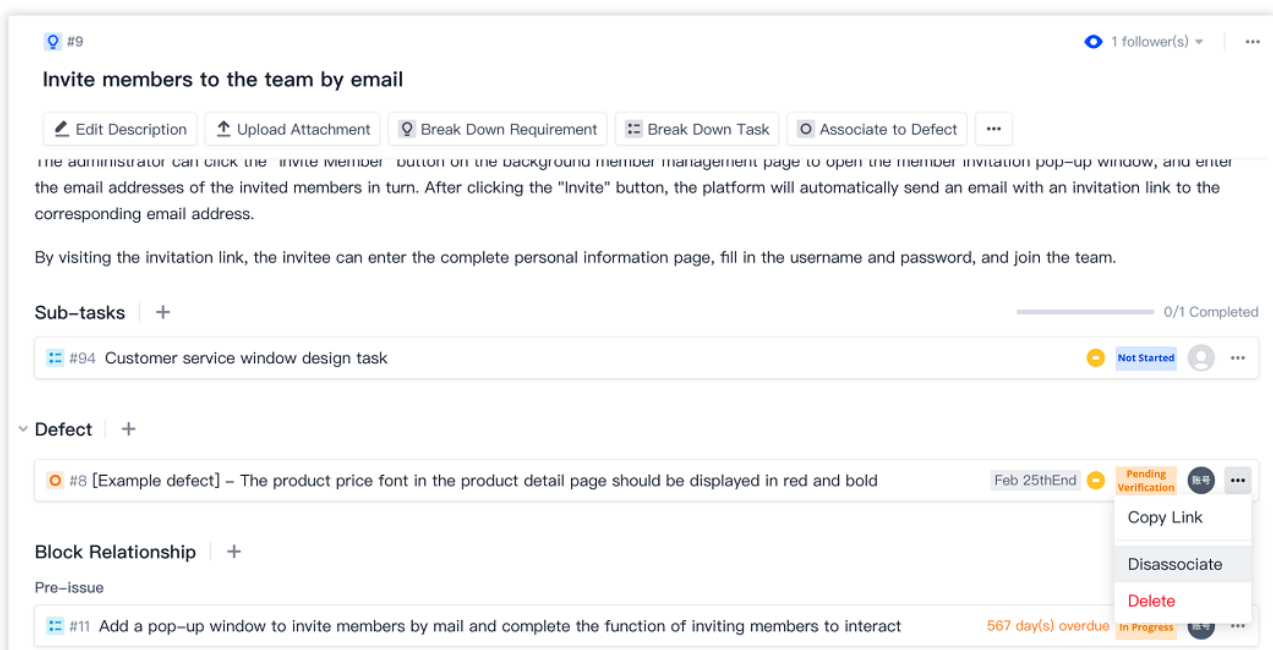
Associate bug

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

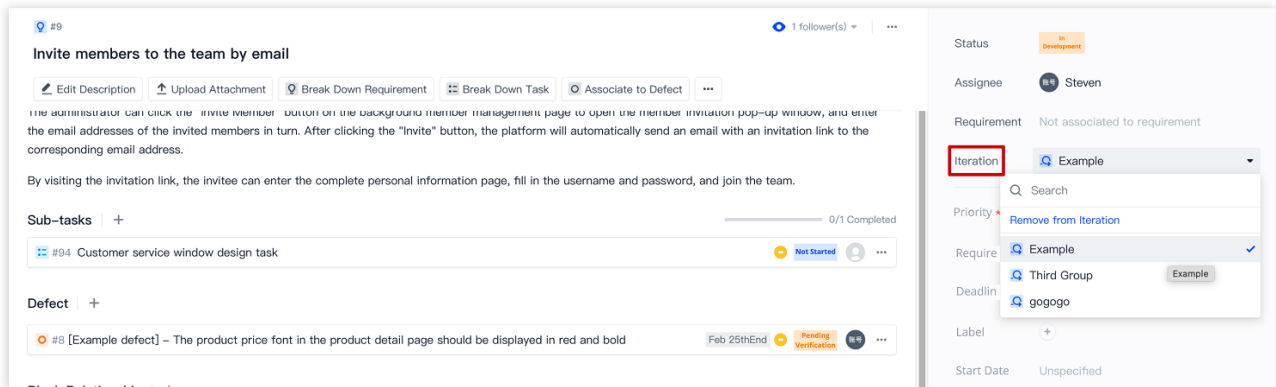
1. On the requirement list page, select **Associate Bug** at the top and click Associate to Existing Bugs or quick create a new bug and associate it.



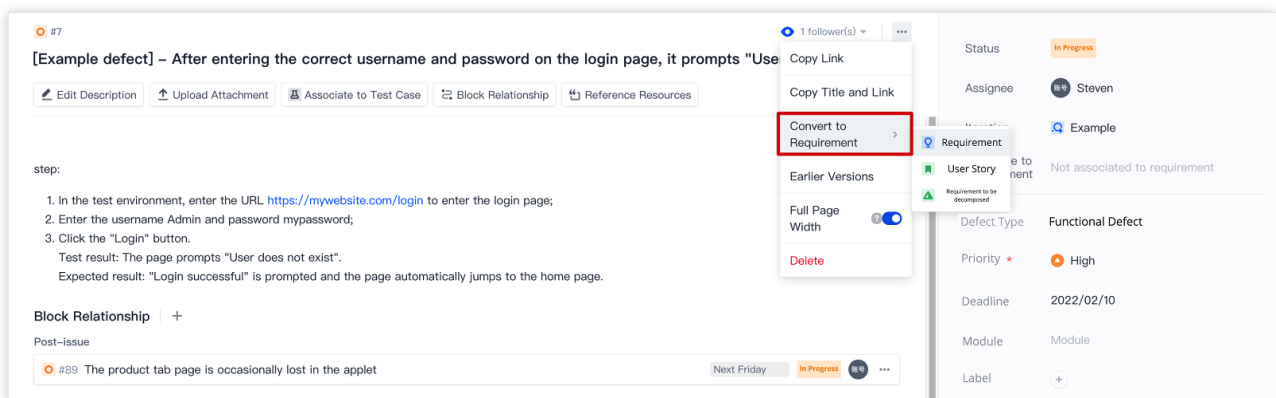
2. On the requirement details page, you can select **...** to the right of an associated bug and click **Disassociate**. You can also select Disassociate in the menu on the right of the bug details page.



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

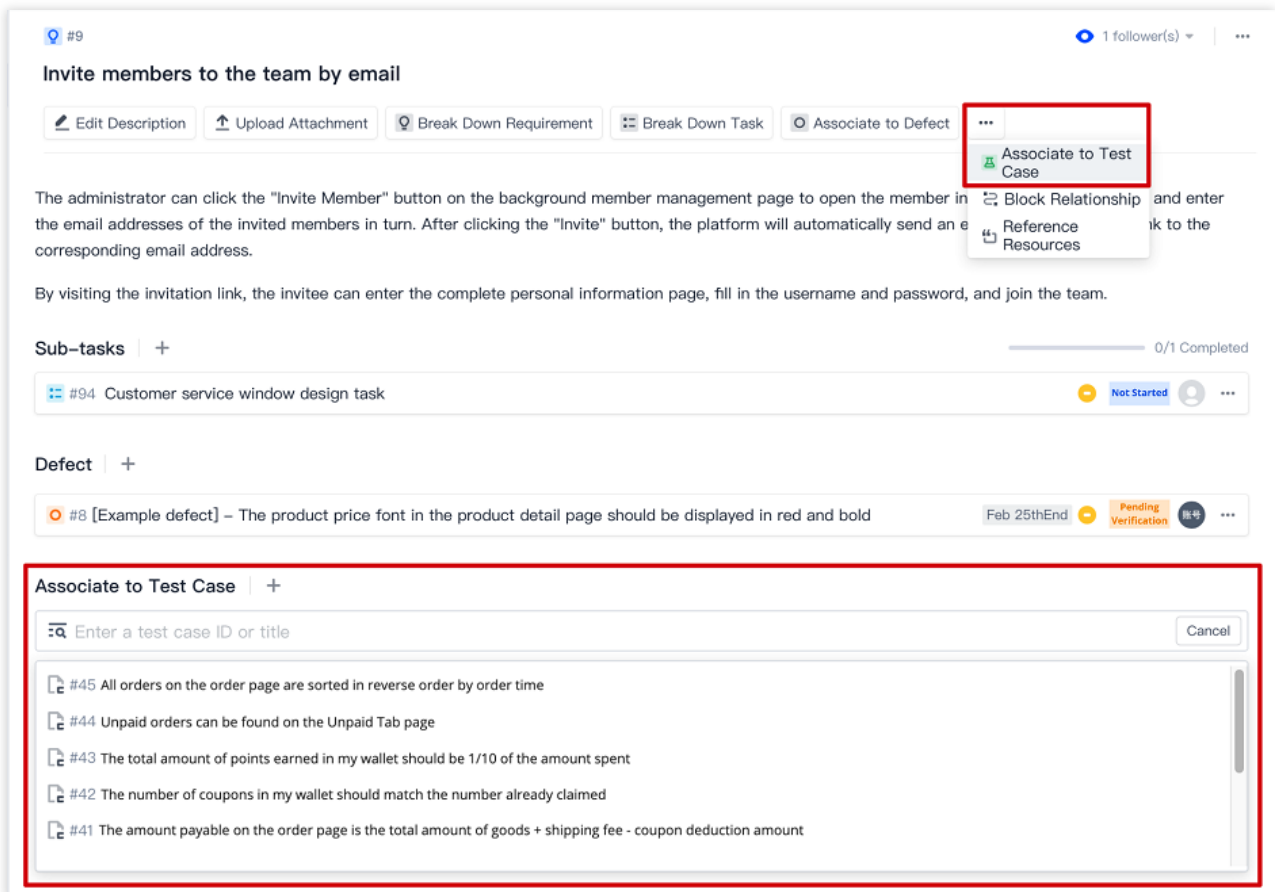


3. On the bug details page, select ⋮ in the upper-right corner and click Convert to Requirement.



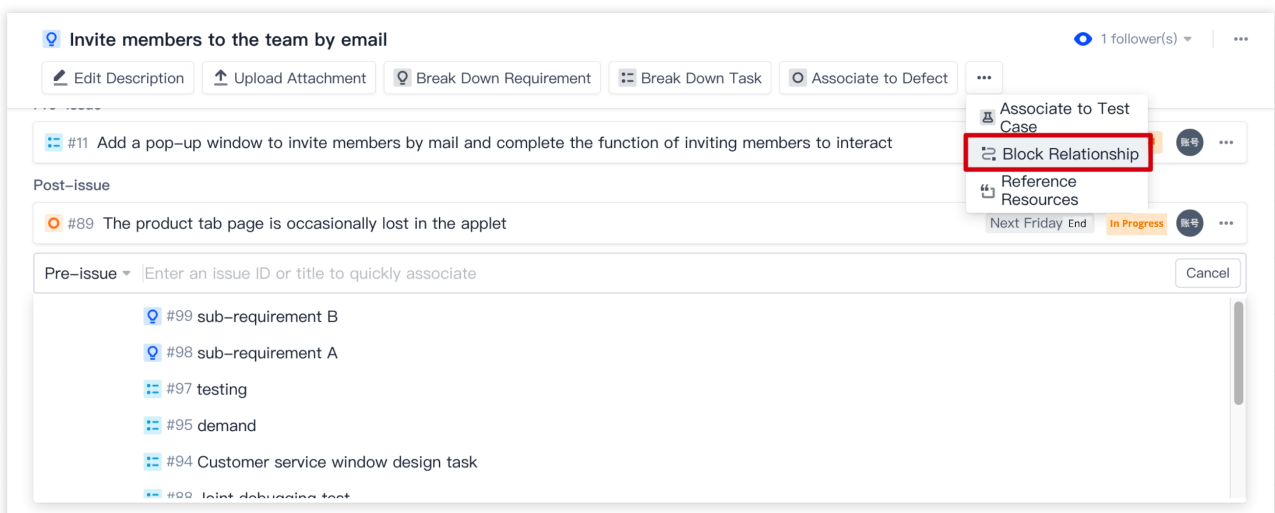
Associate with test case

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.



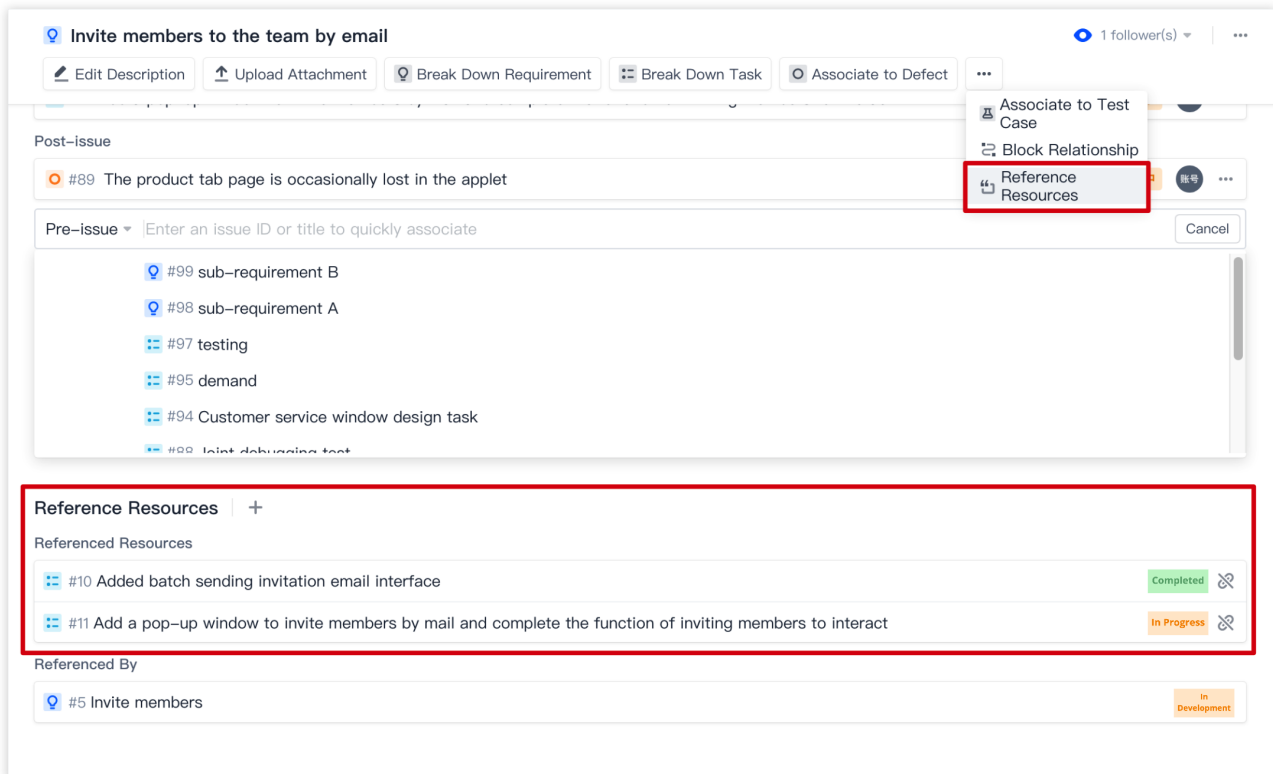
Associate block relationship

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.

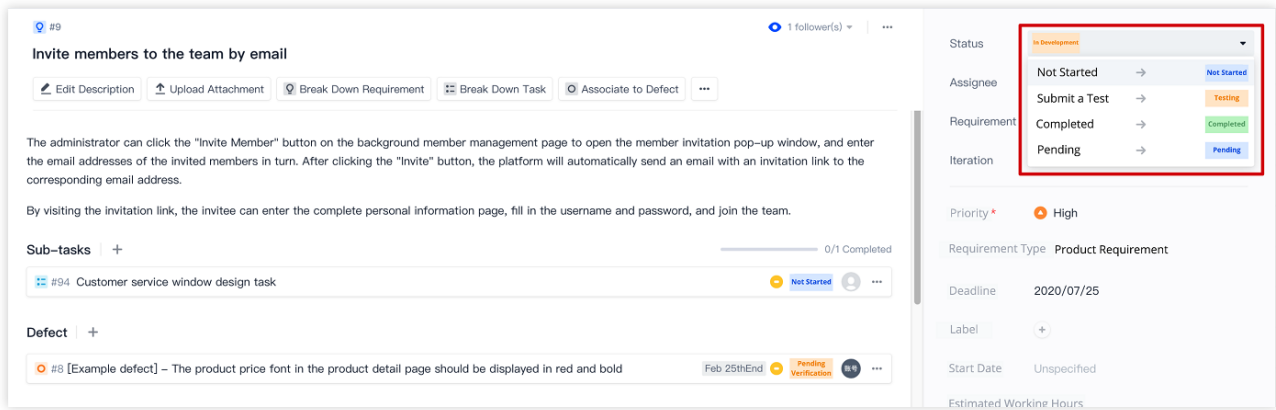


You can also associate a **code commit** with an issue. When committing code, add the `# + ID/title` to `reference` of the issue to the commit information (for example, this is a commit #3). See [Reference Resources and Upload Attachments](#) for details.

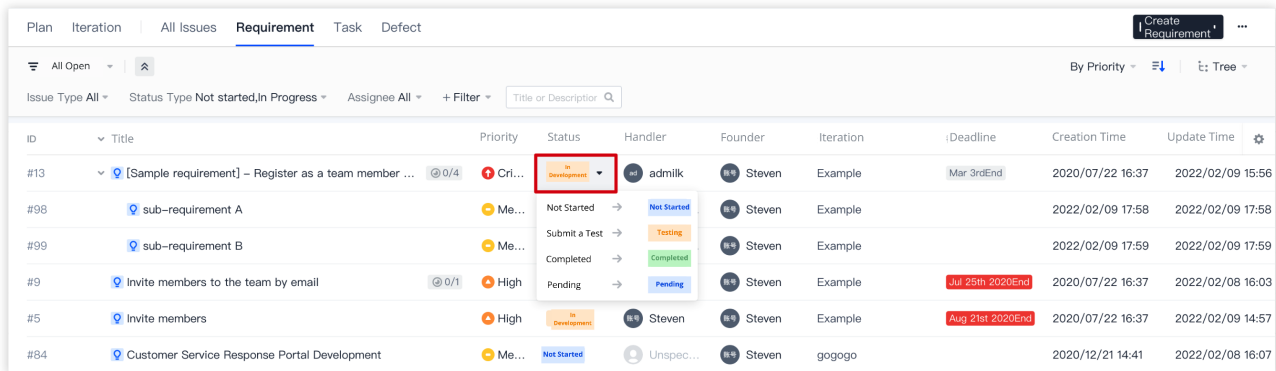
Transition Requirement Status

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".

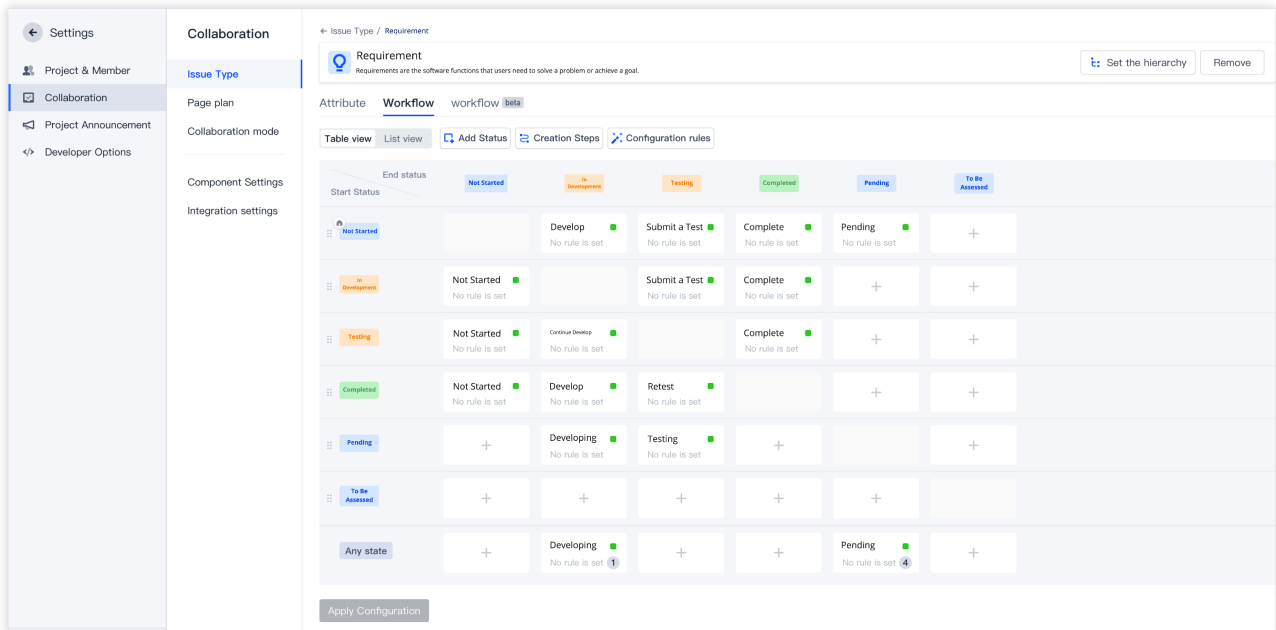
1. After **creating a requirement** on the requirement list page, go to the requirement details page. The requirement status is **Not started** by default. Select options from the dropdown menu on the right to switch its status.



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

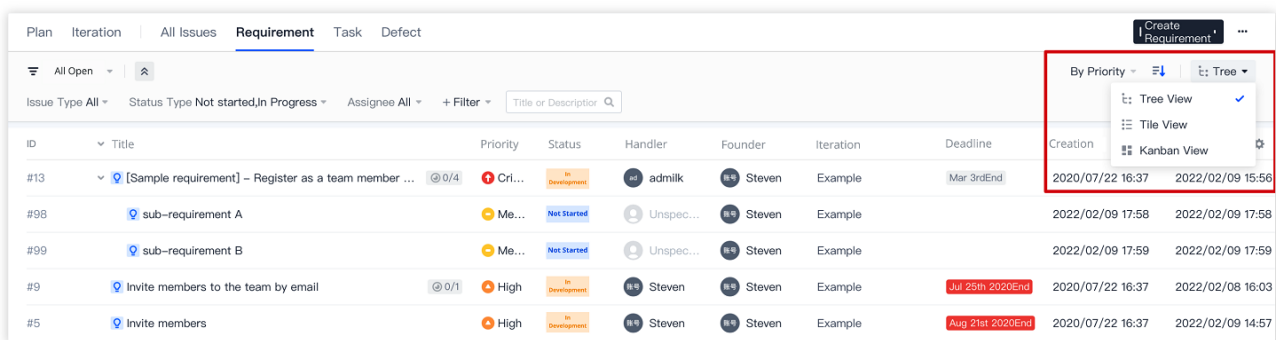


3. Select **Project Settings > Project Collaboration > Issue Types > Requirements**, and then select **Workflows** to set custom requirement workflows. For more information, see [Custom Workflows](#).



Requirement View

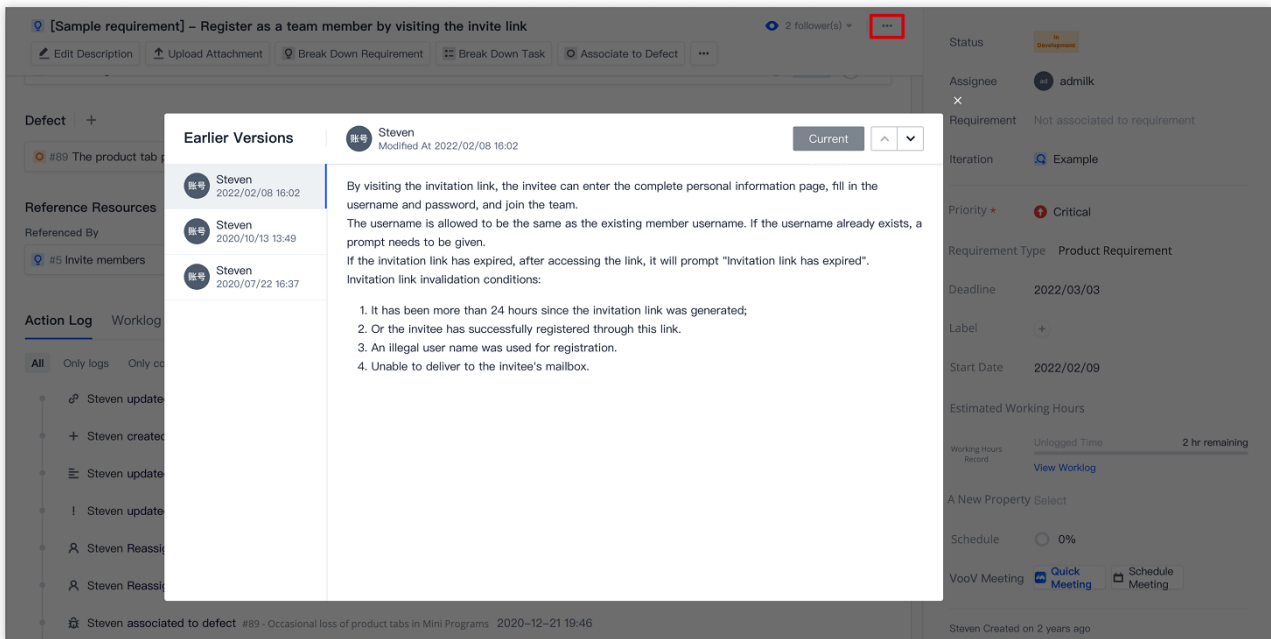
On the requirement list page, you can switch between *Tree View*, **Tile View**, and **Kanban View** to suit your needs. This is the main working interface for product-related personnel and can help give you an overall idea of all requirements in the current project. When you return to this page, the 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

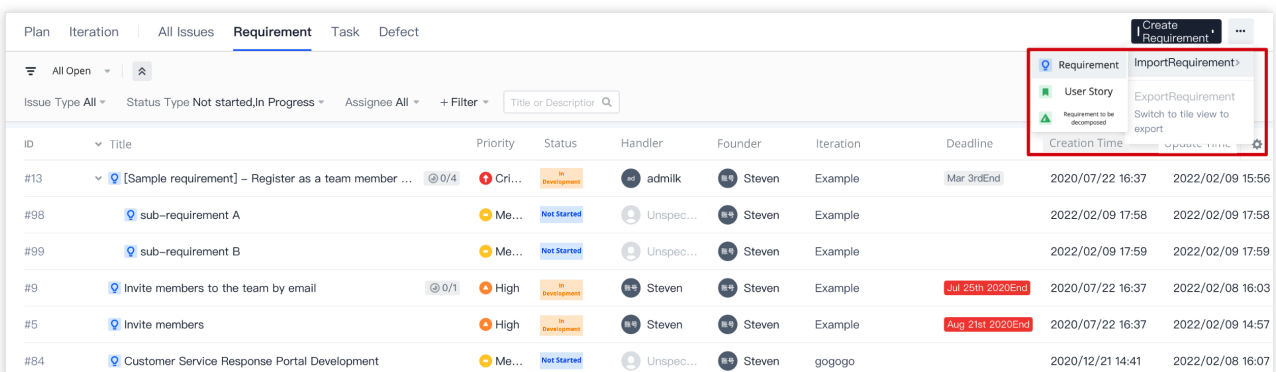
All changes in a requirement are recorded in the action log. On the details page, select **...** in the upper-right corner and click **Earlier Versions** in the menu to view all versions sorted by time. Version backtracking allows you to

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



Import and Export Requirements

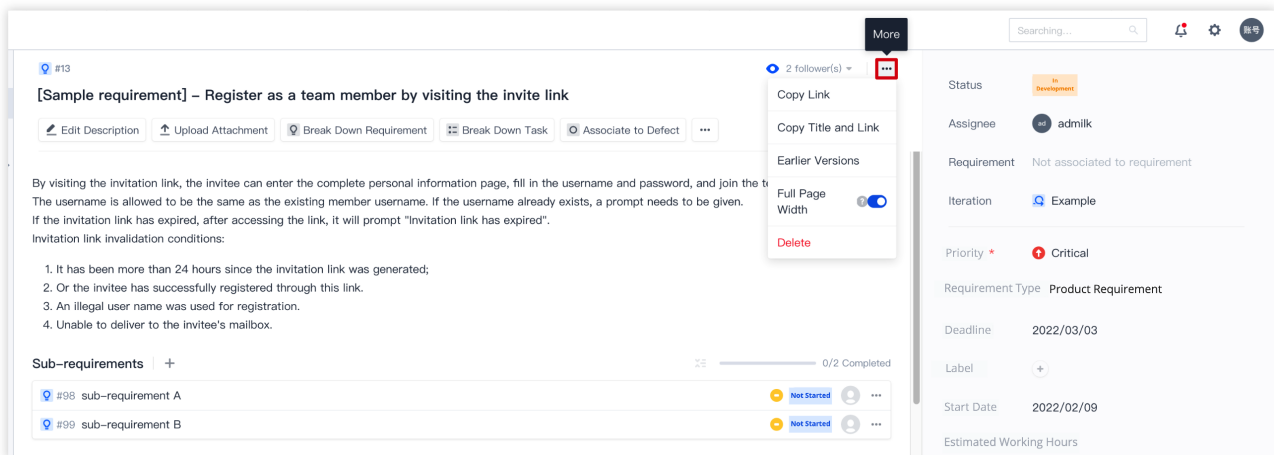
You can batch import and export requirements. On the requirement list page, select ⋮ in the upper-right corner and click Import/Export Requirement in the menu. See [Import and Export Issues](#) for details.



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



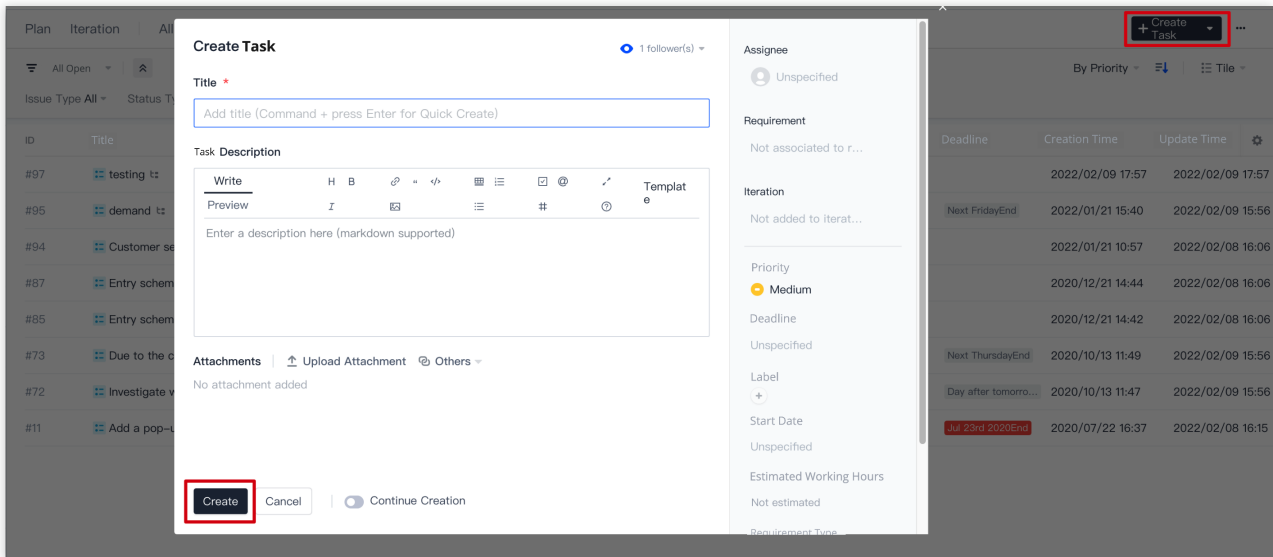
in the upper-right corner to open the project list page and click a project icon to open the corresponding project.

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

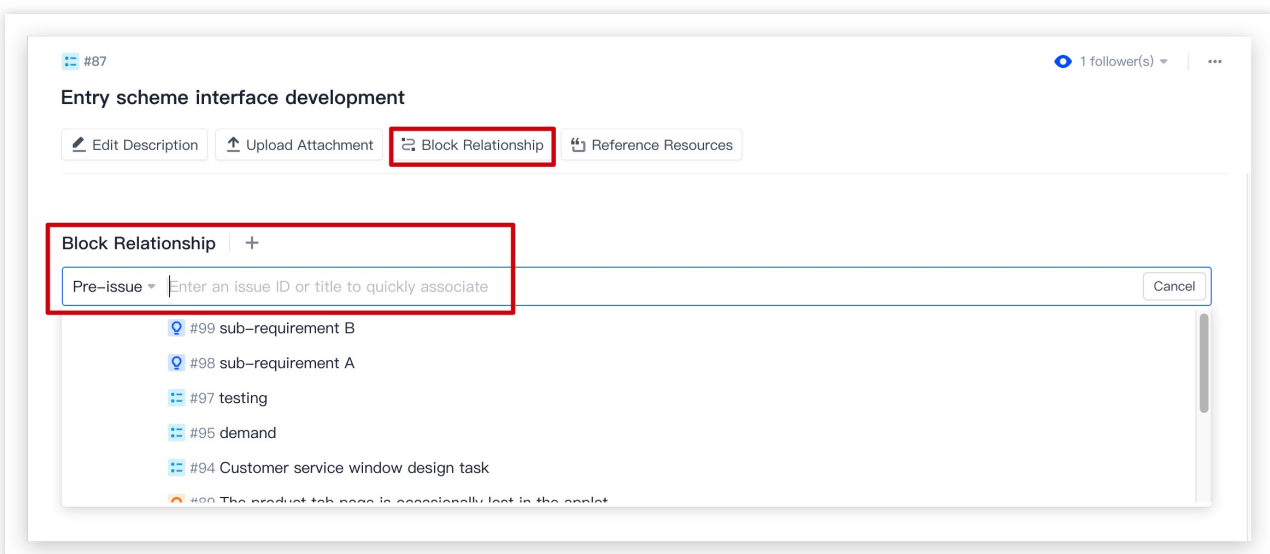
1. Open any project and select **Project Collaboration > Tasks**. Click **Create Task** in the upper-right corner of the module and enter a task title, task description, and other basic information to create the task.



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.

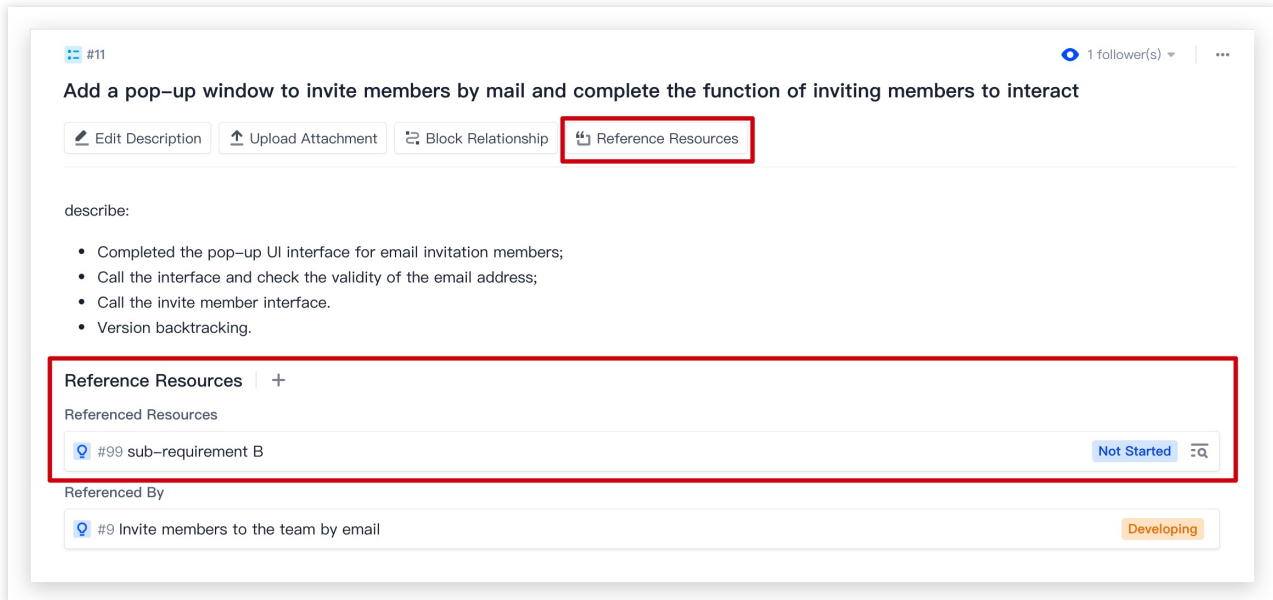
Associate Block Dependency

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.

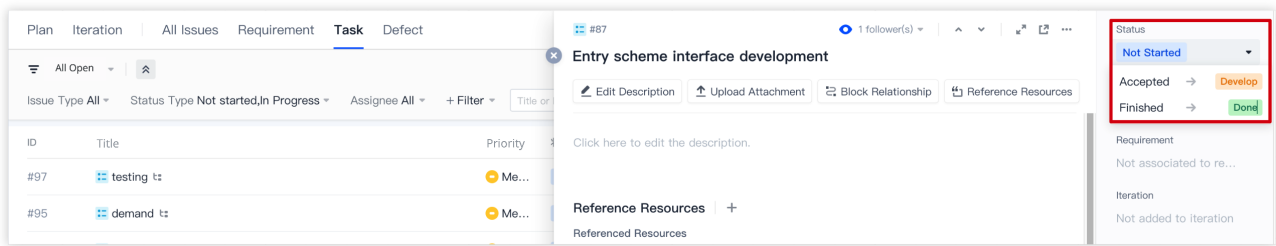


You can also associate a **code commit** with an issue. When committing code, add the `# + ID/title to reference` of the issue to the commit information (for example, this is a commit #3). See [Reference Resources and Upload Attachments](#) for details.

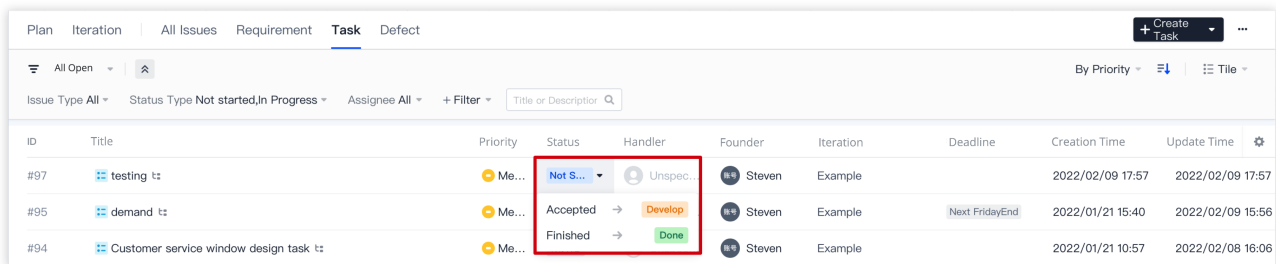
Transition Task Status

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.



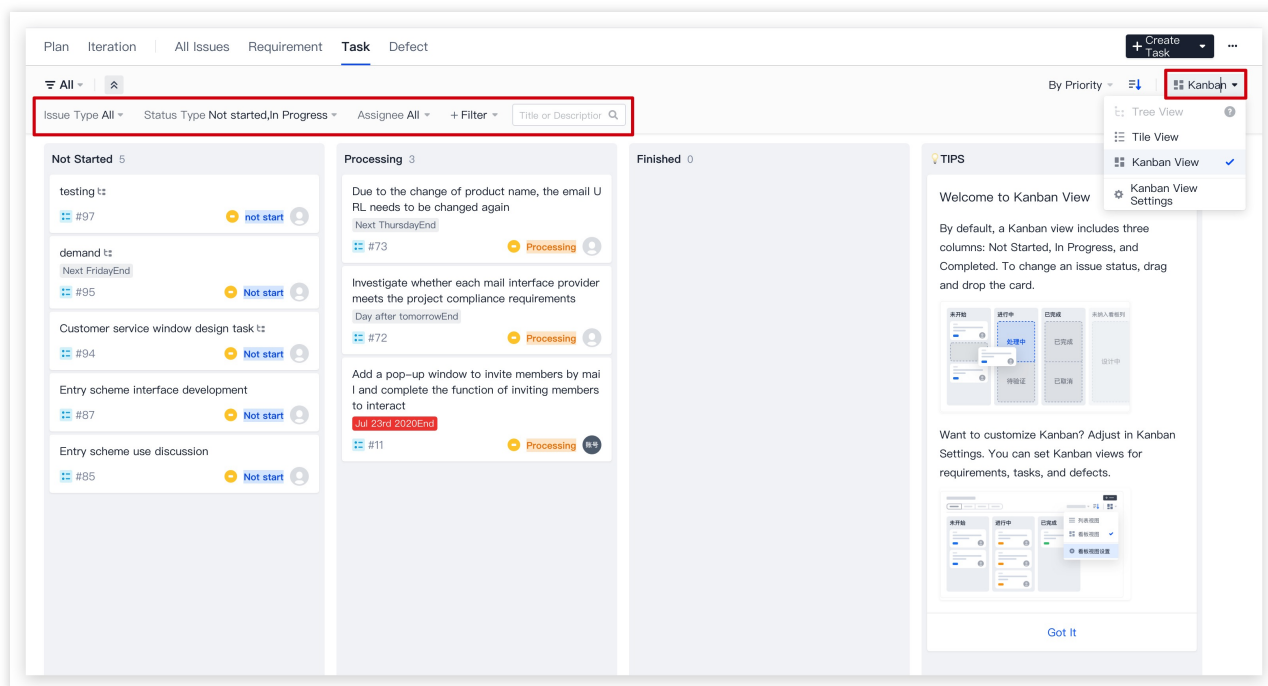
2. On the task list page, you can switch the status to the current stage of the task in the **Status** column.



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

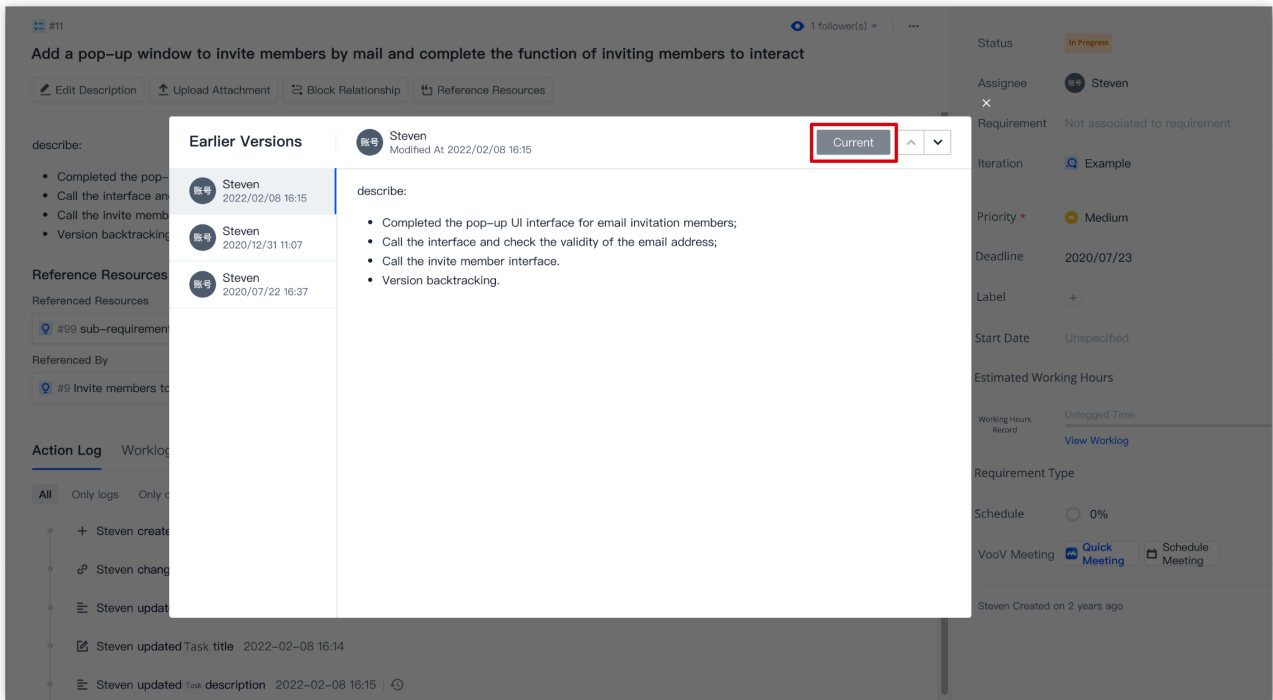
Task View

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.



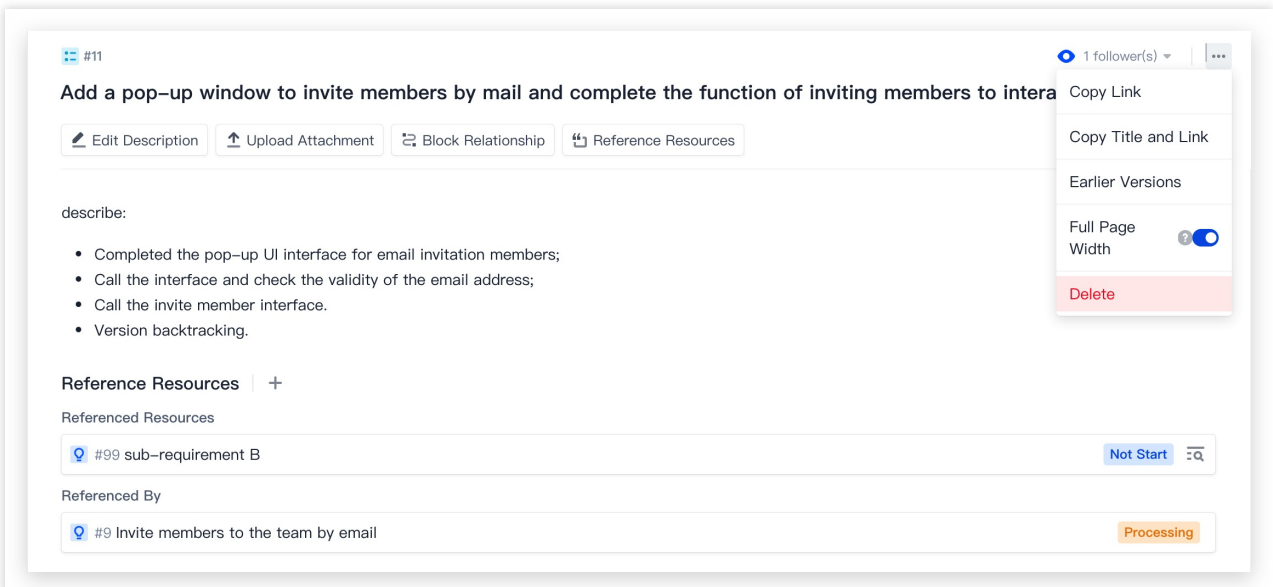
Version Backtracking

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.

Create Defect

1 follower(s)

Title *

Defect Description

Write H B “ </> @ **Templat**

Preview I # **e**

Enter a description here (markdown supported)

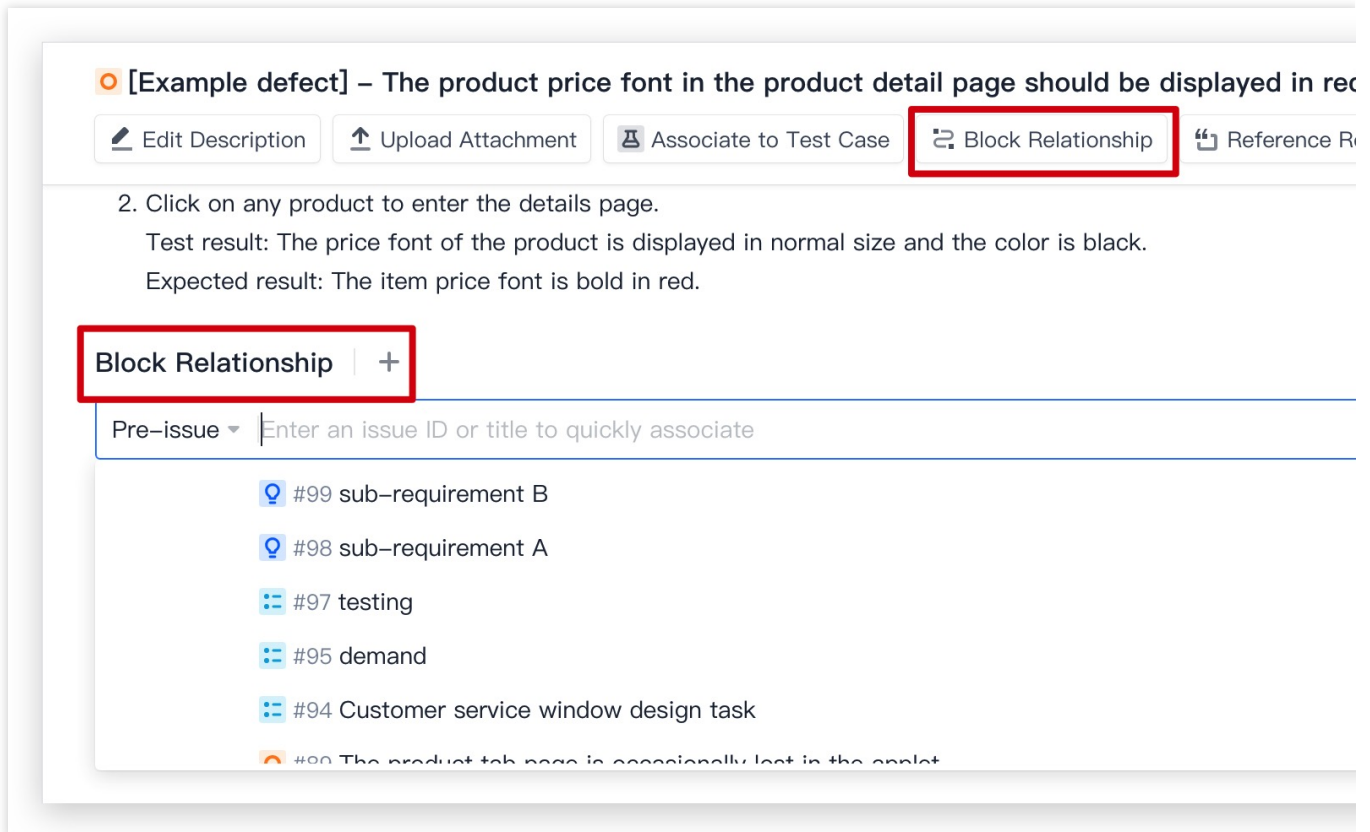
Attachments | Upload Attachment

No attachment added

| Continue Creation

Associate Block Dependency

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



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

Edit Description Upload Attachment Associate to Test Case **Block Relationship** Reference R

2. Click on any product to enter the details page.
Test result: The price font of the product is displayed in normal size and the color is black.
Expected result: The item price font is bold in red.

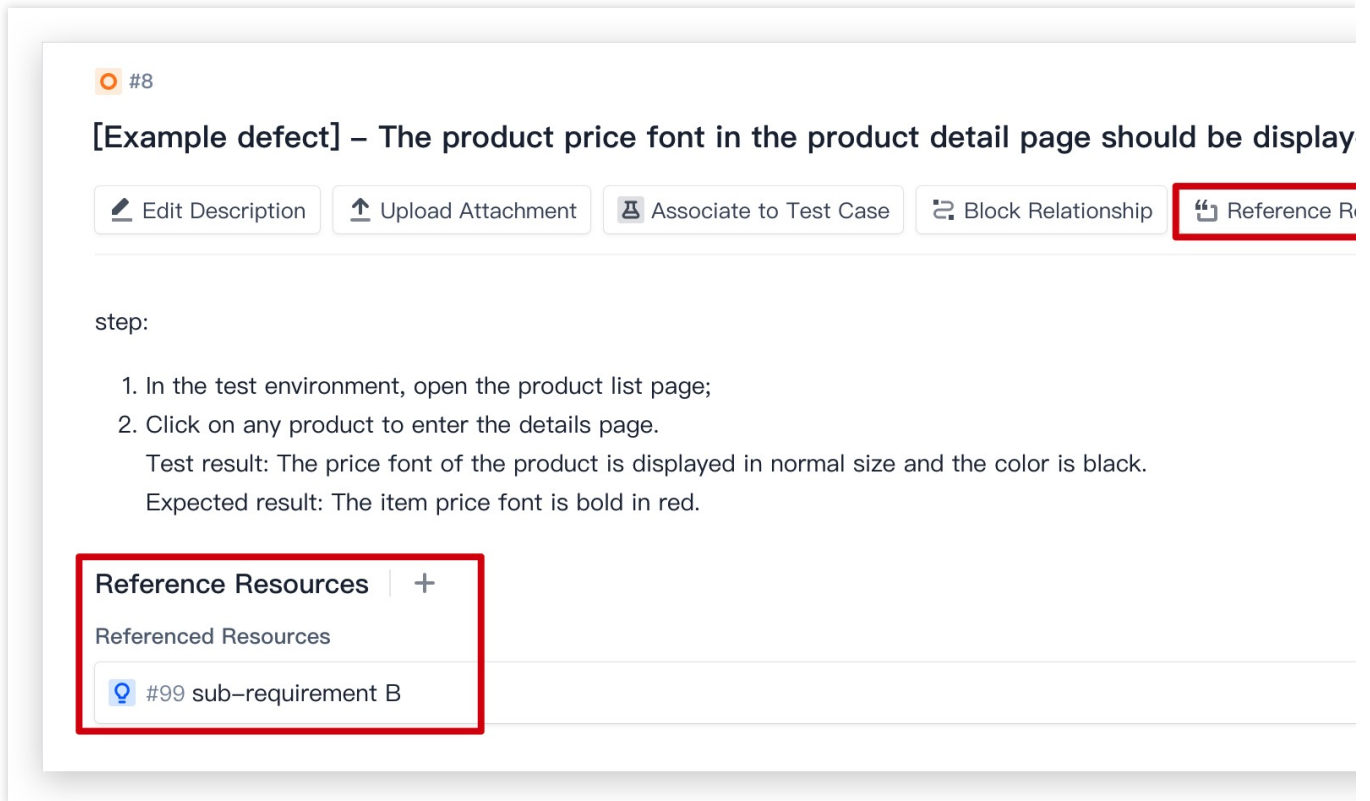
Block Relationship +

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

- #99 sub-requirement B
- #98 sub-requirement A
- #97 testing
- #95 demand
- #94 Customer service window design task
- #90 The product tab page is occasionally lost in the applet

Reference Resources

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



#8

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

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

step:

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

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

Reference Resources +

Referenced Resources

- #99 sub-requirement B

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

Bug status transition

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

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

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

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

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

Bug View



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

Plan Iteration All Issues Requirement Task Defect							
☰ All Open ▾ ⬆							
Status Type Not started, In Progress ▾ Assignee All ▾ + Filter ▾ <input type="text" value="Title or Descriptor"/> 🔍							
ID	Title	Priority	Status	Handler	Founder	Iteration	
#7	🔴 [Example defect] – After entering the correct username and pa...	🔴 High	Processi	👤 Steven	👤 Steven	Example	
#89	🔴 The product tab page is occasionally lost in the applet	🟡 Me...	Process...	👤 Steven	👤 Steven	Example	
#8	🔴 [Example defect] – The product price font in the product detail...	🟡 Me...	On veri...	👤 Steven	👤 Steven	Example	

Version Backtracking

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

Earlier Versions

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

Bug Types and Bug Modules

Manage bug types

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

Note:

CODING Bug Management provides five bug types by default:

Functional bug

UI defect

Usability defect

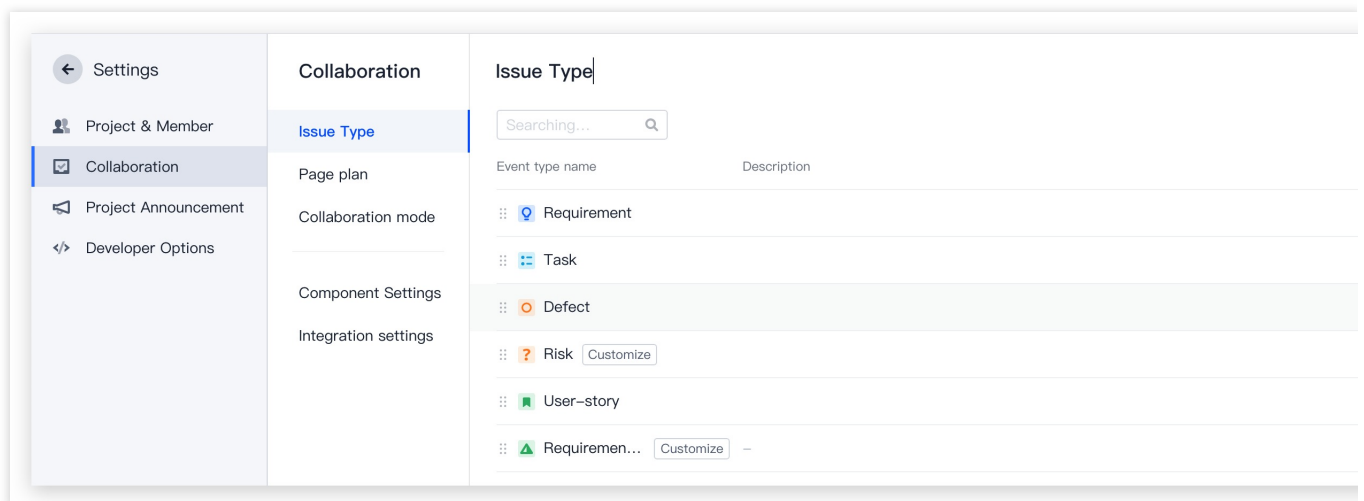
Security defect

Performance defect

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

Create or use bug types

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



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

Collaboration

Issue Type

Page plan

Collaboration mode

Component Settings

Integration settings

← Issue Type / Defect

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

Attribute Workflow workflow beta

Searching for attributes

Attribute Name	Description	Default
Handler System	–	N
supervisor System	–	N
The above are not sortable		
:: Defect type System	–	Not sp
:: Priority System	–	Me
:: Deadline System	–	Not sp
:: Module System	–	Not sp
:: Tags System	–	
:: Start-date System	Start Date	Not sp
:: Estimated working hours System		Is supp
:: Worklog System	–	
:: Process System	–	0%

Apply Configuration

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

Configuration menu option

After the update,

⋮ Usability issues

⋮ Functional defect

⋮ UI interface issues

⋮ Security

⋮ Performance issues

⋮ A new defect Type

Option name, Max. 40

Confirm

Cancel

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

← Issue Type / Defect

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

Attribute Workflow workflow beta

Searching for attributes

Attribute Name	Description	Default
Handler System	-	N
supervisor System	-	N
The above are not sortable		
:: Defect type System	-	Not sp
:: Priority System	-	Me
:: Deadline System	-	Not sp
:: Module System	-	Not sp
:: Tags System	-	+
:: Start-date System	Start Date	Not sp
:: Estimated working hours System		Is supp
:: Worklog System	-	
:: Process System	-	0%

Apply Configuration

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

The screenshot shows a bug report interface. At the top left, there is a bug icon and the ID "#8". At the top right, it says "1 follower(s)". The main title of the bug is "[Example defect] – The product price font in the product detail page should be displayed in red and bold". Below the title, there are five action buttons: "Edit Description", "Upload Attachment", "Associate to Test Case", "Block Relationship", and "Reference Resources".

The description of the bug is as follows:

step:

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

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

Below the description, there is a section for "Reference Resources" with a plus sign. Under "Referenced Resources", there is one entry: "#99 sub-requirement B" with a status of "未开始" (Not Started).

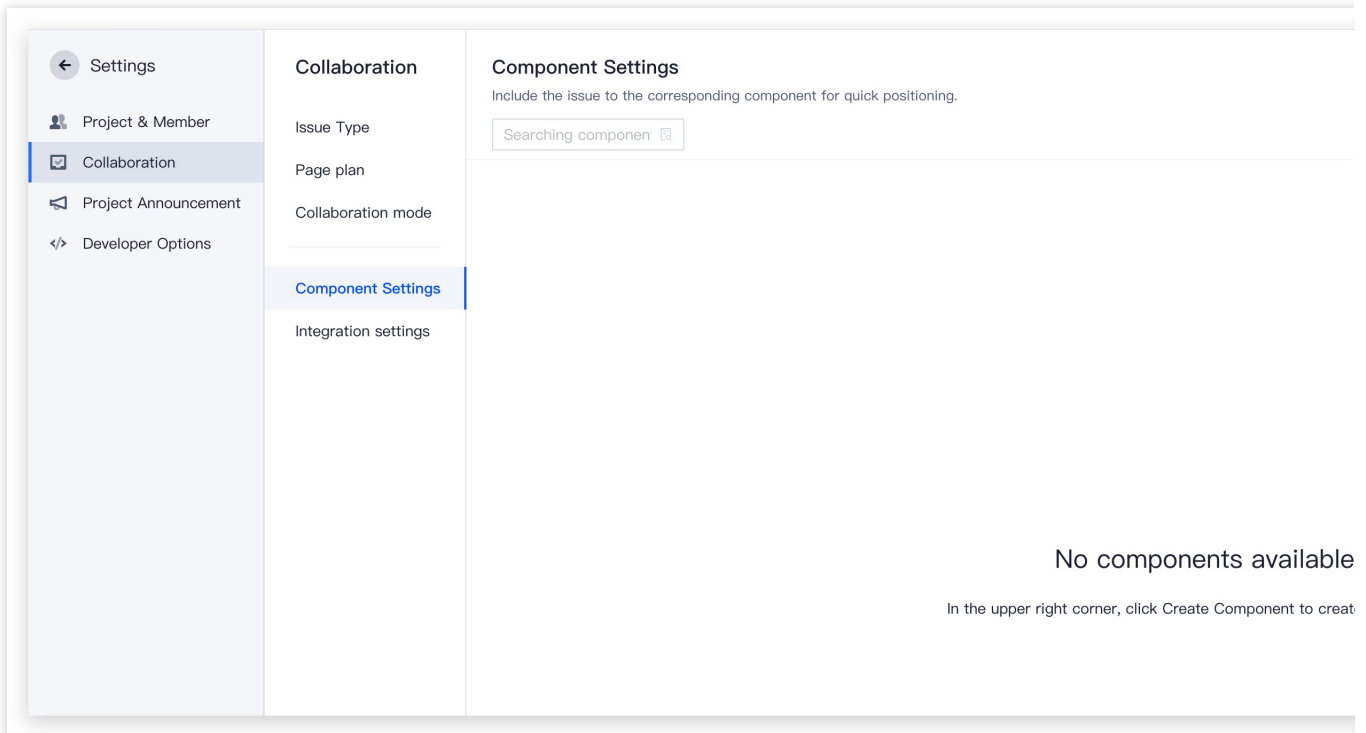
At the bottom, there are two tabs: "Action Log" and "Worklog". Under "Action Log", there are three filter options: "All", "Only logs", and "Only comments".

Manage bug modules

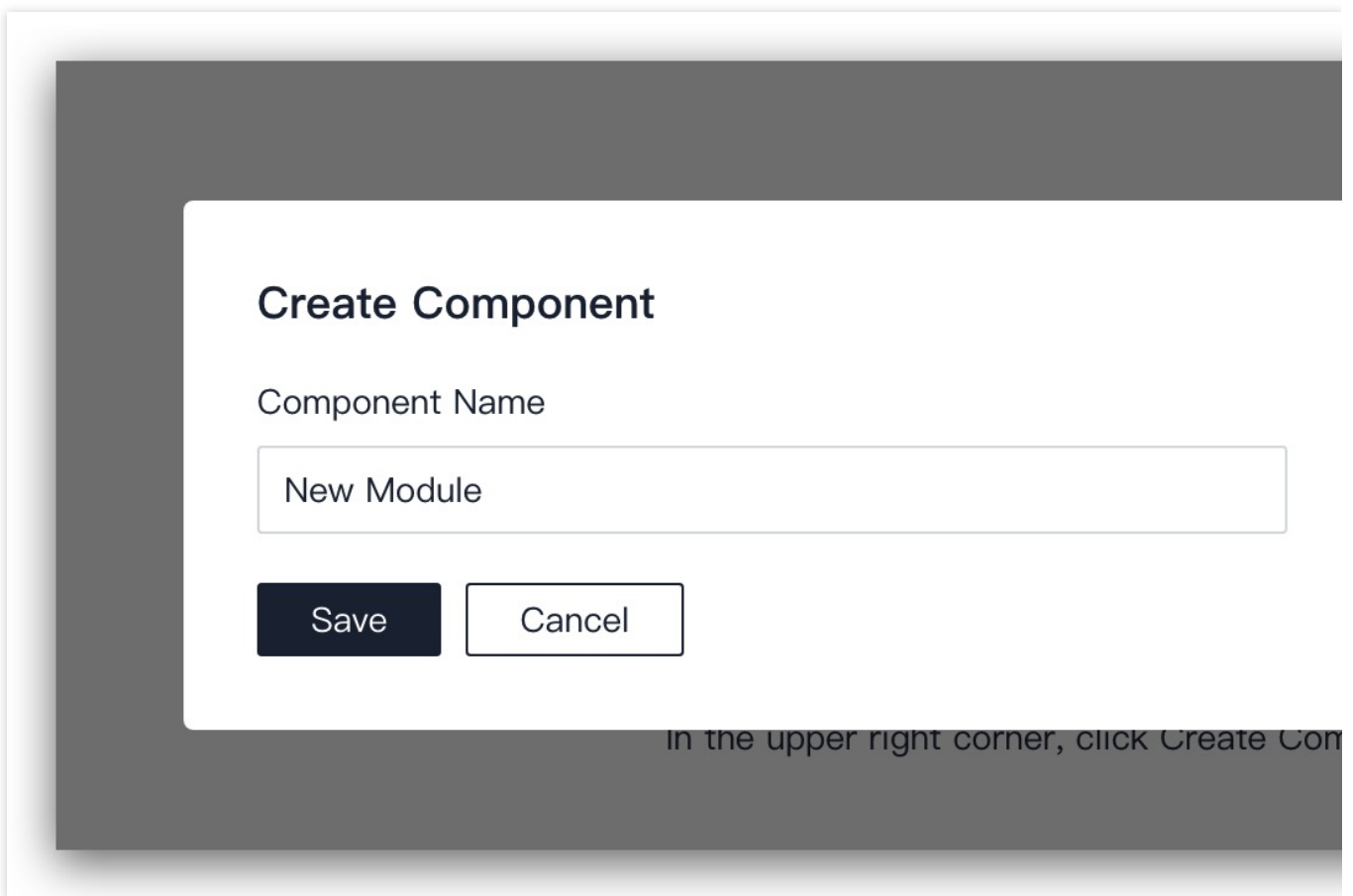
This feature is used to configure modules to which the bugs belong. Creating different modules allows you to manage and locate bugs easily to suit the needs of professional scenarios. Module data can be shared across projects for more efficient collaboration.

Create or use bug modules

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

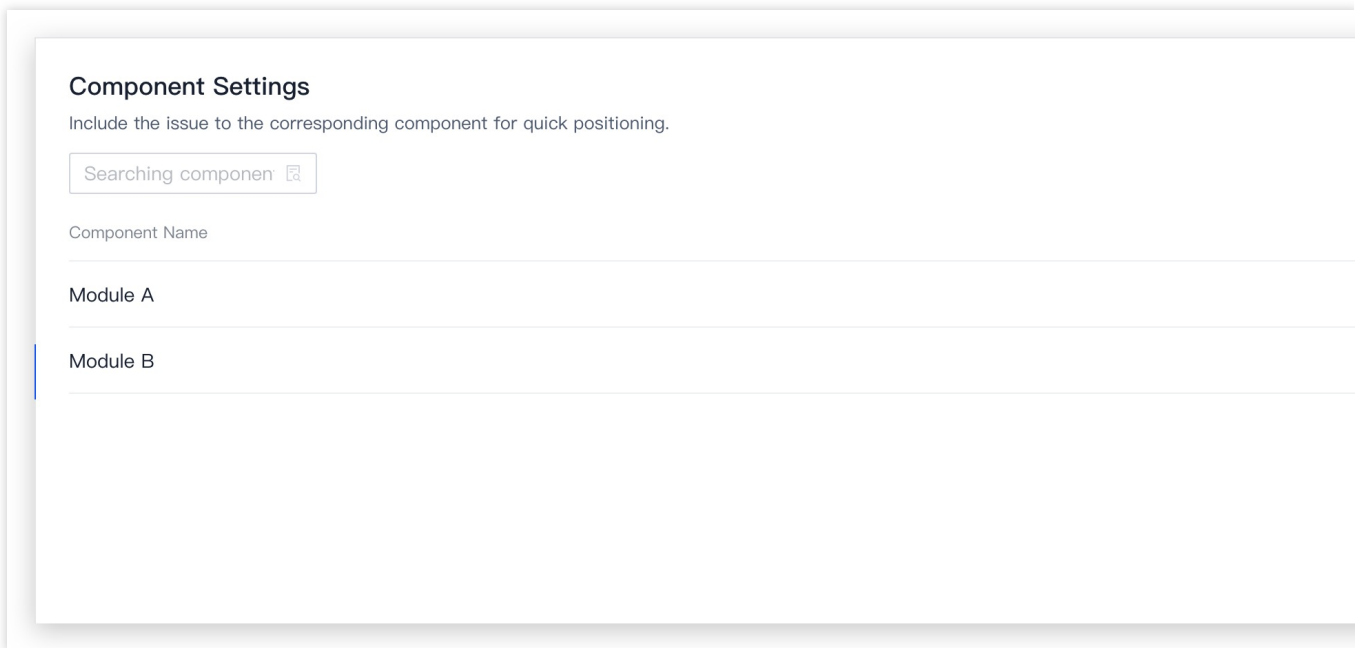


2. Enter a module name, and then select **Save** to add the bug module.

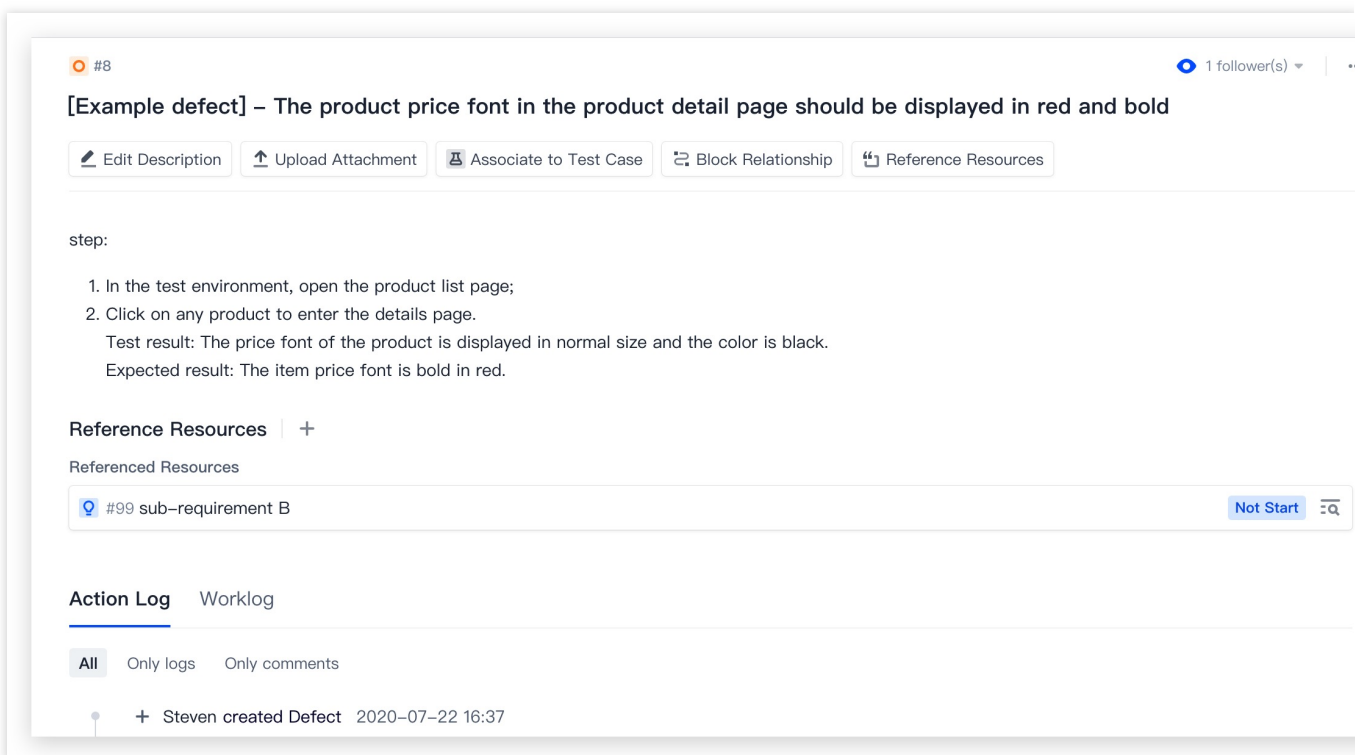


In **Module Settings**, click ↑ ↓ to the right of each module to adjust the display priority of modules. You can also

rename or delete the modules.

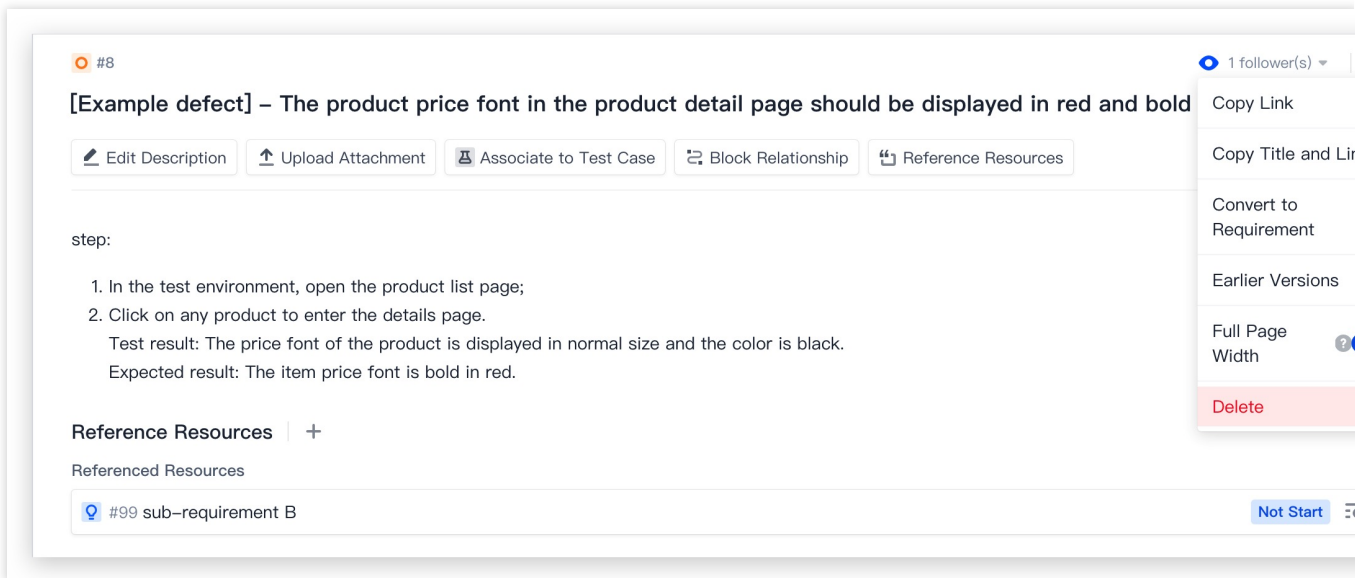


3. When creating a bug or on the bug details page, you can select the module to which the bug will be added from the **Modules** menu on the right.



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.

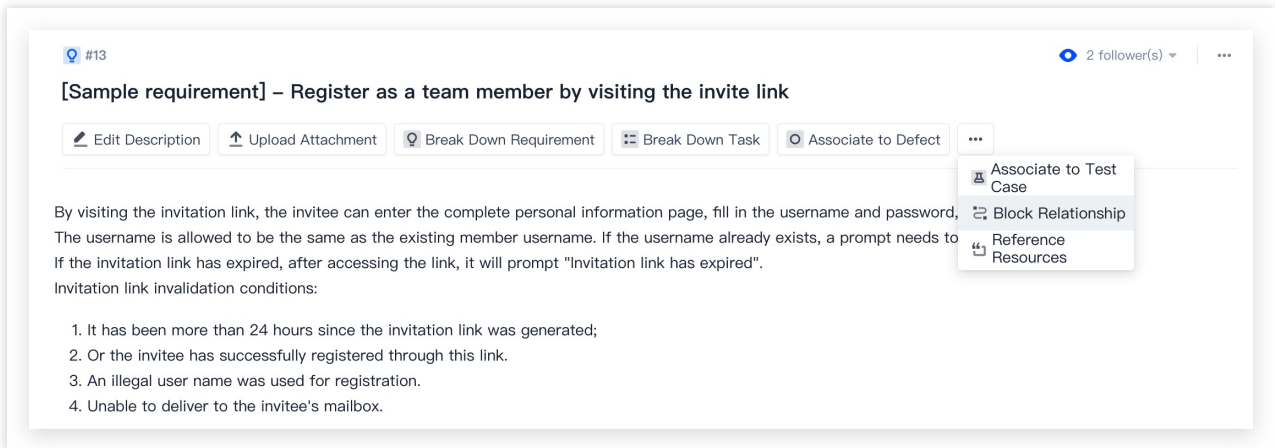
Pre-issue: An issue that needs to be completed before the current issue starts.

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

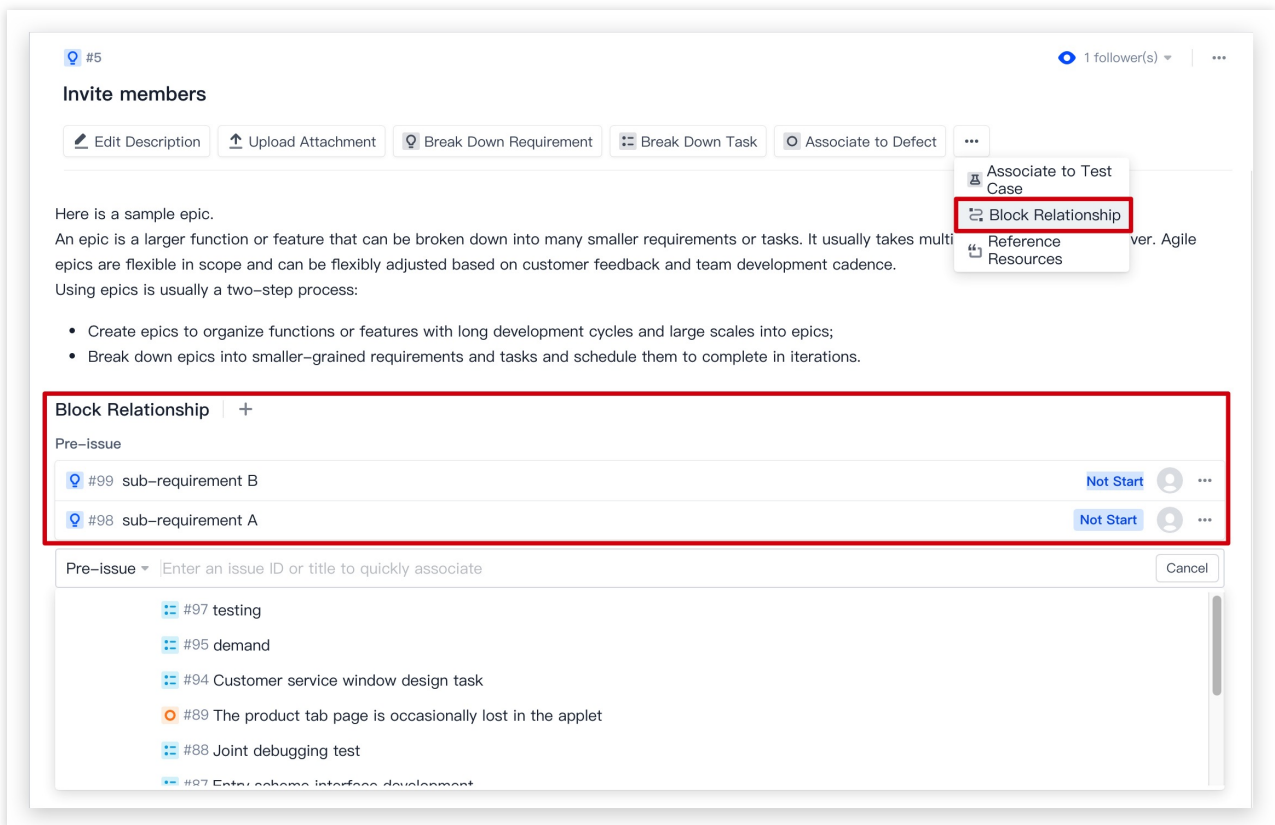
The following example uses a requirement to demonstrate how you can configure and view **block relationships**.

Configure Block Relationship

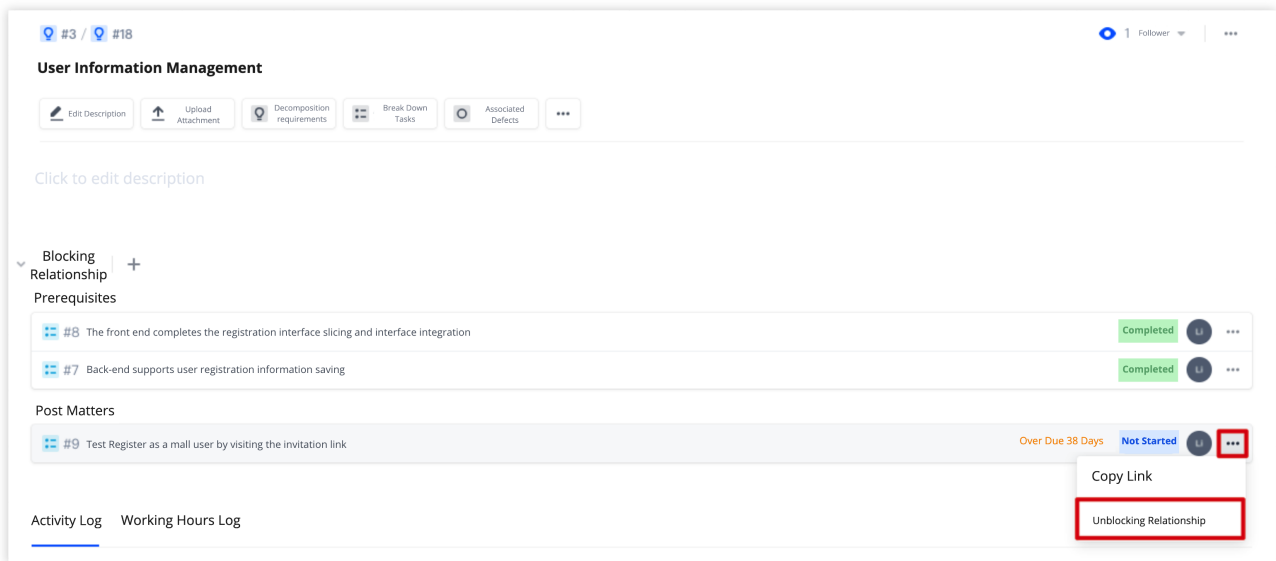
1. On the issue details page, select  at the top and click **Block Relationship** in the menu.



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.

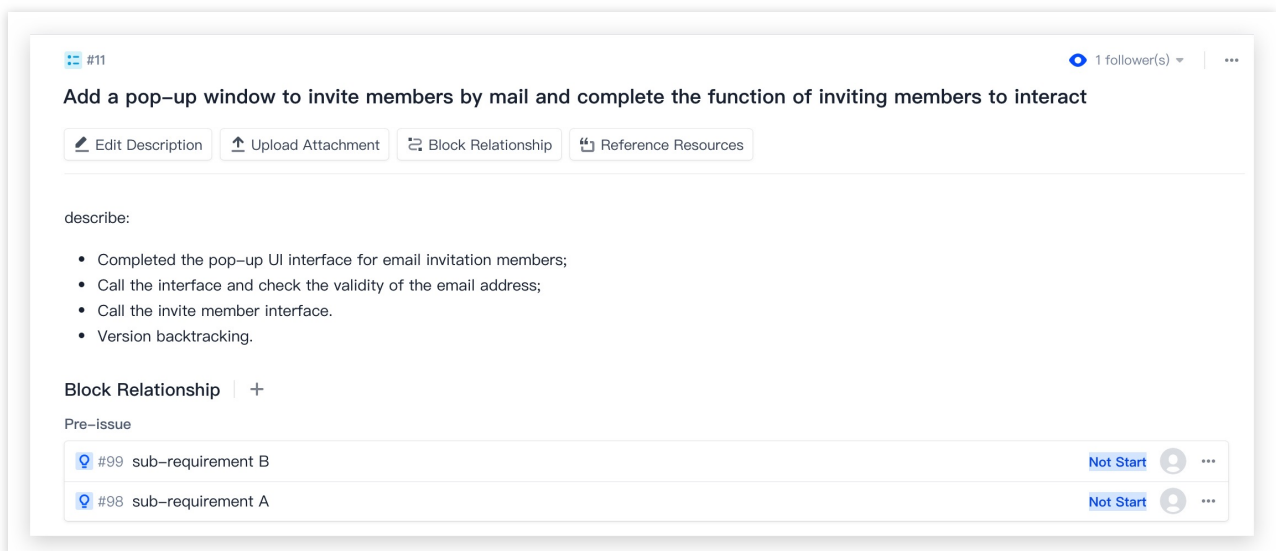


3. You can select **...** to the right of an associated issue with a block relationship and click Disassociate.



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

Issue Title	Start Time	Due Time	Status	Assignee
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 user... 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

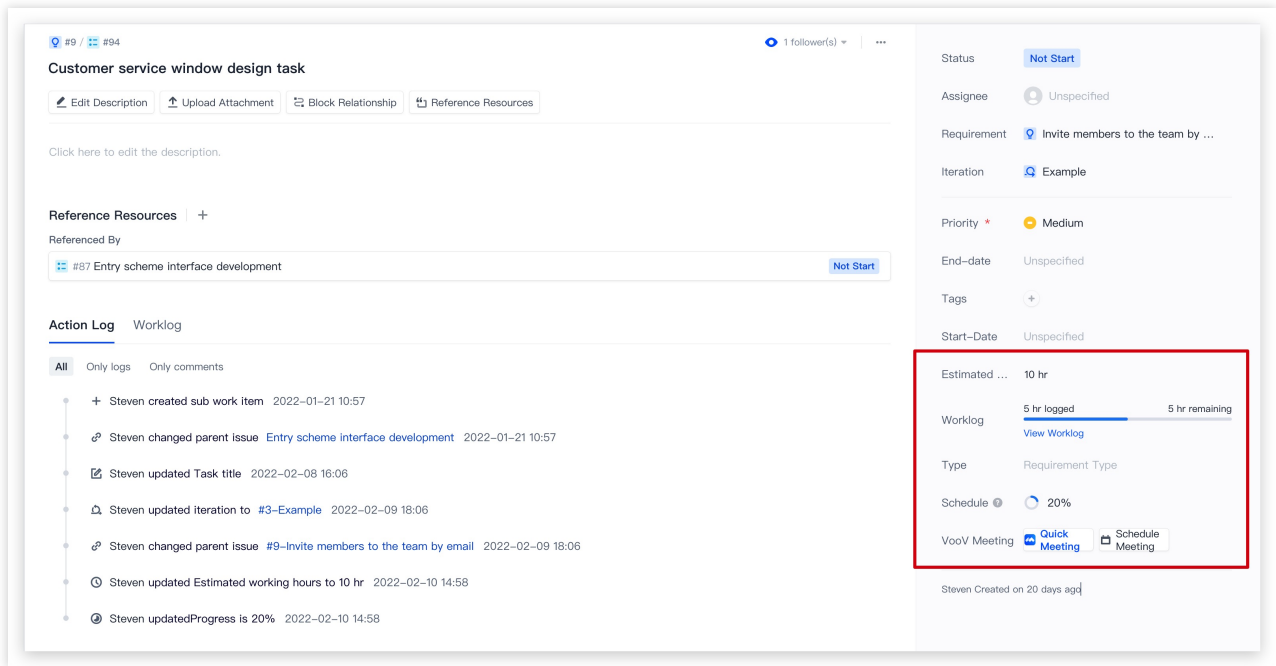
1. Log in to the CODING Console and click **Use Now** to go to CODING page.
2. Click



- 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**.

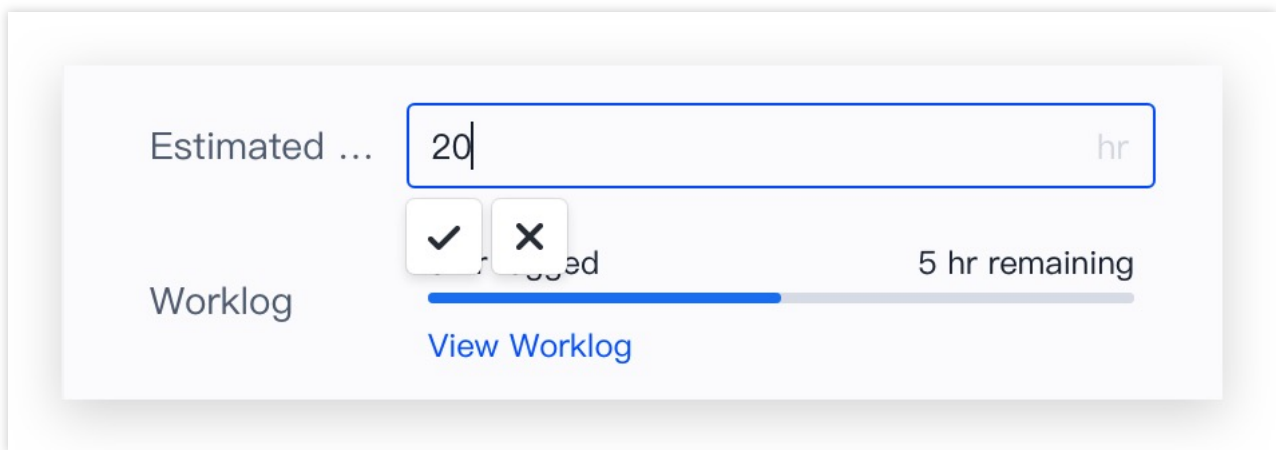
Feature Overview

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**.



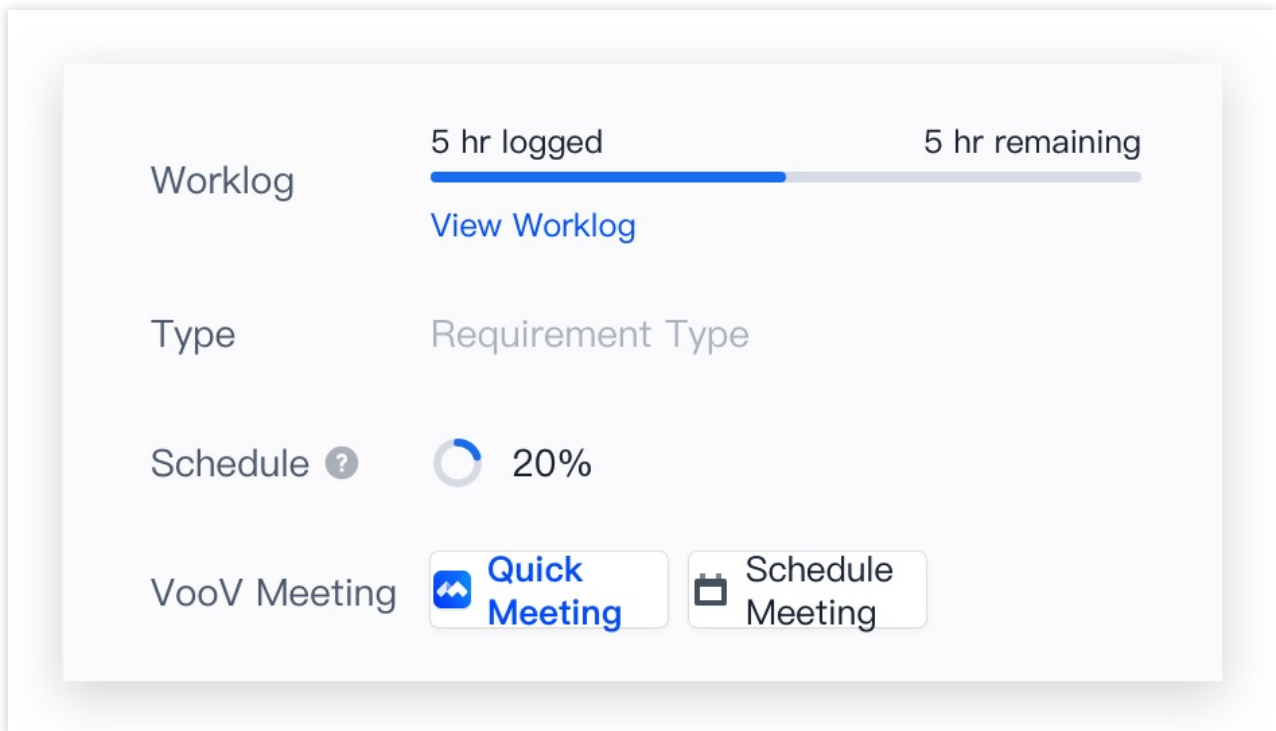
Estimated Time

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.




The screenshot displays a user interface for recording time. It features four main sections: 'Worklog' with a progress bar showing 5 hours logged and 5 hours remaining, and a 'View Worklog' link; 'Type' set to 'Requirement Type'; 'Schedule' with a 20% progress indicator and a help icon; and 'VooV Meeting' with two buttons: 'Quick Meeting' (with a VooV icon) and 'Schedule Meeting' (with a calendar icon).

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

Record Time

7 hr logged 3 hr remaining



Spent Time

 hr

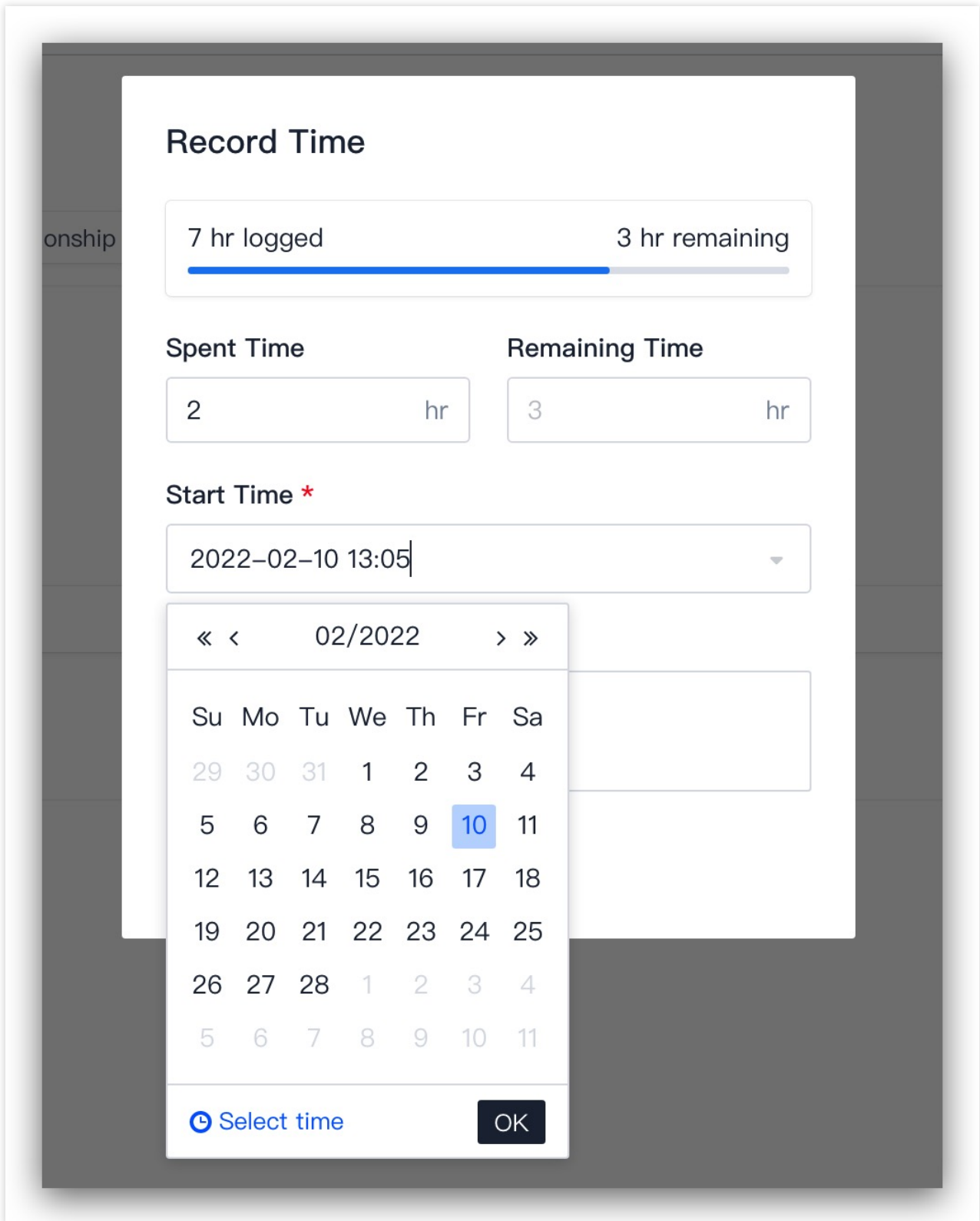
Remaining Time

 hr

Start Time *

Description

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.

Record Time

7 hr logged 3 hr remaining

Spent Time	Remaining Time
<input type="text" value="2"/> hr	<input type="text" value="3"/> hr

Start Time *

Description

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**.

The screenshot shows a task titled "Customer service window design task" with ID #99 / #94. The task is currently in a "Not Start" status. On the right-hand side, there is a "Progress" section with a red box highlighting the "Worklog" and "Schedule" fields. The "Worklog" section shows a progress bar with "7 hr logged" and "3 hr remaining". The "Schedule" section shows a progress bar with "20%". The "Action Log" section on the left shows two entries by user "Steven": one in 2022-02-10 09:58 using 5 hours, and another in 2022-02-10 00:00 using 2 hours. The "Reference Resources" section shows a link to "#87 Entry scheme interface development".

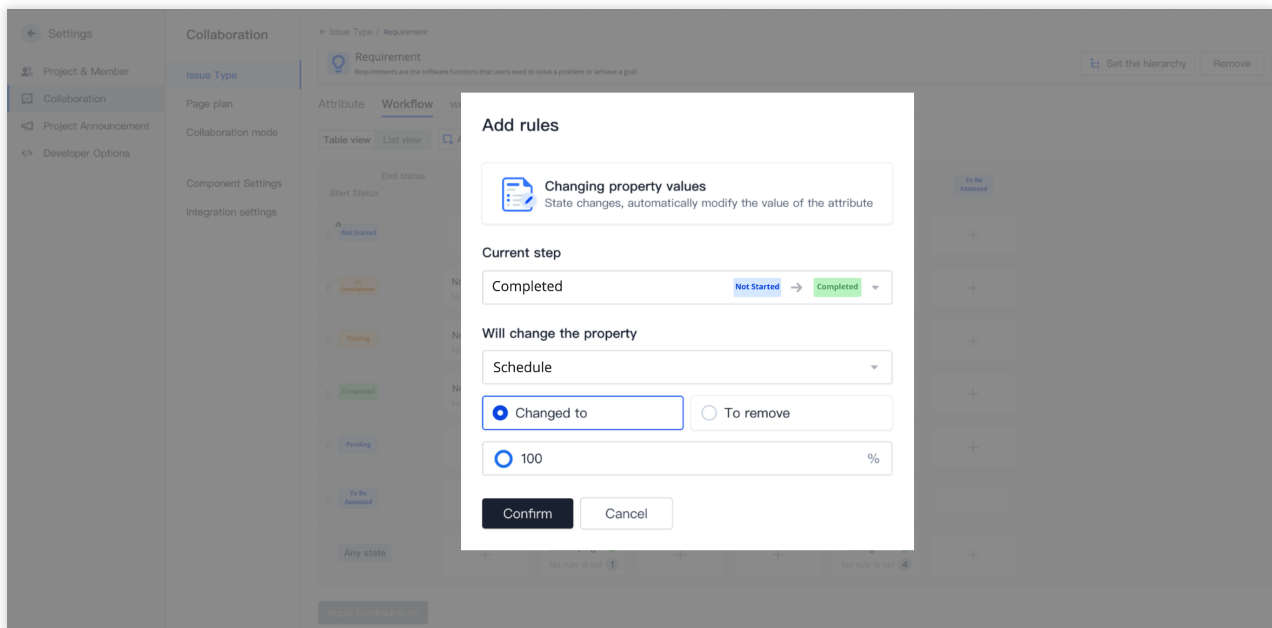
Progress Statistics

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).

This screenshot is identical to the one above, showing the same task details. The red box in this screenshot highlights the "Schedule" field, which is set to "20%". The "Worklog" section remains highlighted in the previous screenshot, showing "7 hr logged" and "3 hr remaining".

Automatically update progress

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



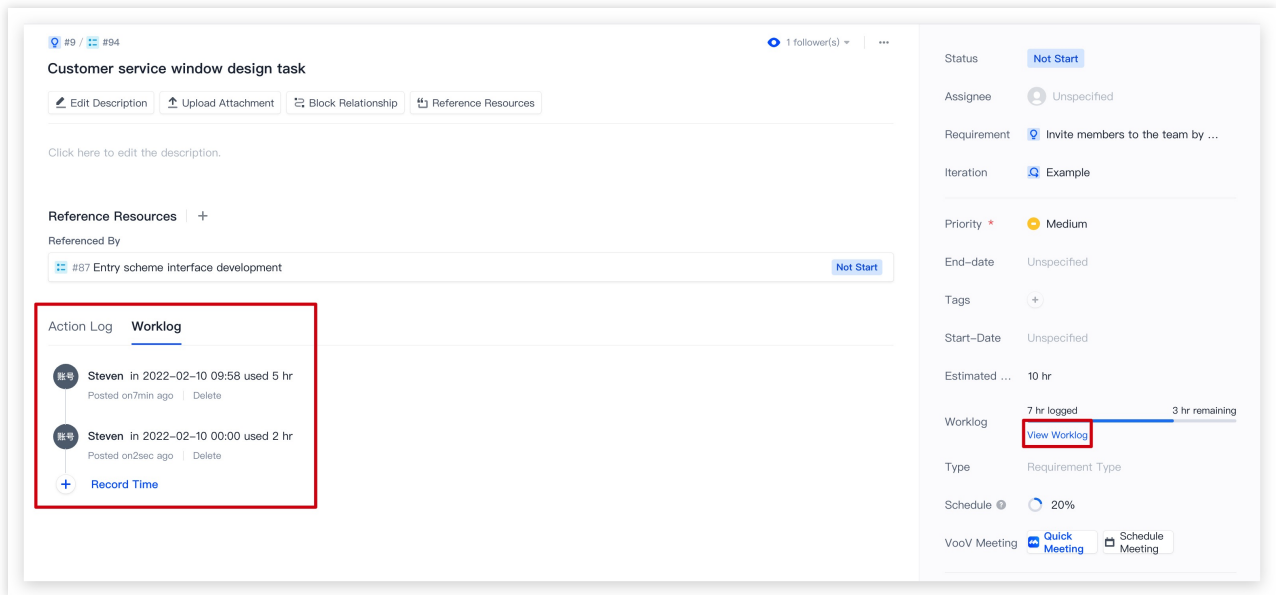
Note:

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

Manage Worklogs

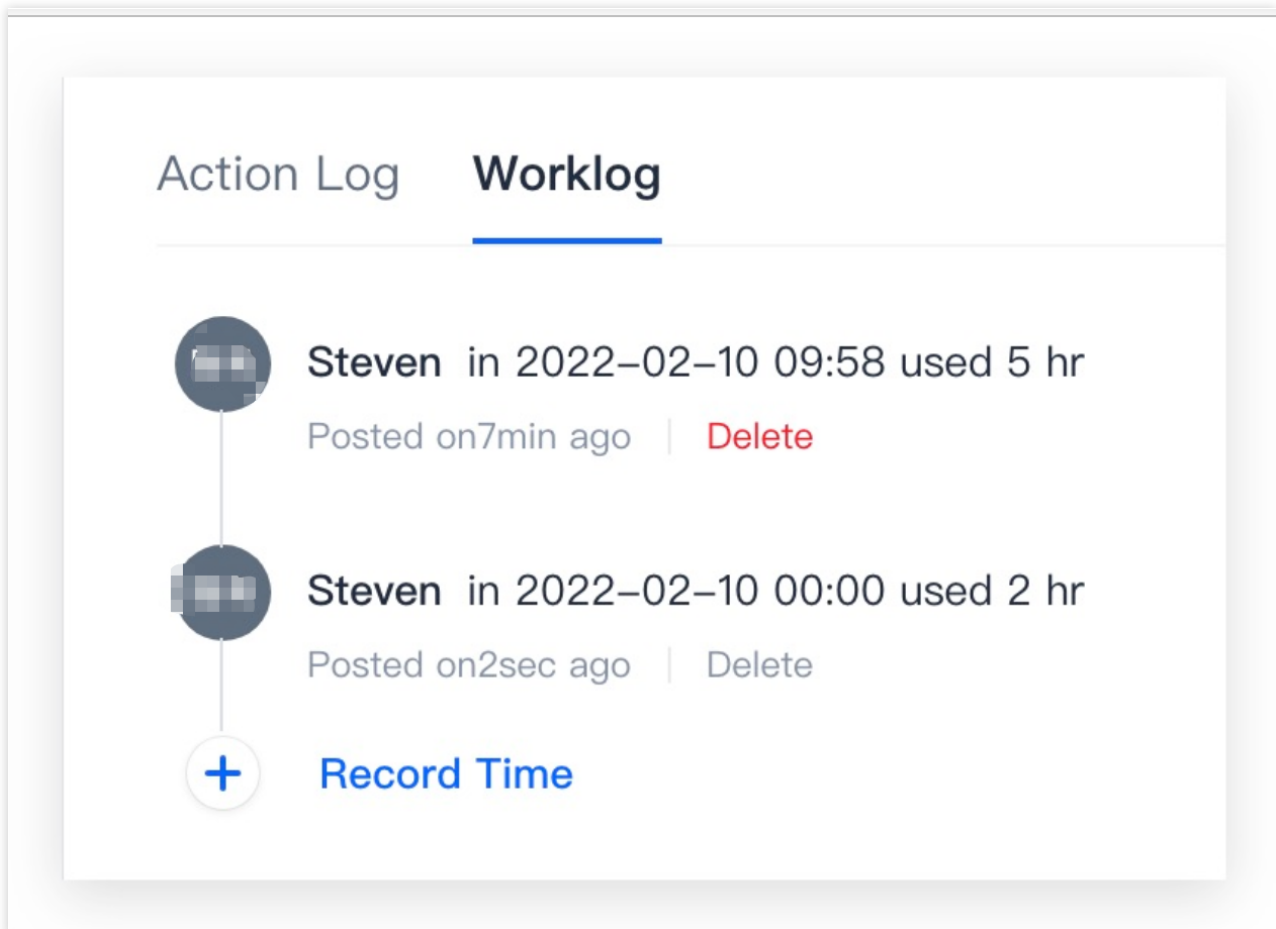
View worklog

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



Delete worklog

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



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

Are you sure you want to delete this worklog?

Deleted worklog cannot be restored.

Adjust Remaining Time

Current	→	After Adjustment
3 hr		8 hr

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

Note:

Deleted worklog cannot be restored. Proceed with caution.

Track Progress

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

This document describes progress tracking in classic project management.

Open Project

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

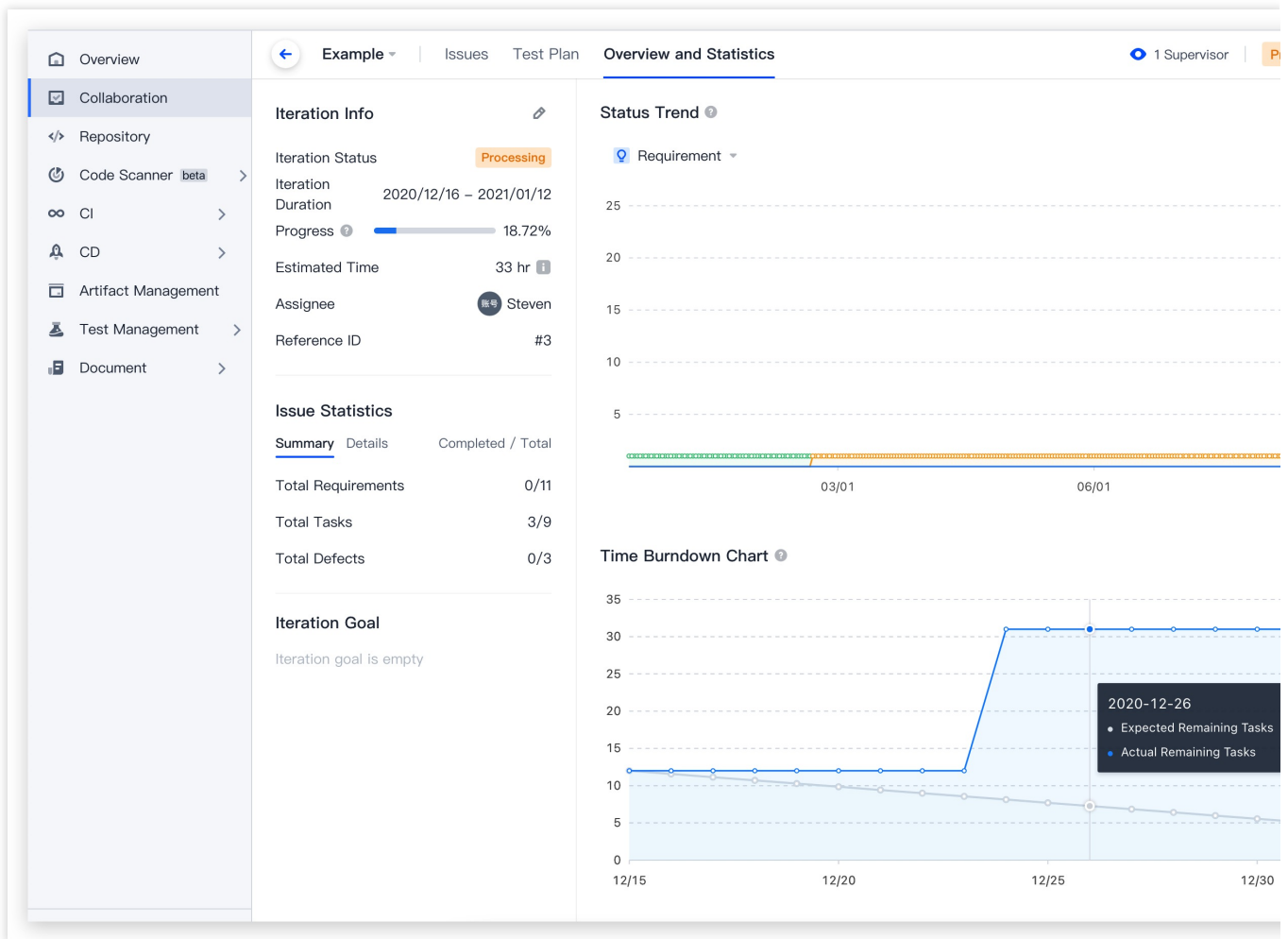


in the upper-right corner to open the project list page and click a project icon to open the corresponding project.

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

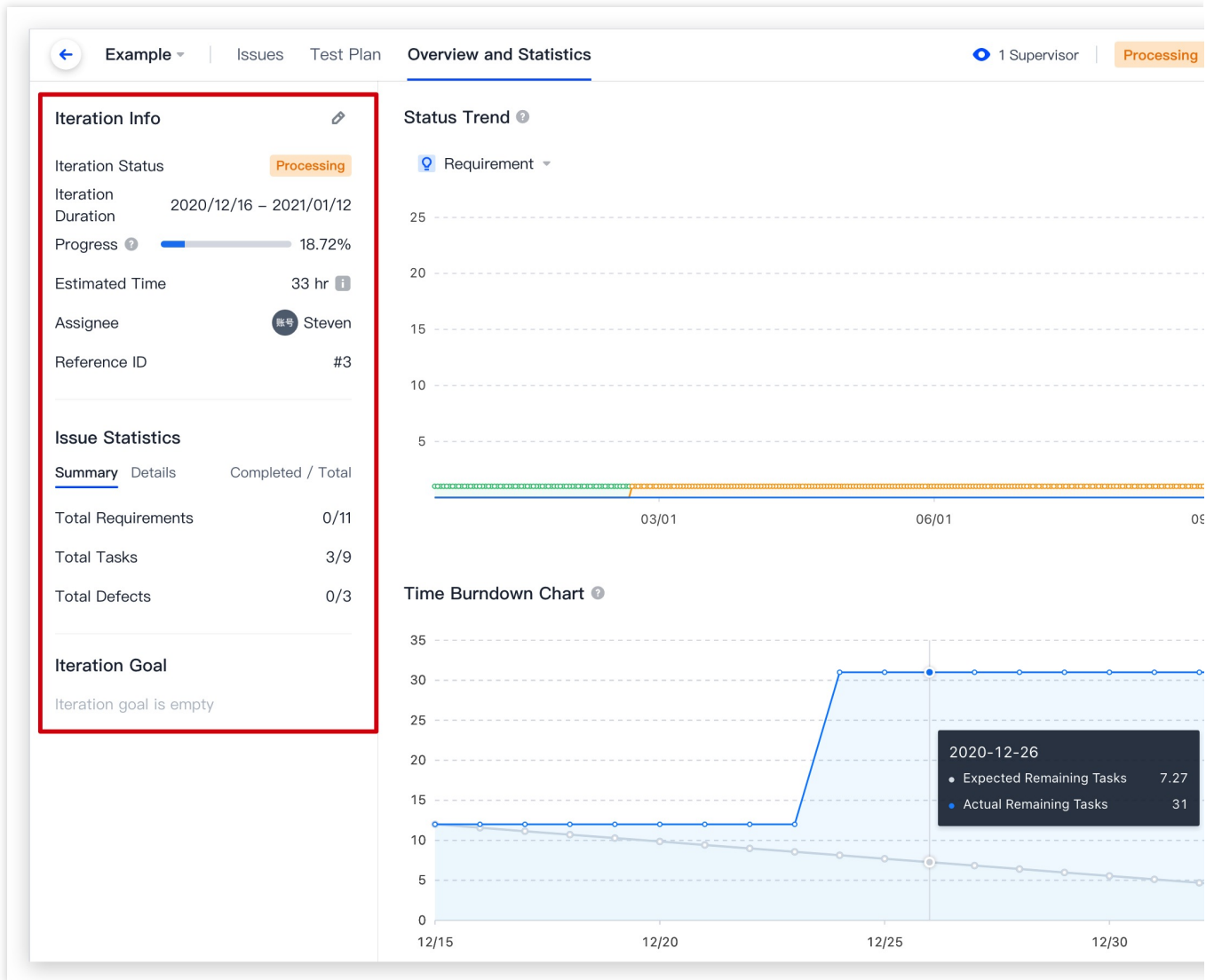
Feature Overview

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



Iteration details

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

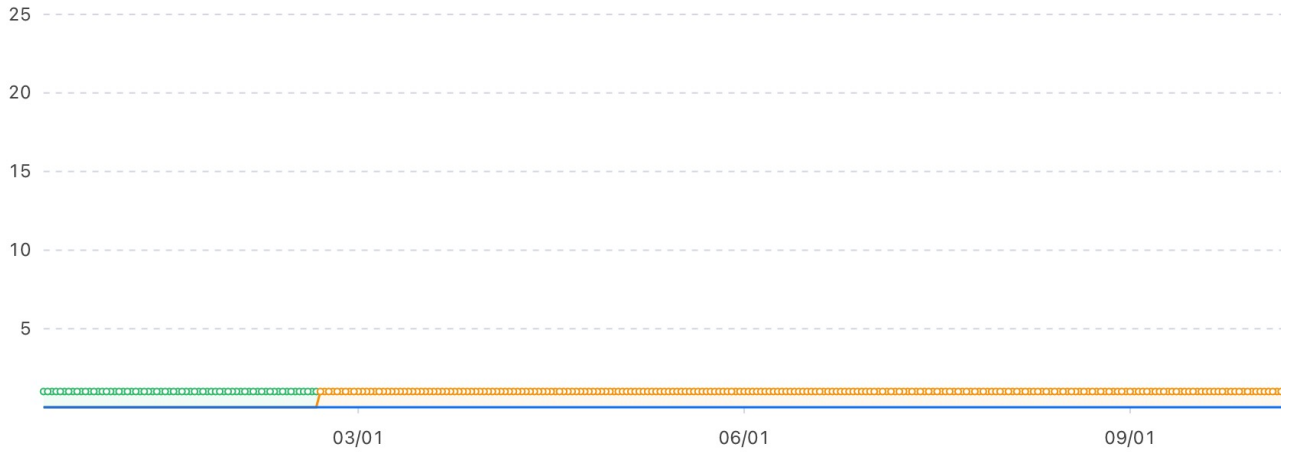


Issue status trend

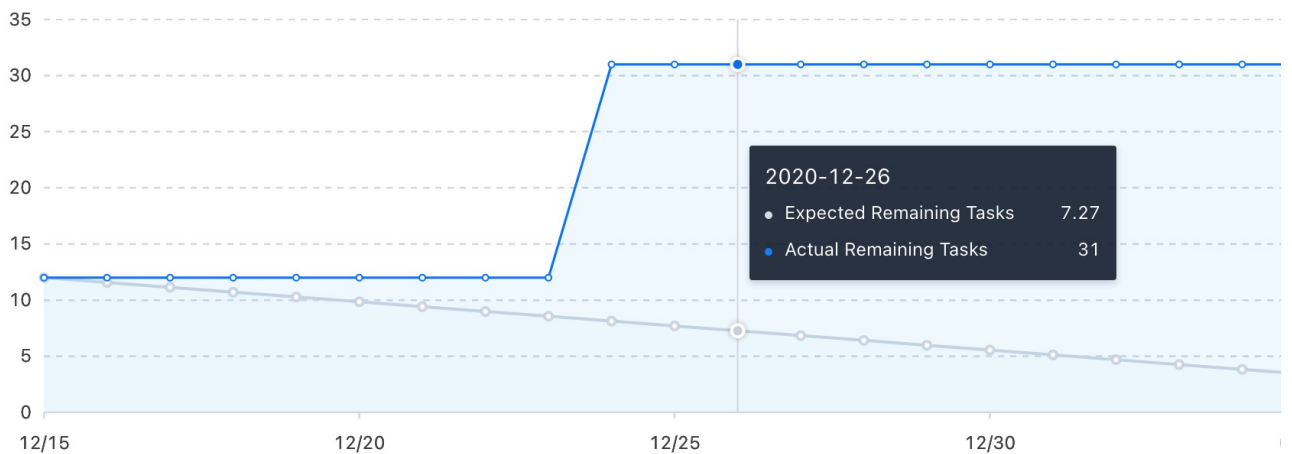
The issue status trend chart in the upper-right corner of **Overview and Statistics** is a stacked area chart showing the change in issue status versus time, highlighting aggregate trends in issues for the development team. You can switch between issues in the dropdown menu. The different area colors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

Status Trend ?

Requirement



Time Burndown Chart ?



Color description

- Green: Completed
- Orange: In progress
- Blue: Not started

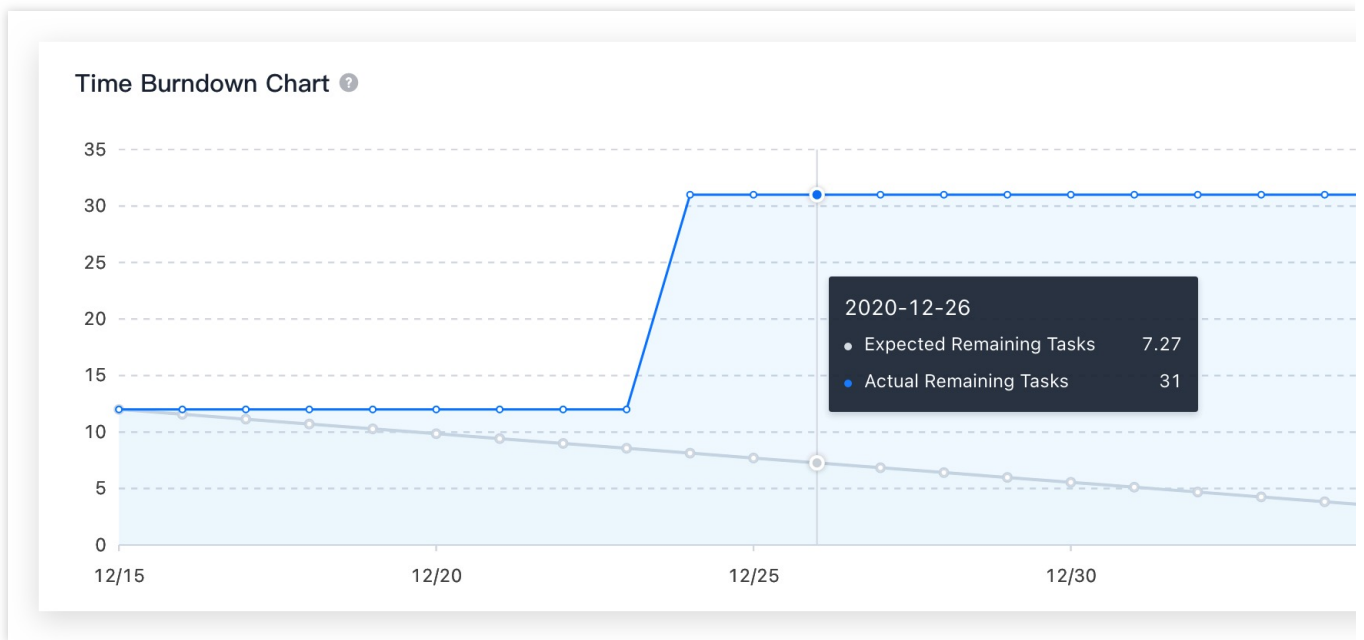
Time burndown chart

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

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

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

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



Action log

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

Action Log

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

Scrum Agile Mode

Introduction

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

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

Open Project

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



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

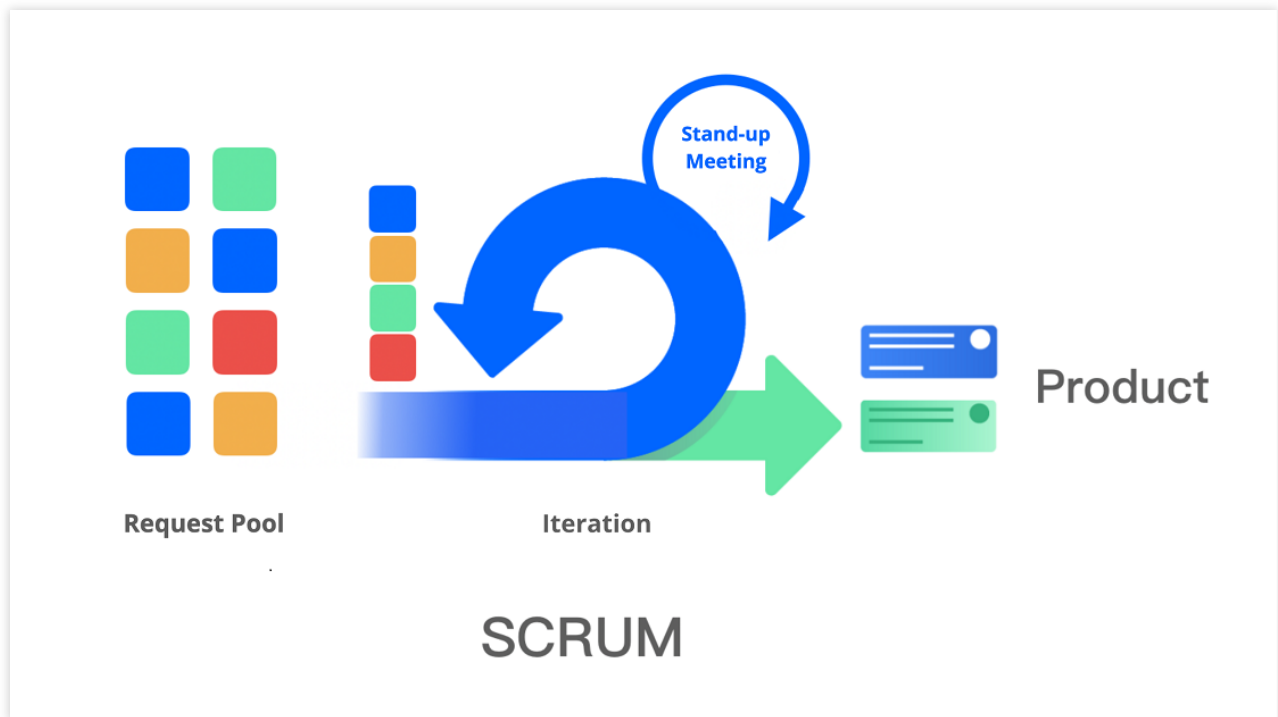
3. In the menu on the left, click **Project Collaboration**.

Function Overview

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

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

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



Scrum Agile Project Management Mode

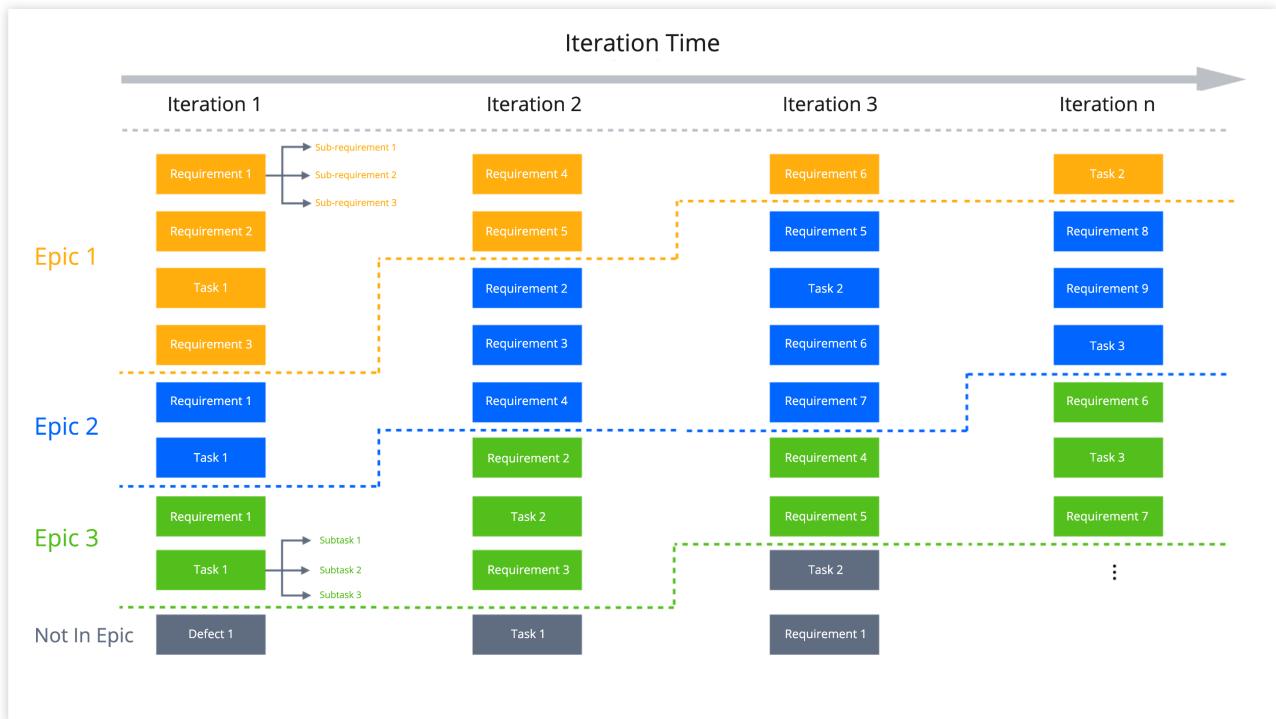
The Scrum agile project management mode in CODING is suited to iteration-driven teams. Such teams expose potential issues faced through quick tests over short durations, and then continuously inspect and adapt their products, teams, and working environments, so as to efficiently and creatively deliver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

Features

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

Hierarchical Relationships Between Workflow Issues

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



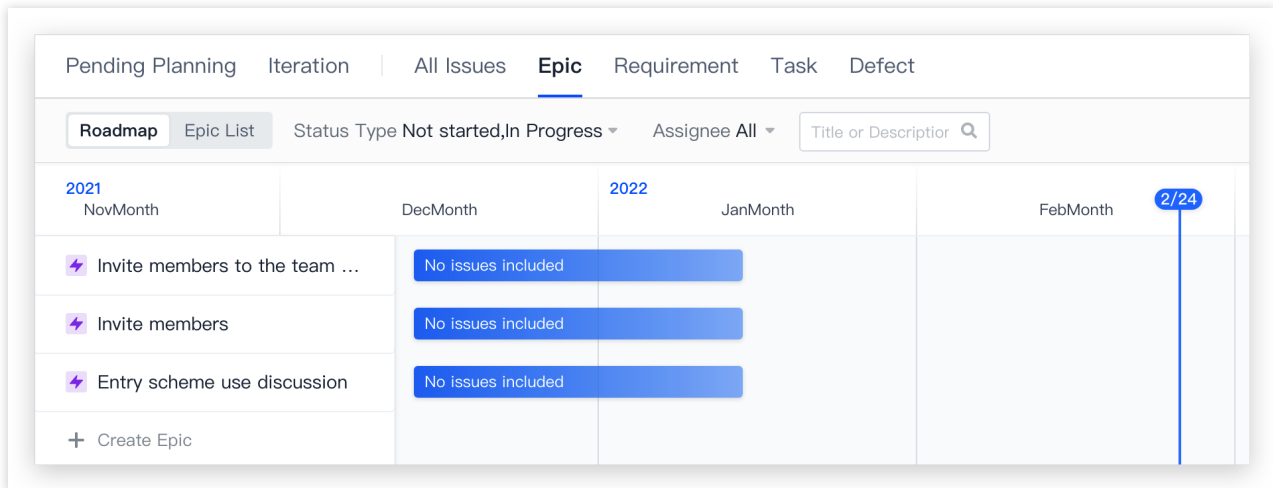
Iterations

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

Reference ID	Iteration Name	Start Time	End Time	Status	Progress	Assignee
#96	Third Group	2022/02/09	2022/02/28	Not started	0%	Steven
#93	gogogo	Unspecified	Unspecified	Not started	0%	Unspecified
#3	Example	2020/12/16	2021/01/12	In Progress	13.05%	Steven

Epics

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



User stories

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

Role: Who will use this feature?

Activity: What feature needs to be fulfilled?

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

Create User Story

⚡ Add Epic
👤 1 follower(s) ▼

Title *

User Story Description

Write
H B
Templat

Preview
I
#

Enter a description here (markdown supported)

Attachments | [↑ Upload Attachment](#) [🔗 Others](#) ▼

No attachment added

Create
Cancel
 Continue Creation

Assignee

Unspecified

Iteration

Not added to iterat...

Story Points

-

Status *

● Medium

Start Date

Unspecified

Deadline

Unspecified

Label

+

Schedule

0%

Requirements

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

ID	Title	Priority	Status	Handler	Founder	Iteration
#13	🔗 [Sample requirement] – Register as a team member by ... 👤 0/4	↑ Crit...	In Development	admilk	Steven	Example
#9	🔗 Invite members to the team by email 👤 0/1	▲ High	Not Started	Steven	Steven	Example
#5	🔗 Invite members	▲ High	Not Started	Steven	Steven	Example
#99	🔗 sub-requirement B t:	● Me...	In Development	Unspec...	Steven	Example
#98	🔗 sub-requirement A t:	● Me...	In Development	Unspec...	Steven	Example
#84	🔗 Customer Service Response Portal Development	● Me...	Not Started	Unspec...	Steven	gogogo
#83	🔗 Customer service response entrance design	● Me...	Not Started	Unspec...	Steven	Example

Tasks

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

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

Bugs

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

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

Start Scrum Agile Project Management Mode

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

Create projects

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

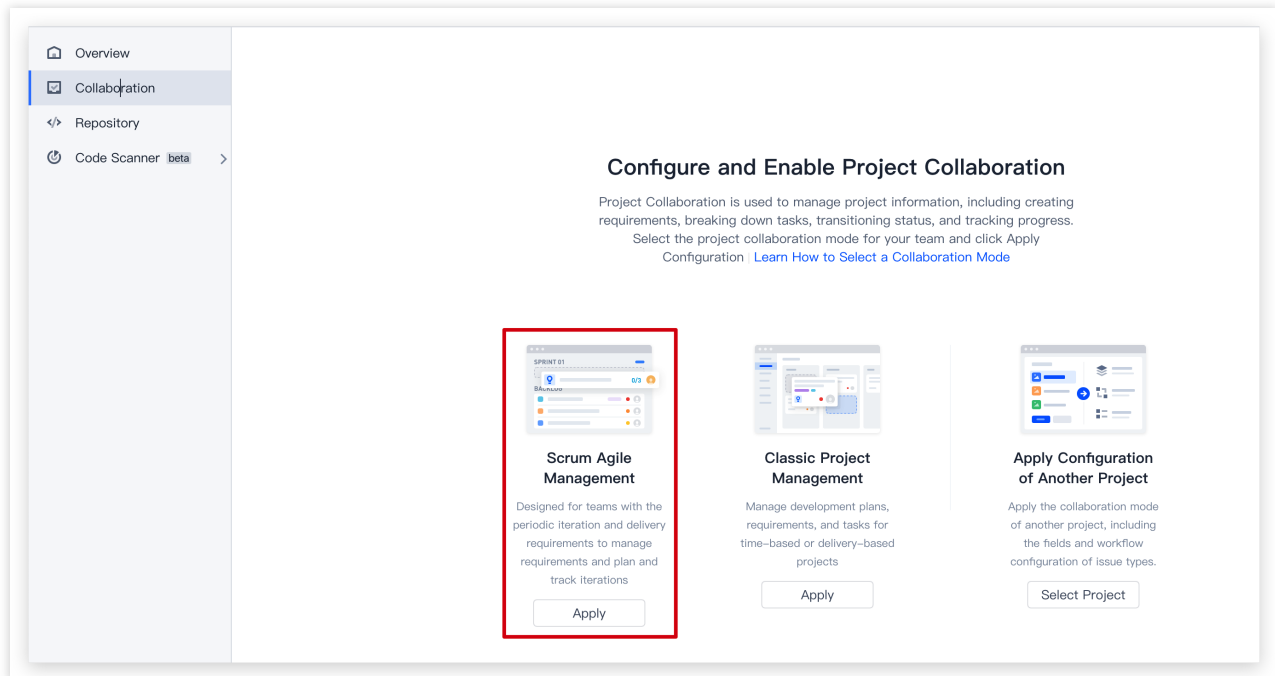
1. A product owner who makes decisions

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

3. Developers

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

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



Start first iteration

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



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

Requirement management

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

ID	Title	Priority	Status	Handler	Founder	Iteration	Deadline	Creation Time
#13	[Sample requirement] - Register as a team member ...	0/4	Cri...	admilk	Steven	Example	Next ThursdayEnd	2020/07/22 16:37
#98	sub-requirement A	Me...	Not Started	Unspec...	Steven	Example		2022/02/09 17:58
#99	sub-requirement B	Me...	Not Started	Unspec...	Steven	Example		2022/02/09 17:59
#9	Invite members to the team by email	0/1	High	Steven	Steven	Example	Jul 25th 2020End	2020/07/22 16:37

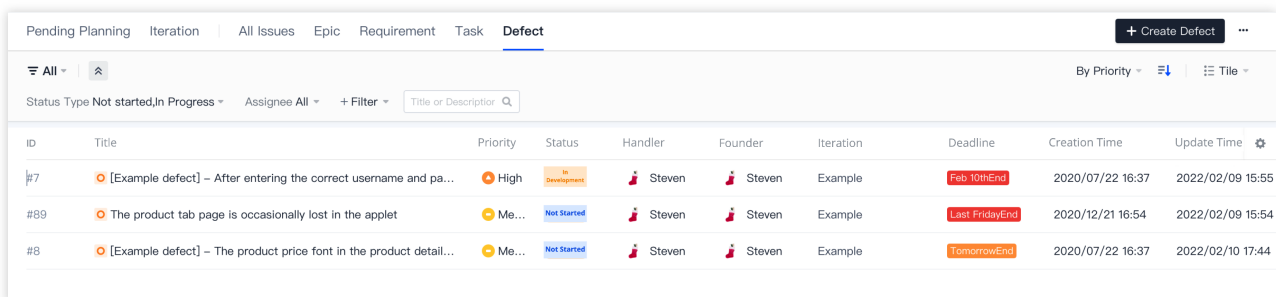
Test management

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

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

Bug management

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



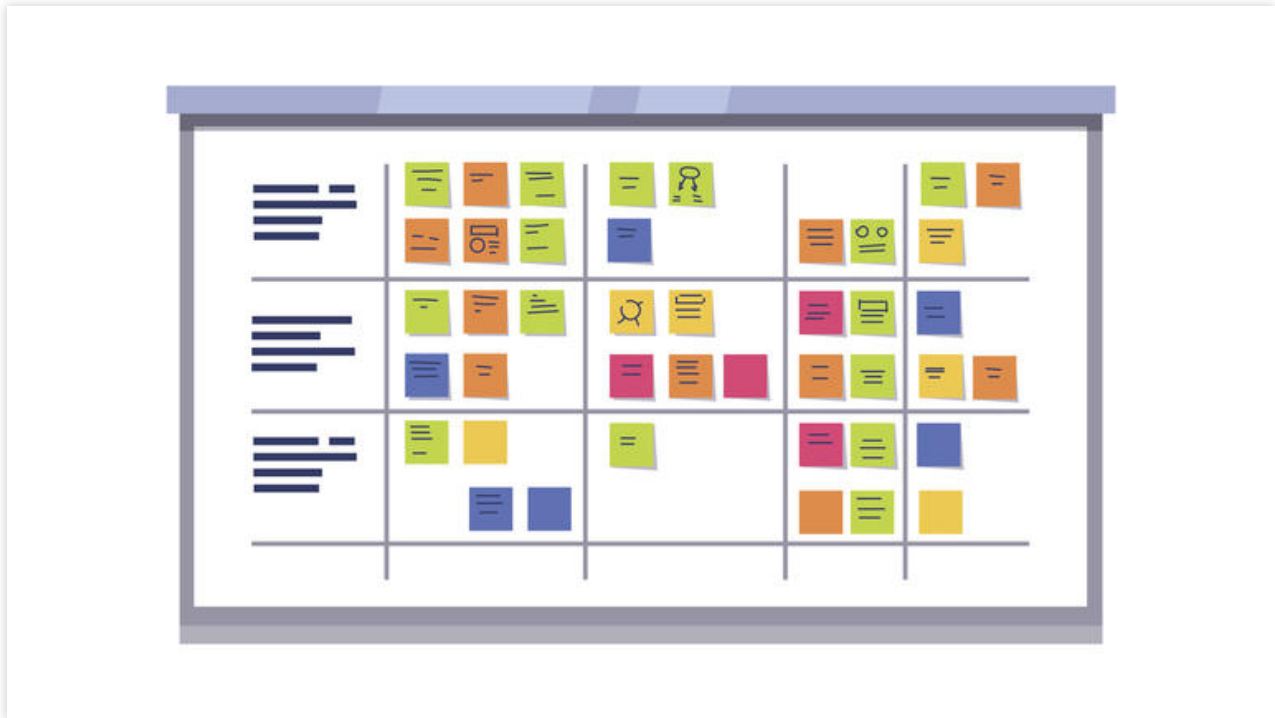
The screenshot displays the 'Defect' management interface in CODING. At the top, there are navigation tabs for 'Pending Planning', 'Iteration', 'All Issues', 'Epic', 'Requirement', 'Task', and 'Defect'. A '+ Create Defect' button is visible in the top right. Below the tabs, there are filters for 'All', 'Status Type', 'Assignee', and a search bar. The main area contains a table with the following columns: ID, Title, Priority, Status, Handler, Founder, Iteration, Deadline, Creation Time, and Update Time. Three defect entries are shown:

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

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.

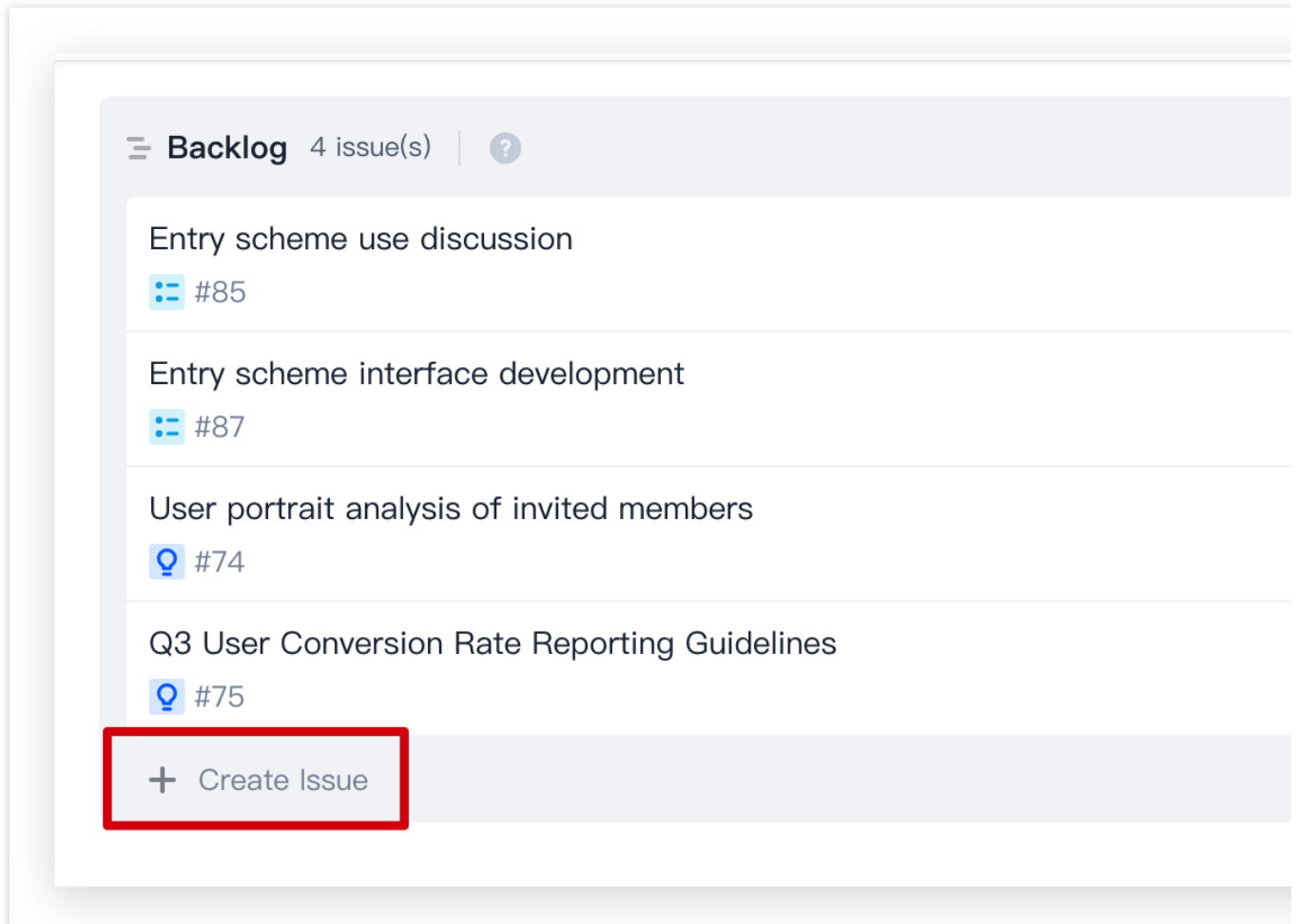
The screenshot displays the 'Pending Planning' view in the CODING Project Management console. The left sidebar shows a navigation menu with 'Collaboration' selected. The main area shows a list of issues in the backlog, with the 'Backlog' header highlighted by a red box. The issues listed are:

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

Each issue has a yellow priority indicator, a person icon for assignee, and a minus sign for drag-and-drop functionality. The right sidebar shows a 'gogogo' group with one issue and an 'Example' group with 23 issues. A 'Create Issue' button is visible at the bottom of the backlog list.

Quick create issues

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



Note:

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

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

Alternatively, press **Shift + Enter** to full create an issue.

The screenshot shows a Jira Backlog with the following items:

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

Below the issues is a text input field with a lightbulb icon and a dropdown arrow. A red box highlights this icon, and a dropdown menu is open, listing the following issue types:

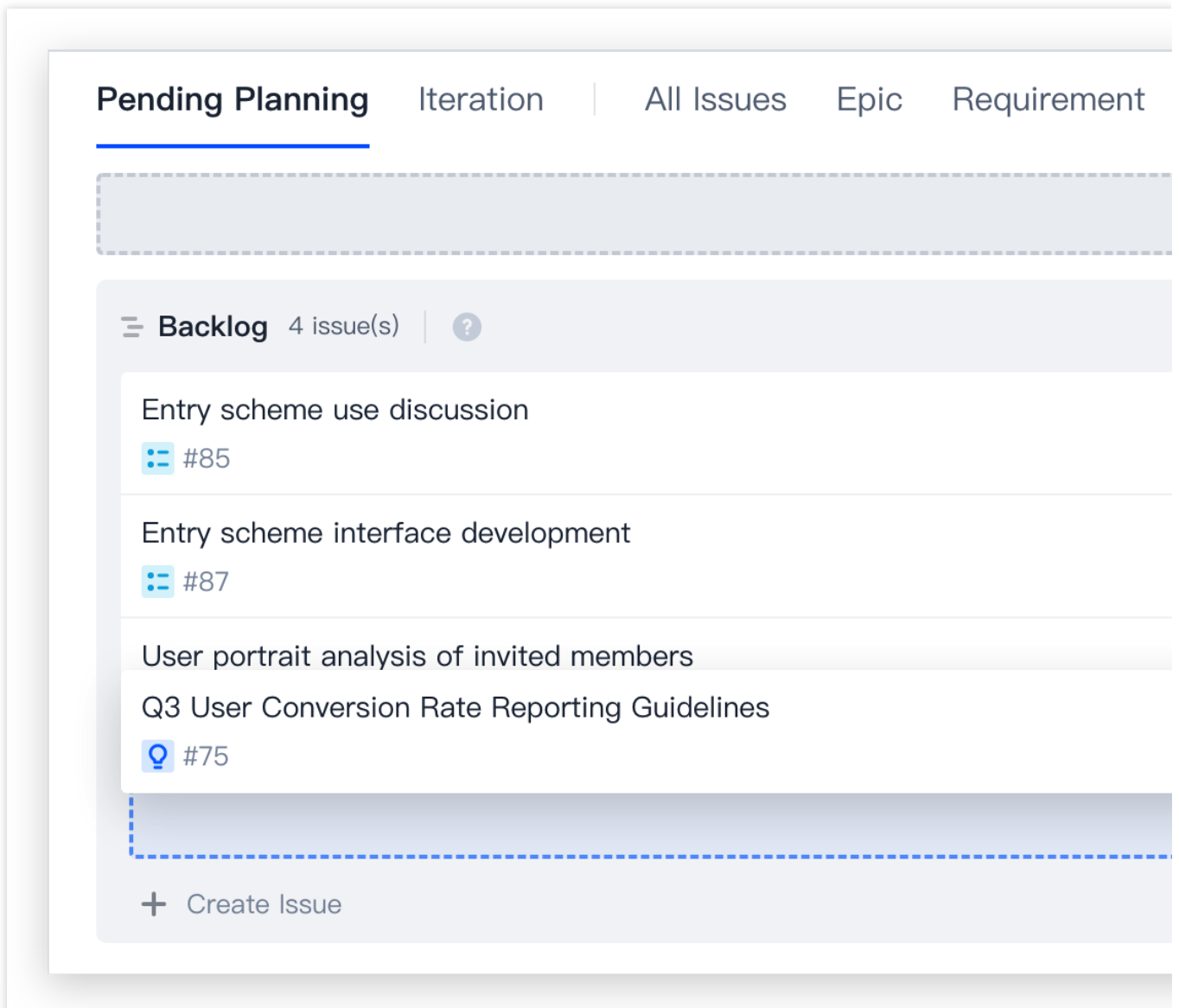
- Requirement
- Task
- Defect
- Risk
- User Story
- Requirements to be decomposed

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

The screenshot displays the 'Pending Planning' view in the CODING Project Management tool. On the left, a 'Backlog' section lists four issues: 'Entry scheme use discussion' (#85), 'Entry scheme interface development' (#87), 'User portrait analysis of invited members' (#74), and 'Q3 User Conversion Rate Reporting Guidelines' (#75). The right-hand panel provides a detailed view of issue #75, including options to edit the description, upload attachments, and add sub-tasks. It also shows 'Reference Resources', a 'Referenced By' section listing issue #79, and an 'Action Log' with entries for creating and updating the epic. At the bottom of the right panel is a rich text editor for adding comments.

Adjust issue priority

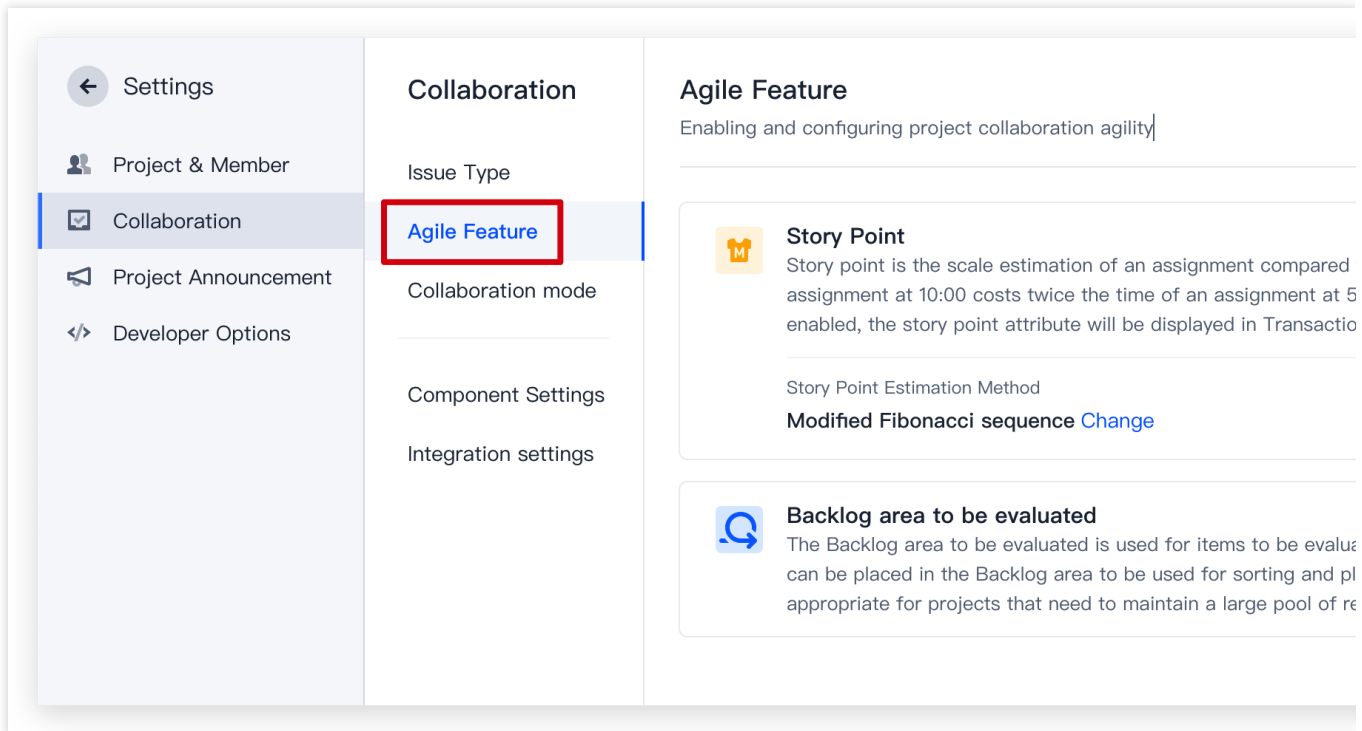
By dragging issues in the **backlog**, you can adjust their sequential order. By default, a newly created issue is listed at the end of the backlog.



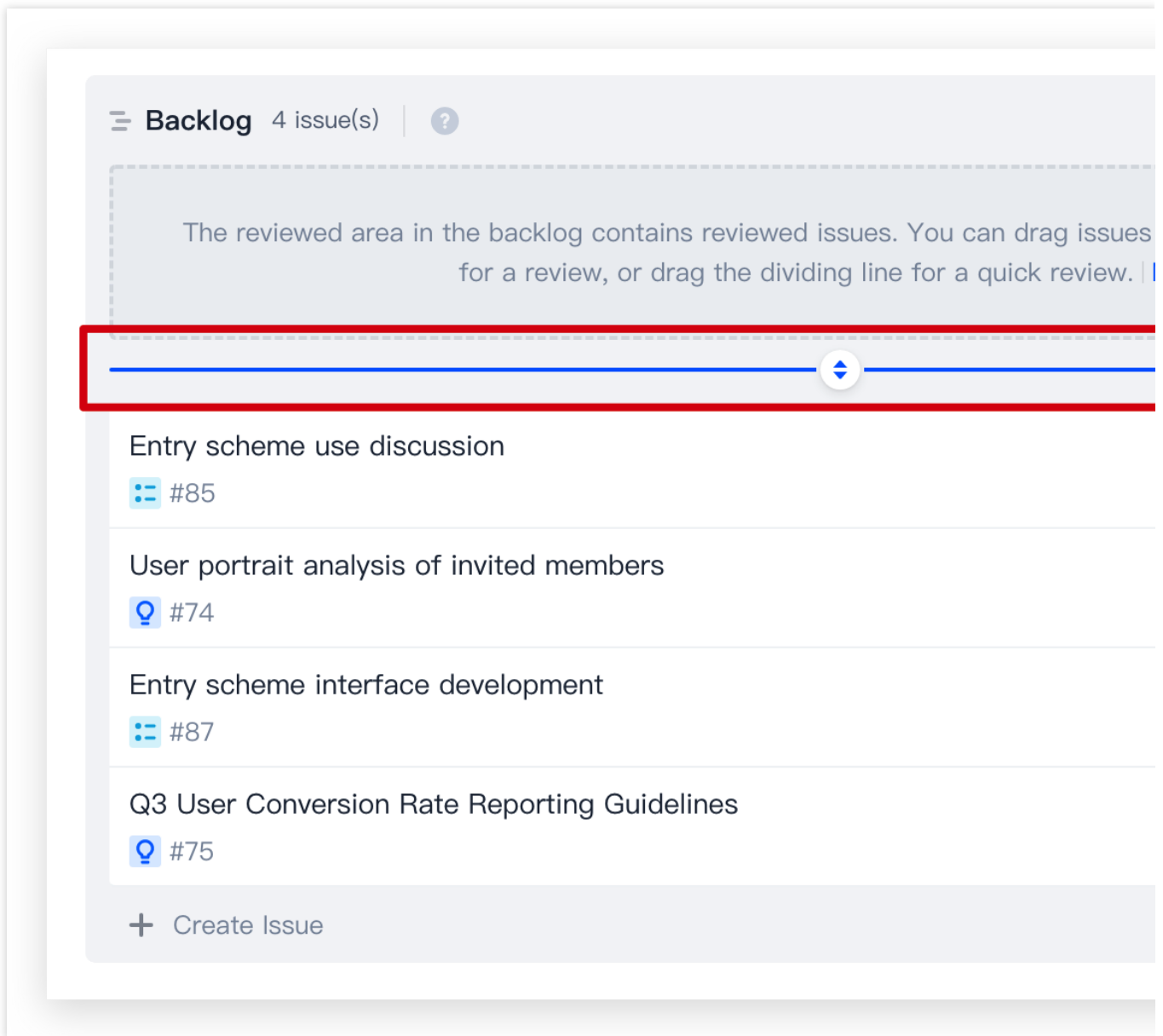
Issues to be reviewed

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

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



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

**Note:**

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

Manage Iterations

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

This document describes iterations in Scrum agile management.

Open Project

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



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

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

Function Overview

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

Create Iterations

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

The screenshot displays the 'Pending Planning' view in the CODING Project Management tool. At the top, there are navigation tabs: 'Pending Planning' (selected), 'Iteration', 'All Issues', 'Epic', 'Requirement', 'Task', and 'Defect'. Below these are filters for 'Epic All', 'Type All', and 'Assignee All', along with a search bar labeled 'Search issues...'. The main content area is divided into two columns. The left column shows a 'Backlog' with 4 issues. A dashed box highlights a section with the text: 'The reviewed area in the backlog contains reviewed issues. You can drag issues below the dividing line here for a review, or drag the dividing line for a quick review. | More'. Below this, four issues are listed: 'Entry scheme use discussion' (#85), 'User portrait analysis of invited members' (#74), 'Entry scheme interface development' (#87), and 'Q3 User Conversion Rate Reporting Guidelines' (#75). Each issue has a yellow minus icon, a person icon, and a grey minus icon. A '+ Create Issue' button is at the bottom. The right column shows a 'gogogo' group with 1 issue, 'Customer Service Response Portal Deve' (#84), and a '+ Create Issue' button. Below it are 'Third Group' (0 issues) and 'Example' (23 issues), both with expand/collapse icons and a menu icon.

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

The screenshot shows the 'Create Iteration' dialog box overlaid on a table of iterations. The dialog box contains the following fields and controls:

- Iteration Name ***: A text input field with the placeholder text 'Enter an iteration name.'
- Assignee**: A dropdown menu with 'Unspecified' selected.
- Start Time**: A dropdown menu with 'Unspecified' selected.
- End Time**: A dropdown menu with 'Unspecified' selected.
- Iteration Goal**: A text input field with the placeholder text 'Enter an iteration goal.'
- Buttons**: Three buttons at the bottom: 'Create', 'Create and Plan', and 'Cancel'.

The background table shows the following data:

Reference ID	Iteration Name	Start Time	End Time	Status
#96	Third Group			
#93	gogogo			
#3	Example			

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

Create Iteration

Iteration Name *

Q3-Sprint1

Assignee



Steven

Start Time

Unspecified

End Time

Unspecified

Iteration Goal

Enter an iteration goal.

Create

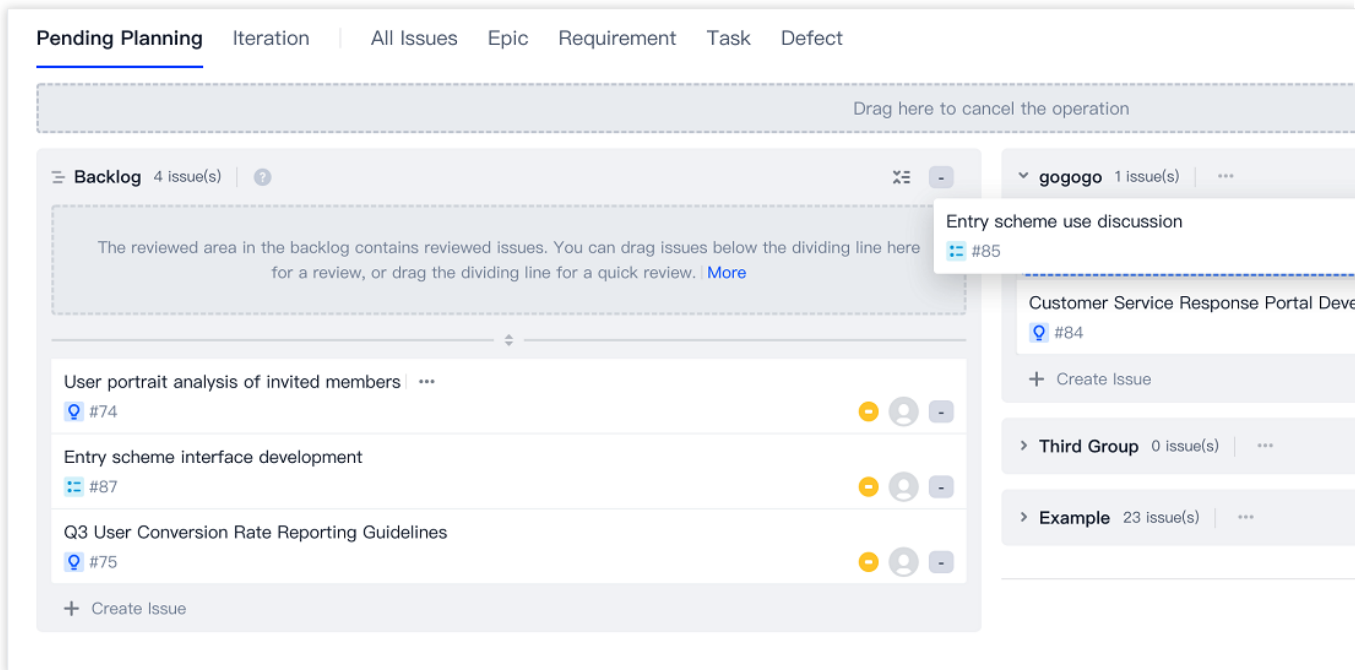
Create and Plan

Cancel

Plan Iteration Issues

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

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

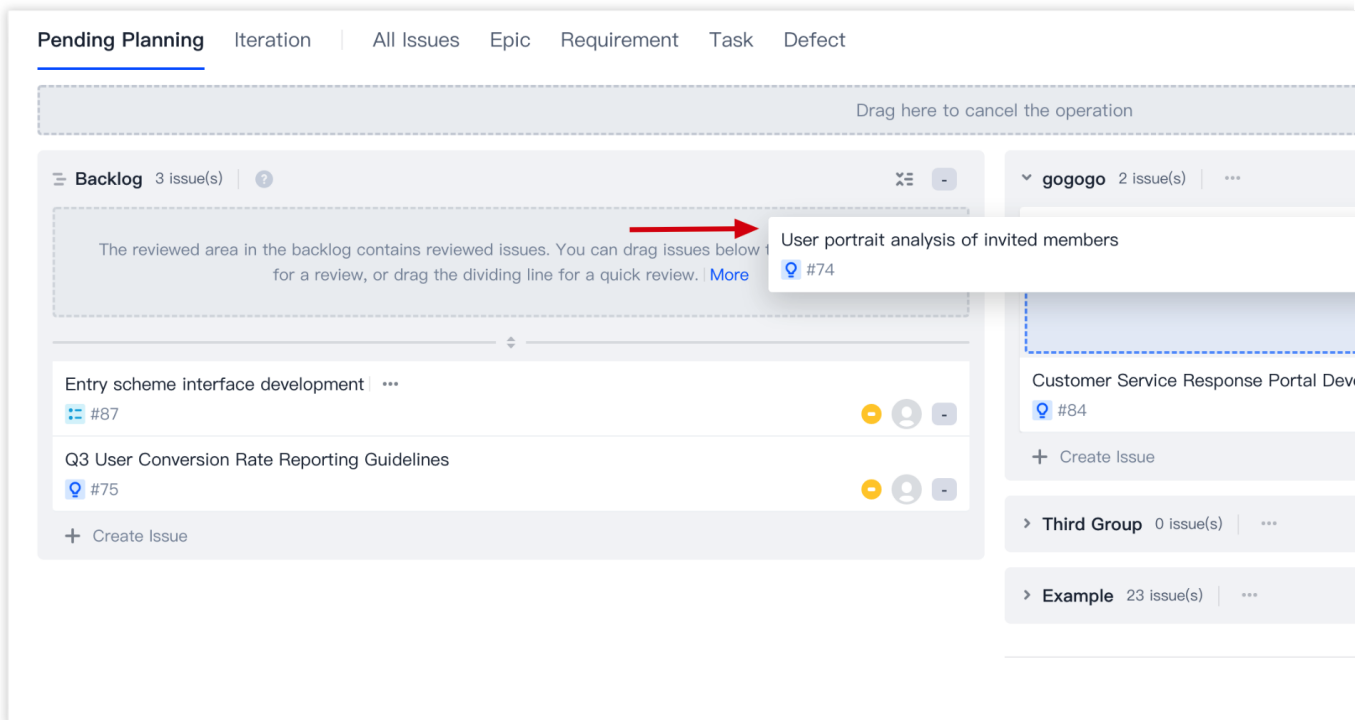


2. Alternatively, select an iteration on the Iterations page to enter its details page, and click **Plan Iteration** in the upper-right corner to go to **Pending Planning**, and then perform the same operations described in the previous step.

ID	Title	Priority	Status	Handler	Founder	Deadline
#85	Entry scheme use discussion	Me...	Not Started	Unspec...	Steven	
#84	Customer Service Response Portal Development	Me...	Not Started	Unspec...	Steven	

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

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



Iteration Settings

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

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

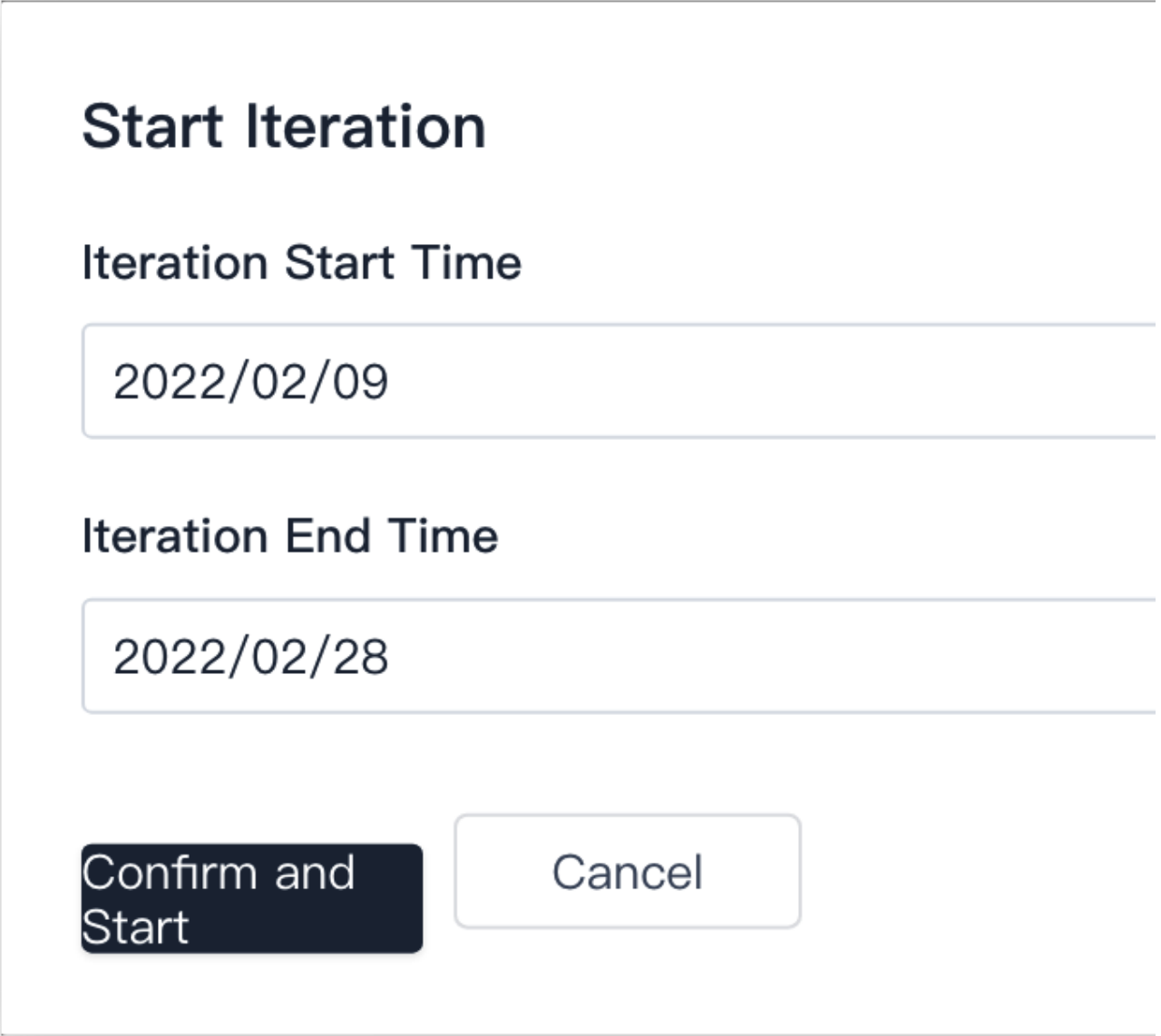
Click an iteration to enter its details page. The **issues** listed include all planned issues in the current iteration. You can search for specific issues with one or more filters, or sort them by different fields. For more information, see [Filter Issues](#). In addition, you can switch between Tree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

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

Complete Iteration

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

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



Start Iteration

Iteration Start Time

2022/02/09

Iteration End Time

2022/02/28

Confirm and Start Cancel

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

the iteration will change to **Completed**.

Complete Iteration

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

Move Incomplete Issues to

 Start

Confirm Iteration Completion Time

2022/03/02

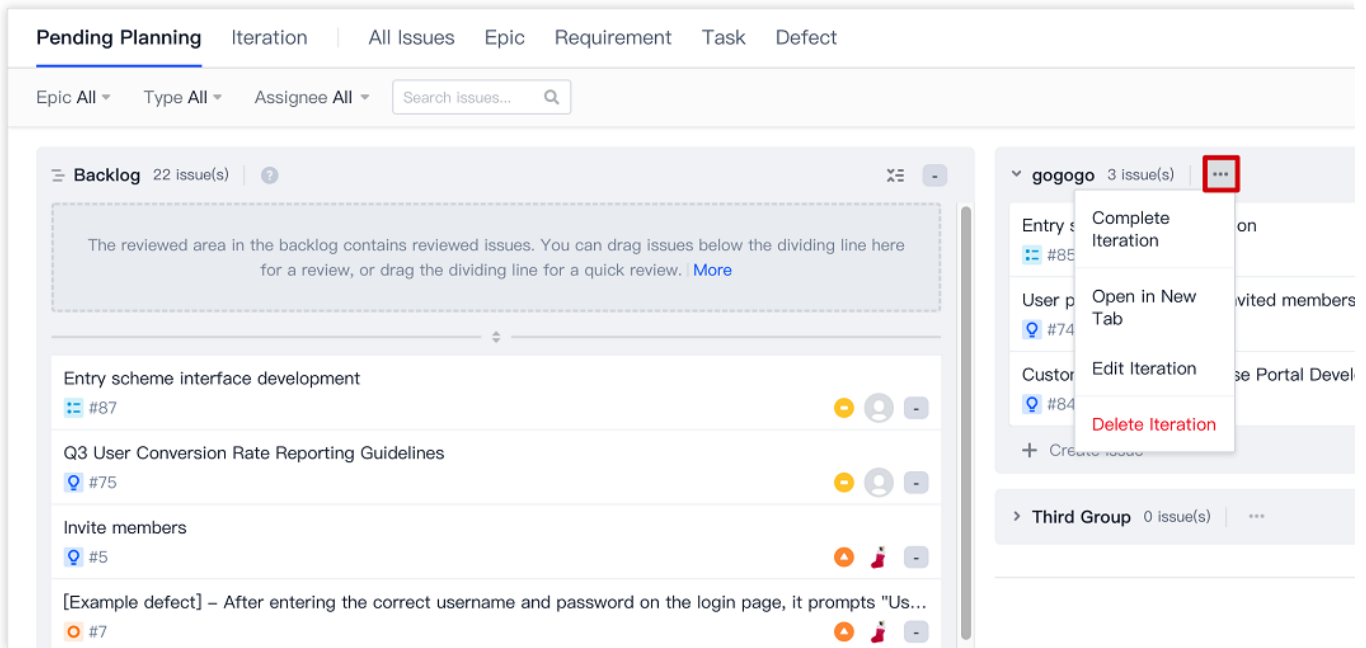
**Confirm
Completion**

Cancel

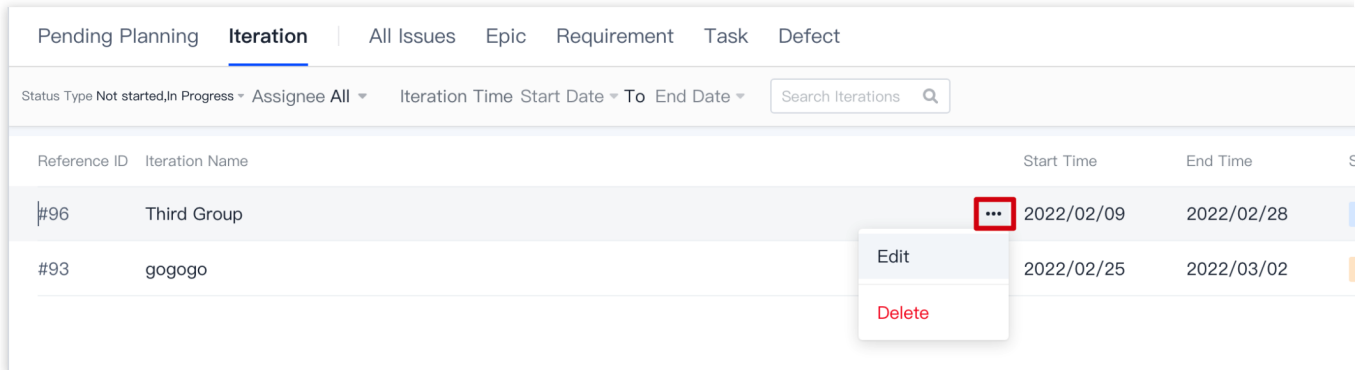
Edit or Delete Iterations

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

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



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



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

gogogo | Issues | Test Plan | Overview and Statistics | 0 Follower | In Progress

All | Requirement | Task | Defect | Status Type All | Assignee All | Follower All | Search

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



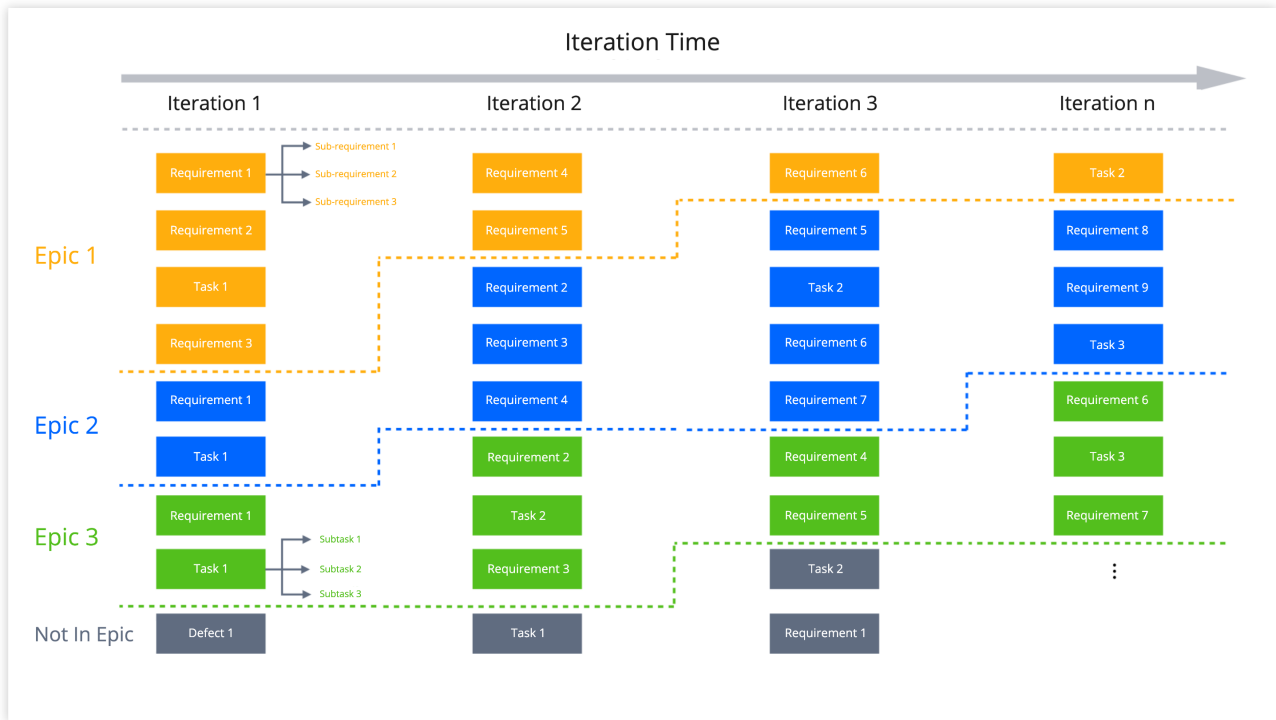
in the upper-right corner to open the project list page and click a project icon to open the project.

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

Function Overview

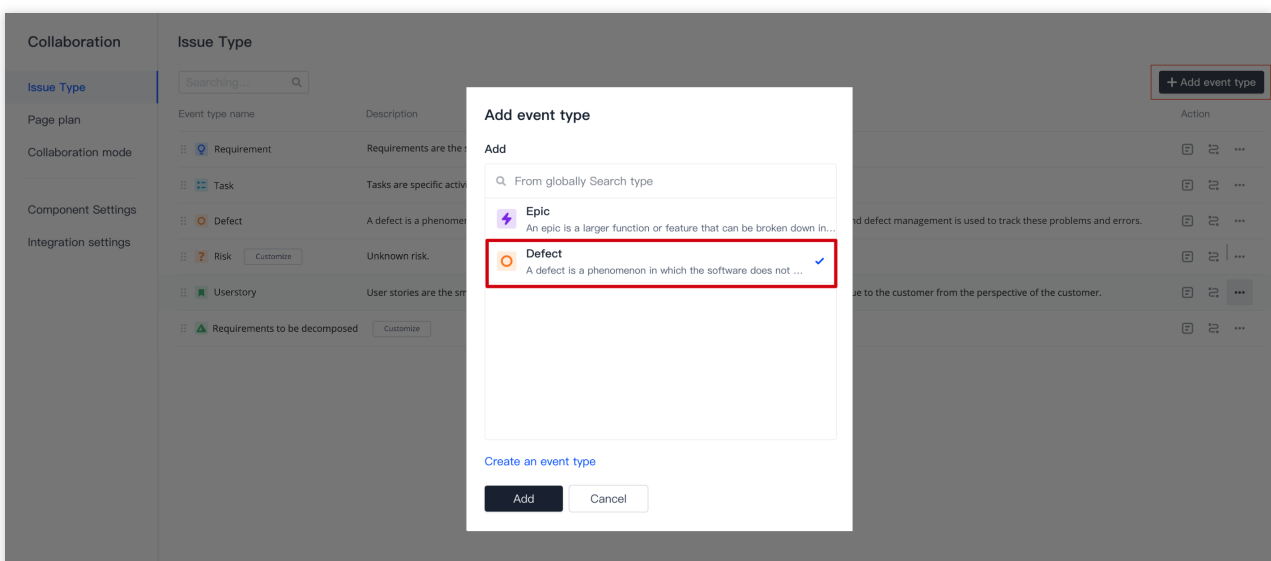
Epics are large functions or features. Generally, it takes multiple iterations to fully deliver an epic. The requirements and tasks under an agile epic can be flexibly adjusted based on the customer feedback and the team's development progress.

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.



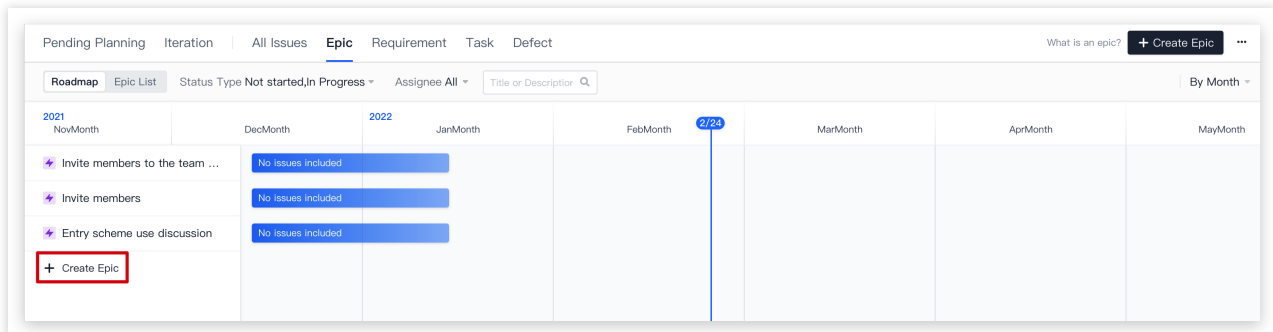
Start Epic

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

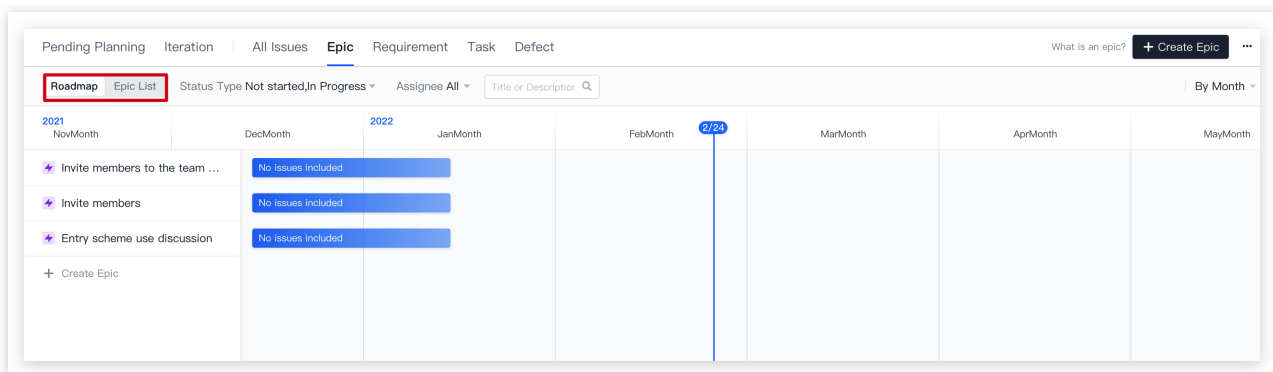
Go to **Project Collaboration > Epics**. You can click **Create Epic** at the end of the epic list on the left to quick create an epic. Alternatively, click **Create Epic** in the upper-right corner, and specify the epic title, description, assignee, priority, and other information. After creating an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



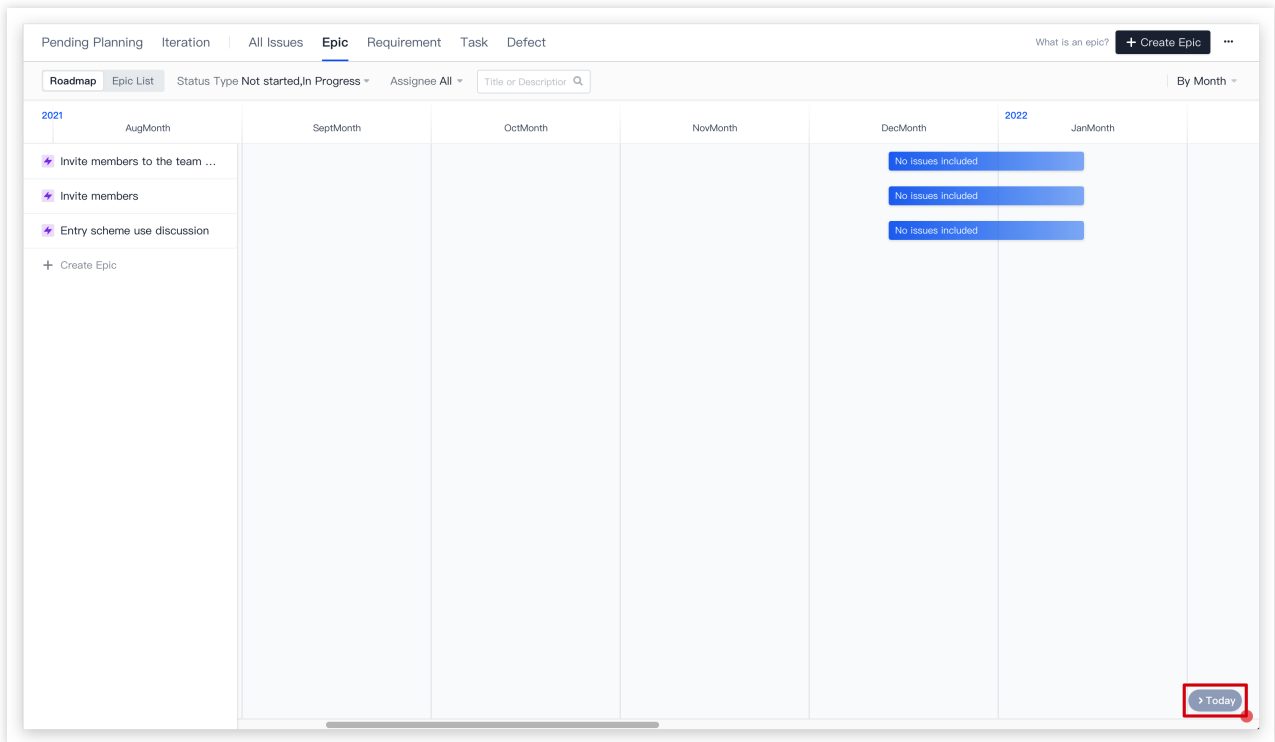
View Epics

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.

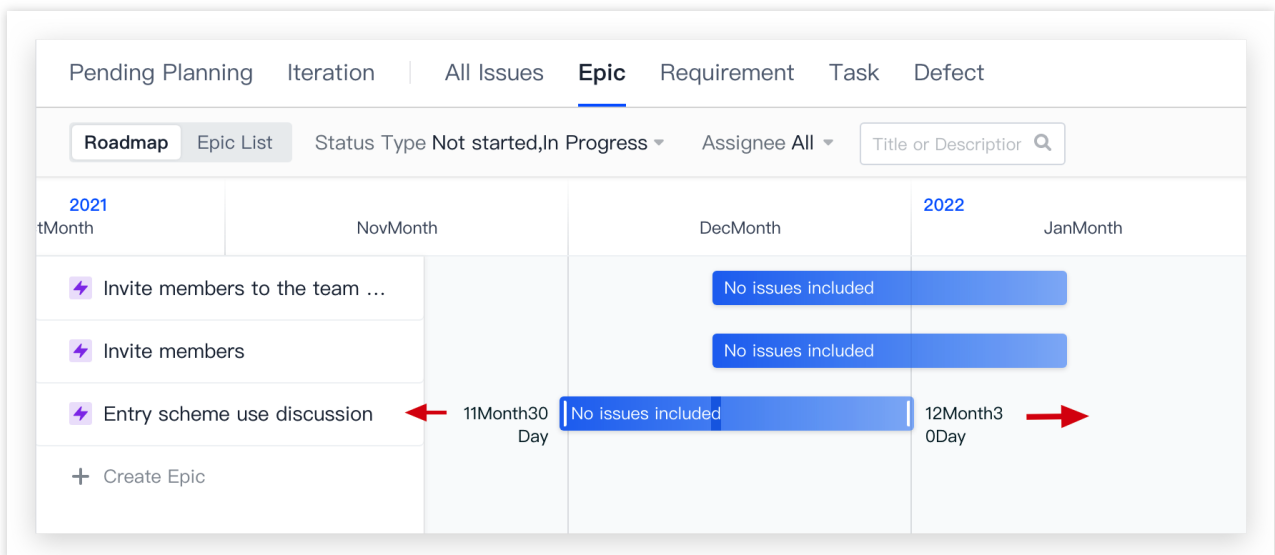


Every time you go to the Epics page, the current day is located by default. You can drag the scroll bar below or use your middle mouse button to view the past and future. You can also click **Today** in the lower-right corner to quickly return to the current day.

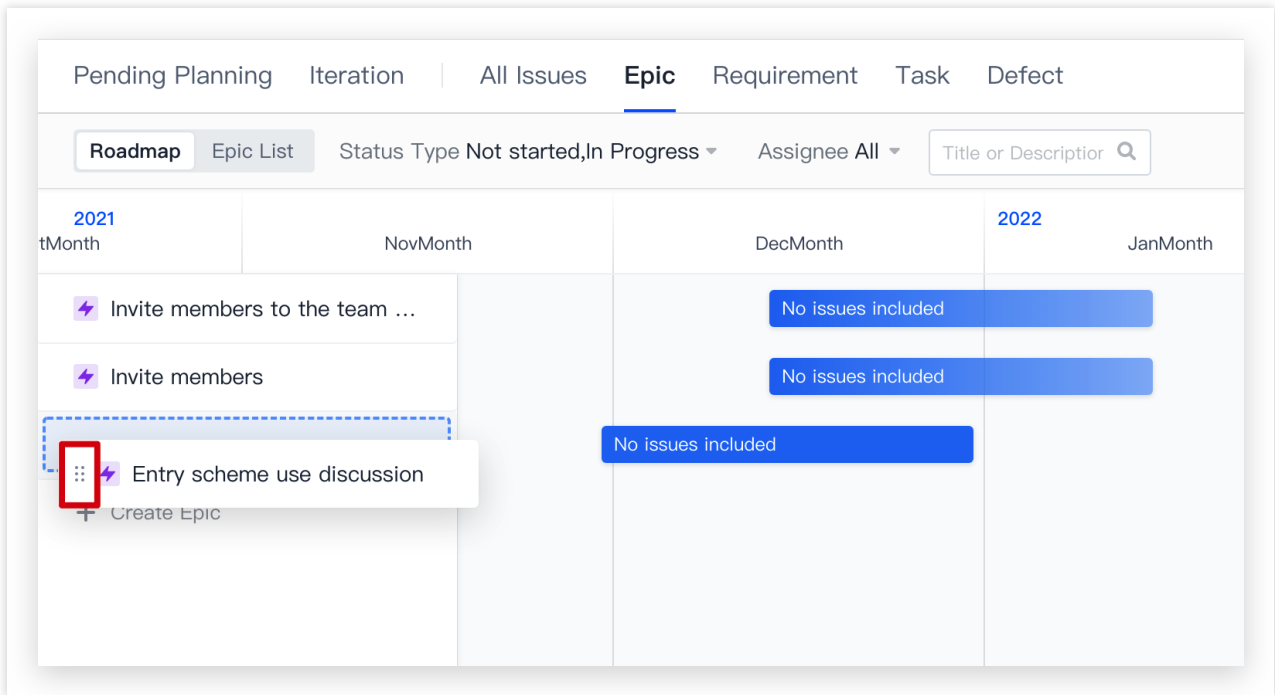


Use roadmap view

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.



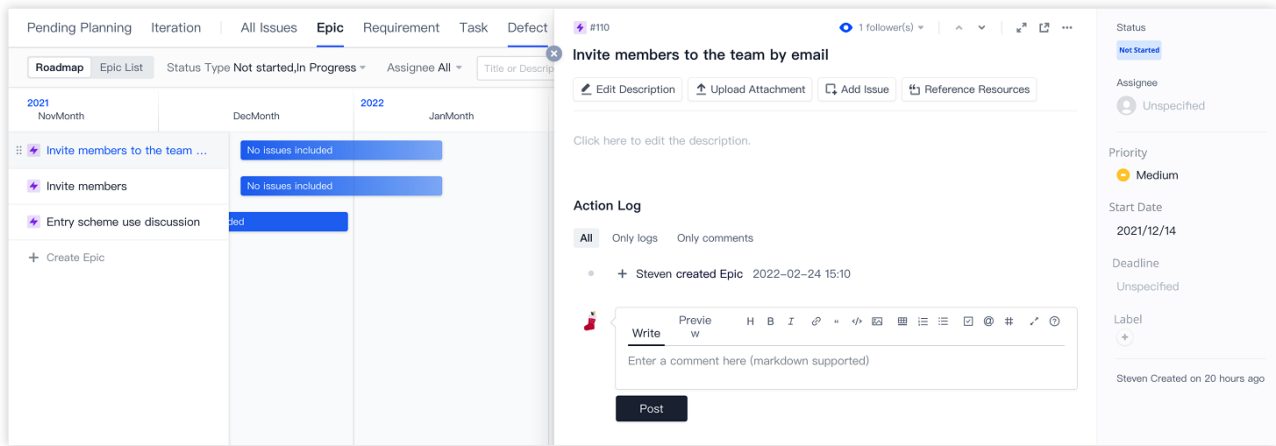
View or Use Epic List

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.

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

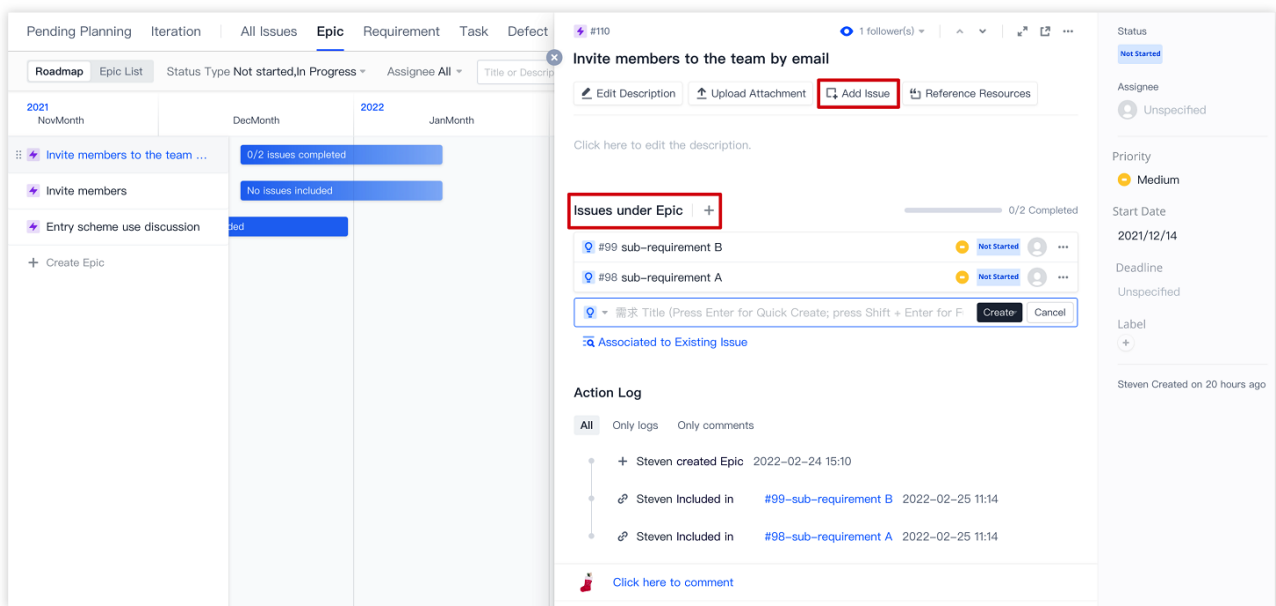
Edit Epics

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



Add issues

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



Epic Status Transition

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

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

Update Epics in Batches

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

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

Bulk Action
 Priority
 Assignee
 Due Date
 Follow

Bulk resolve 2 issues on this page | Bulk Action | Perform Operation Cancel

Delete Epics

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

The screenshot displays the Tencent Cloud CODING Project Management interface. On the left, a table lists several Epic items:

ID	Title	Priority
#112	Entry scheme use discussion	Me...
#111	Invite members	Me...
#110	Invite members to the team by email	Me...

The main view shows the details for Epic #112, titled "Entry scheme use discussion". The status is "Not Started". The interface includes an "Action Log" section with the following entries:

- 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

A context menu is open over the "Entry scheme use discussion" item, with the "Delete" option highlighted in red. The menu options are: Copy Link, Copy Title and Link, Earlier Versions, and Delete. The right sidebar shows the item's details, including its status, assignee (Unspecified), priority (Medium), start date (2021/11/30), and deadline (2021/12/30). A comment box at the bottom is labeled "Write" and contains the text "Enter a comment here (markdown supported)".

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



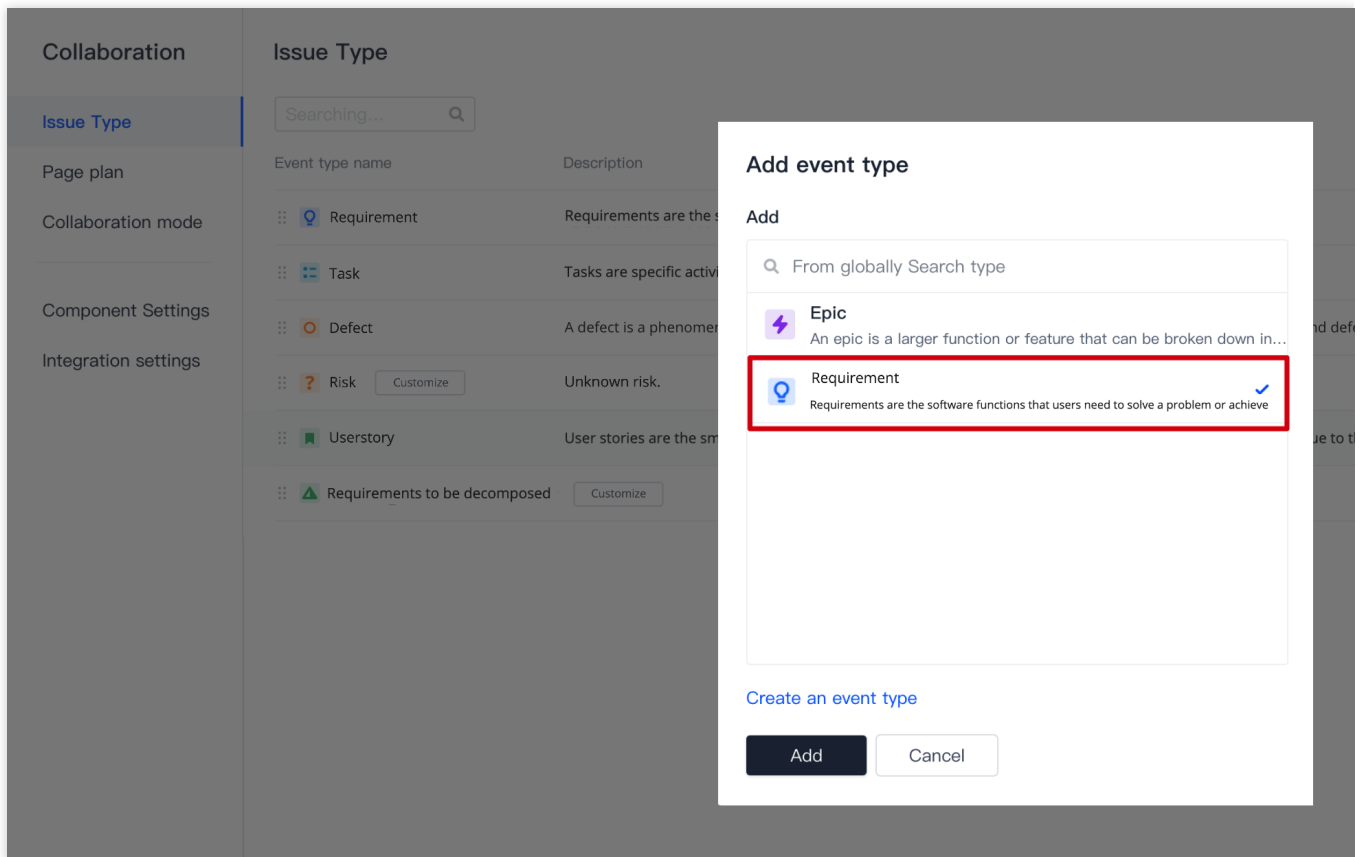
in the upper-right corner to open the project list page and click a project icon to open the project.

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?

The screenshot shows the 'Create User Story' dialog box. The title field is empty with a placeholder: 'Add User Story title (Command + press Enter for Quick Create)'. Below the title is the 'User Story Description' field, which has a rich text editor toolbar with options for bold, italic, link, code, list, table, and image. The description field contains the text: 'Enter a description here (markdown supported)'. At the bottom of the dialog, there are 'Create', 'Cancel', and 'Continue Creation' buttons. On the right side, there are settings for 'Assignee' (Unspecified), 'Iteration' (Not added to iterat...), 'Story Points' (a minus sign), 'Priority' (Medium), 'Start Date' (Unspecified), 'Deadline' (Unspecified), 'Label' (+), and 'Process' (0%).

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

Create User Story

[⚡ Add Epic](#)[👁 1 follower\(s\)](#)

Title *

User Story Description

Write	H	B		"	</>			<input type="checkbox"/>	@		Templat
Preview	<i>I</i>							#			e

Enter a description here (markdown supported)

Attachments | [↑ Upload Attachment](#) [🔄 Others](#) ▼

No attachment added

[Create](#)[Cancel](#) Continue Creation

Break Down Requirement

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

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

#114 1 follower(s)

A new userstory

Edit Description Upload Attachment **Add Sub-Issue** Associate to Defect

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

Sub-issue +

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

Action Log Worklog

All Only logs Only comments

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


Write Preview H B I " </> @ # Post

Enter a comment here (markdown supported)

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

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

Create Sub-task








 Add Epic

 1 follower(s)

Title *

Add Sub-task title (Command + press Enter for Quick Create)

Sub-task Description

Write	H	B		“	</>			<input type="checkbox"/>	@		Templat
Preview	<i>I</i>							#			e

Enter a description here (markdown supported)

Attachments |  Upload Attachment  Others ▾

No attachment added

Create

Cancel

Continue Creation

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

The screenshot displays the 'Requirement' tab in the CODING Project Management tool. On the left, a list of issues is shown, with issue #114 'A new userstory' highlighted by a red box. The right-hand panel provides a detailed view of this issue, including options to edit the description, upload attachments, and add sub-issues. A sub-issue titled '#115 testing' is visible. Below the sub-issues, there is an 'Action Log' section showing a timeline of actions such as 'Steven created User Story' and 'Steven updated User Story description'. At the bottom of the panel is a comment input area with a 'Post' button.

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

#784

Store PV/UV statistics

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

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

Rule description

Rule description 1

Rule description 2

Acceptance Criteria

- 1.
- 2.

Sub-task | +

#785 Sub-task 1

Associate Resource

Associate bug

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

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

#114 1 follower(s) ^ v ↗ ↖

A new userstory

Edit Description Upload Attachment Add Sub-Issue **Associate to Defect**

Sub-issue + 0/1 Comple

#115 testing Not Started

Defect +

Enter a title to create a defect quickly. Create Cancel

[Associate to Existing Defects](#)

Action Log Worklog

All Only logs Only comments

- + Steven created User Story 2022-02-25 11:28
- ☰ Steven updated User Story description 2022-02-25 11:32 | ↻
- 🔗 Steven created and associated to Sub-task #115-testing 2022-02-25 11:33

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

#114 1 follower(s)

A new userstory

Edit Description Upload Attachment Add Sub-Issue Associate to Defect

Click here to edit the description.

Sub-issue | + 0/1 Compl

#115 testing Not Started

Defect | +

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

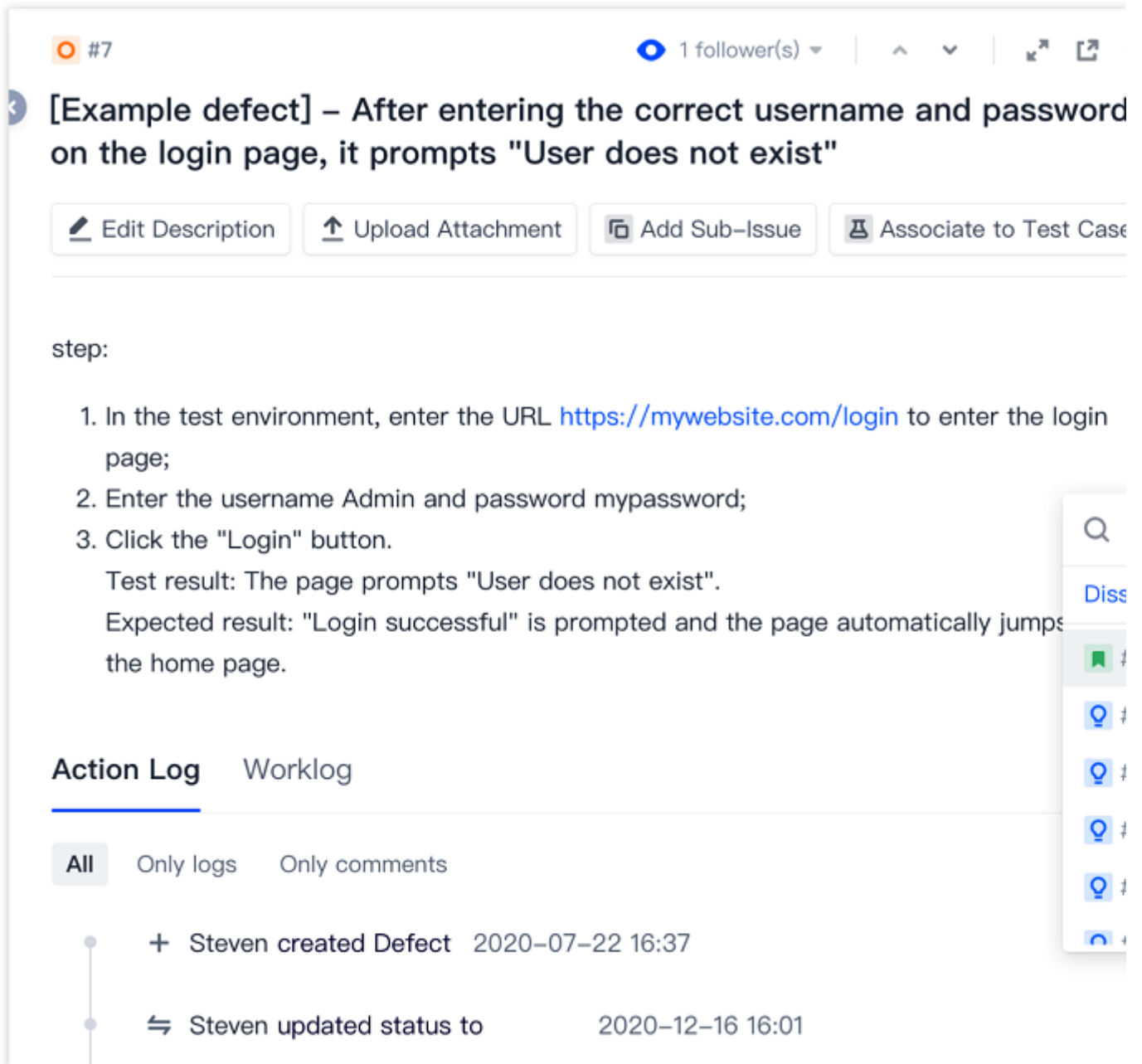
Action Log Worklog

All Only logs Only comments

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

Copy Link
Disassociate
Delete

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



#7 1 follower(s)

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

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

step:

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

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

Action Log Worklog

All Only logs Only comments

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

Associate with test case

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

#7 1 follower(s)

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

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

step:

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

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

Associate to Test Case +

#109 The title of test case 6 P3

Enter a test case ID or title Cancel

- #108 The title of test case 5
- #107 The title of test case 4
- #106 The title of test case 3
- #105 The title of test case 2
- #104 The title of test case 1

Reference resources

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

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

Requirement Status Transition

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

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

#79 1 follower(s)

Mobile app development

Edit Description Upload Attachment Add Sub-Issue Associate to Defect

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

Reference Resources +

Referenced Resources

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

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

ID	Title	Priority	Status	Handler	Founder	Iteration
#5	Invite members	High	In Development	Steven	Steven	
#114	A new userstory	Me...	Not Started	Steven	Steven	
#115	testing	Me...	Testing	Steven	Steven	
#99	sub-requirement B	Me...	Completed	Steven	Steven	
#98	sub-requirement A	Me...	Pending	Steven	Steven	

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

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

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](#).

ID	Title	Priority	Status	Handler	Founder	Iteration
#13	[Sample requirement] – Register as a team member by ...	Cri...	In Development	admilk	Steven	Example
#9	Invite members to the team by email	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

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](#).

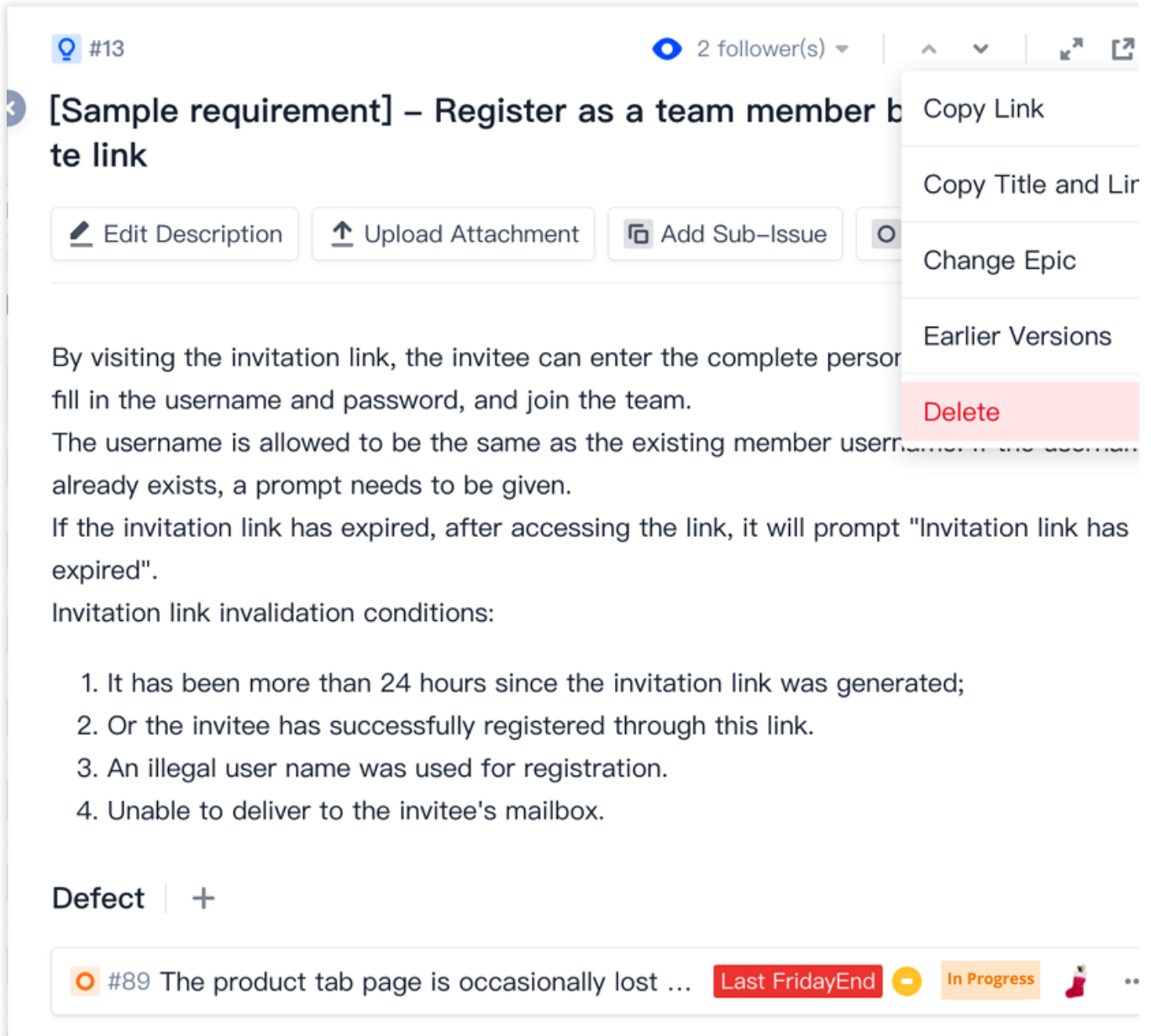
Import or Export Requirements

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](#).

ID	Title	Priority	Status	Handler	Founder	Iteration
#13	[Sample requirement] - Register as a team member by visiting ...	Cri...	Not Started	admilk	Steven	
#9	Invite members to the team by email	High	Not Started	Steven	Steven	
#5	Invite members	High	Not Started	Steven	Steven	
#115	testing	Me...	未开始	Unspec...	Steven	

Delete Requirement

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



#13 2 follower(s)

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


Edit Description Upload Attachment Add Sub-Issue

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

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

Defect +

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

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

Manage Tasks

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

This document describes tasks in Scrum agile management.

Open Project

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



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

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

Function Overview

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

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

Create Tasks

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

Create Task ⚡ Add Epic 1 follower(s) ▼

Title *

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

Task Description

Write H B **Templat**
Preview I **e**

Enter a description here (markdown supported)

Attachments | Upload Attachment Others ▼

No attachment added

Create **Cancel** | Continue Creation

Assignee
Unspecified

Iteration
Not added to iterat...

Story Points
-

Priority
Medium

Start Date
Unspecified

Deadline
Unspecified

Label
+

Process
0%

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

#97 1 follower(s) ^ v ↗ ↖

testing

Edit Description Upload Attachment Add Sub-Issue Reference Resources

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

Sub-issue | + 0/1 Comp

#113 gogo Not Started

Reference Resources | +

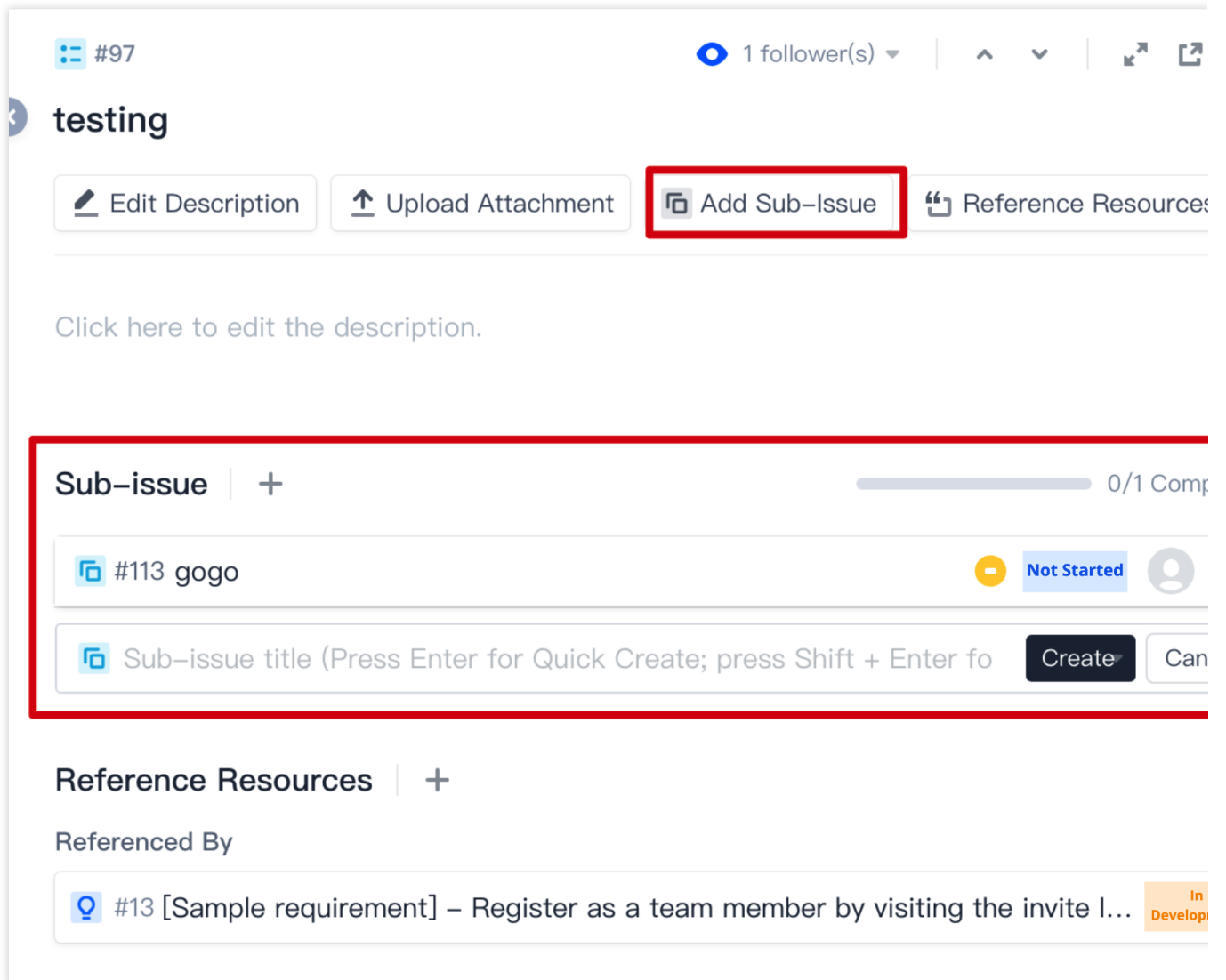
Referenced By

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

Break Down Tasks

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

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



#97 1 follower(s)

testing

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

Click here to edit the description.

Sub-issue | +

0/1 Completed

- #113 gogo Not Started

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

Reference Resources | +

Referenced By

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

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

Create Sub-issue

1 follower(s)

Title *

Add sub-issue title (Command + press Enter for Quick Create)

Sub-issue Description

<u>Write</u>	H	B		"	</>			<input checked="" type="checkbox"/>	@		Templat
Preview	<i>I</i>							#			e

Enter a description here (markdown supported)

Attachments | Upload Attachment Others ▾

No attachment added

Create

Cancel



Continue Creation

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

#97 1 follower(s)

testing

Edit Description Upload Attachment Add Sub-Issue Reference Resource

Click here to edit the description.

Sub-issue + 0/2 Co

- #113 gogo Not Started
- #117 testing Not Started

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

Reference Resources +

Referenced By

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

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

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

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

Reference Resources

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

#97 1 follower(s)

testing

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

Click here to edit the description.

Sub-issue + 0/2 Cor

- #113 gogo Not Started
- #117 testing Not Started

Reference Resources +

Referenced By

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

Action Log
Worklog

All

Only logs

Only comments

+ #117 testing

🔗 #115 testing

🔍 #114 A new userstory

🔗 #113 gogo

🔍 #103 Second

🔗 #102 First Version

More Resources

🔍 #13 [Sample requirement] – ... 2022-02-05

🔗 #13-gogo 2022-02-24 17:22

🔍 #102-25 10:43

🔗 #107-testing 2022-02-25 16:41

🔍 🔗 🔍 🔗 🔍 🔗 🔍 🔗 🔍 🔗

#

W

Post

Cancel

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.

#97 1 follower(s)

testing

Edit Description Upload Attachment Add Sub-Issue Reference Resource

Click here to edit the description.

Sub-issue | + 0/2 Completed

#113 gogo	Not Started	
#117 testing	Not Started	

Reference Resources | +

Referenced By

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

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

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

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

Task View

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

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


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

Version Backtracking

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

The screenshot shows a project management interface for an issue titled "testing". At the top, there are navigation icons for "#97 / #117", a "1 follower(s)" indicator, and a menu icon. Below the title, there are three buttons: "Edit Description", "Upload Attachment", and "Associate Code Repo". A link "Click here to edit the description." is present. The "Action Log" section shows two actions: "Steven created Sub-issue" and "Steven changed parent issue #97-testing". A comment input area is visible with a "Post" button. A context menu is open on the right side, listing options: "Copy Link", "Copy Title and L", "Change Parent Issue", "Earlier Versions" (highlighted with a red box), and "Delete".

Import or Export Tasks

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

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

Delete Tasks

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

#95 1 follower(s)

demand

[Edit Description](#) [Upload Attachment](#) [Add Sub-Issue](#) [Copy Link](#)

Click here to edit the description.

Reference Resources | +

Referenced By

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

- Copy Link
- Copy Title and Lin
- Earlier Versions
- Delete

Manage Bugs

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

This document describes bugs in Scrum agile management.

Open Project

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



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

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

Function Overview

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

Create Bugs

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

The screenshot shows the 'Create Defect' dialog box in the Tencent Cloud CODING Project Management interface. The dialog is titled 'Create Defect' and has a '1 follower(s)' indicator. It contains the following fields and options:

- Title ***: A text input field with the placeholder text 'Add Defect title (Command + press Enter for Quick Create)'. The 'Create' button at the bottom is highlighted with a red box.
- Defect Description**: A rich text editor with a 'Write' mode and a 'Preview' mode. The 'Write' mode includes formatting options like Bold (B), Italic (I), Underline (U), Link (🔗), Unlink (🔗), Code (), Table (📊), List (☰), Checkmark (☑), Mention (@), and Template (📄). The 'Preview' mode shows the rendered text. The text area contains the placeholder 'Enter a description here (markdown supported)'.
- Attachments**: A section with an 'Upload Attachment' button and an 'Others' dropdown menu. Below it, it says 'No attachment added'.
- Buttons**: 'Create' (highlighted), 'Cancel', and 'Continue Creation' (with a toggle switch).

On the right side of the dialog, there are several fields for metadata:

- Assignee**: Unspecified
- Iteration**: Not added to iterat...
- Story Points**: -
- Priority**: Medium (indicated by a yellow circle)
- Start Date**: Unspecified
- Deadline**: Unspecified
- Label**: +
- Process**: 0%

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.

#89 1 follower(s)

The product tab page is occasionally lost in the applet

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

will be occasional crashes and font loss.

Sub-issue +

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

Action Log Worklog

All Only logs Only comments

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

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

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

The screenshot shows a project management interface with a 'Defect' tab selected. The main area displays a list of defects with columns for ID, Title, and Priority. The right-hand panel shows the details for a selected defect, including a description and an 'Action Log'. A red box highlights the 'Sub-issue' button in the right panel.

ID	Title	Priority
#7	[Example defect] – After entering the correct username...	High
#116	Front error	Me...
#89	The product tab page is occasionally lost in the applet	Me...
#8	[Example defect] – The product price font in the product detail...	Me...

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

The screenshot shows a project management interface with a 'Defect' tab selected. The main area displays a list of bugs with columns for ID, Title, Priority, Status, Handler, Founder, and Iteration. The 'Defect' tab is highlighted with a red box.

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

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

#7 1 follower(s)

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

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

step:

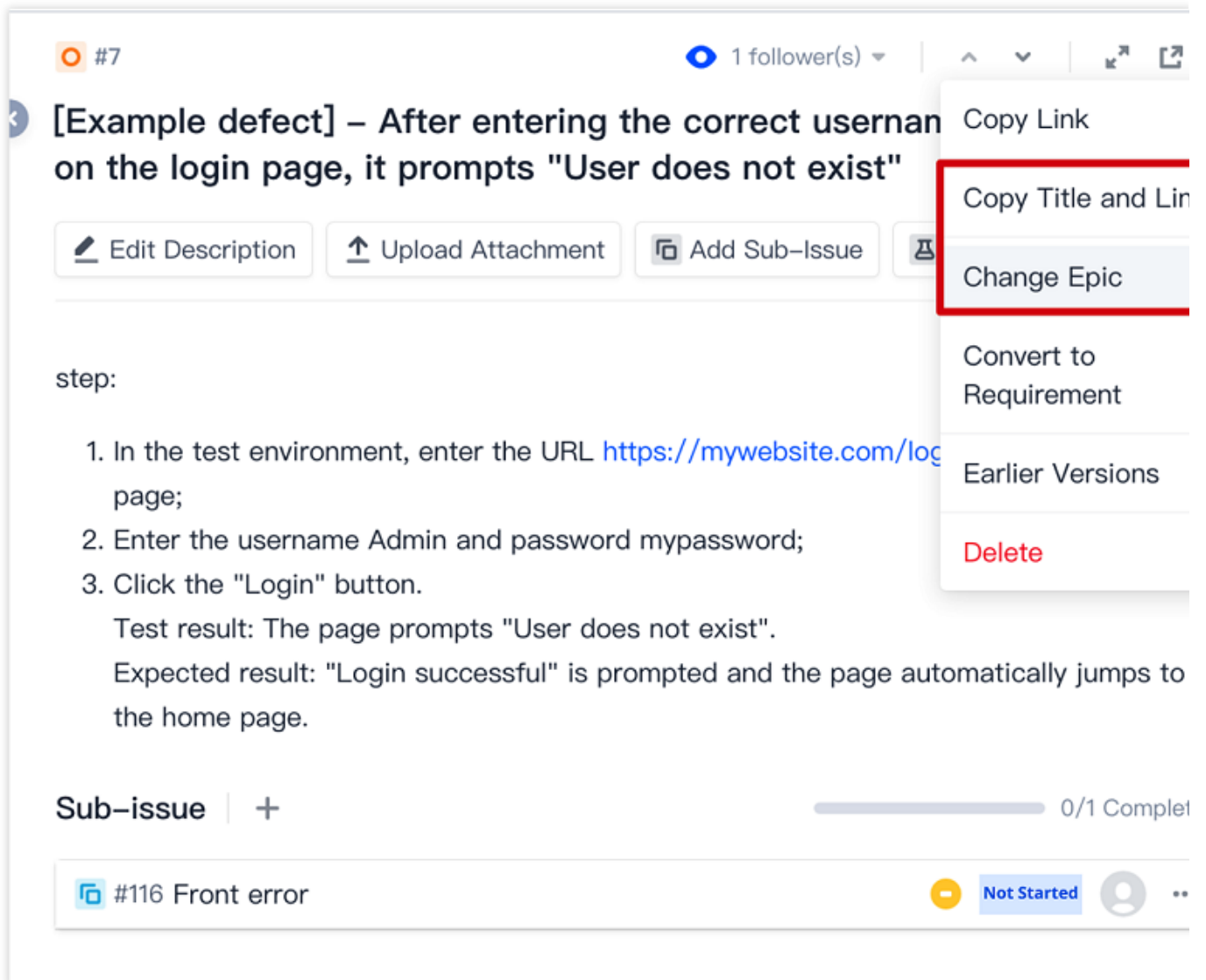
1. In the test environment, enter the URL <https://mywebsite.com/login> to enter the login page;
2. Enter the username Admin and password mypassword;
3. Click the "Login" button.

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

Sub-issue + 0/1 Completed

#116 Front error Not Started

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



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

Assign Bugs

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

#7 1 follower(s)

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

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

step:

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

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

Sub-issue + 0/1 Complet

#116 Front error Not Started

Reference Resources

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

#7

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

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

step:

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

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

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

Sub-issue | +

#116 Front error

Action Log | Worklog

All | Only logs | Only comments

- + #116 Front error
- + #115 testing
- ↔ #114 A new userstory
- ↔ #113 gogo
- ↔ #112 Entry scheme use discussion
- ↔ #111 Invite members

W More Resources

#

Post
Cancel
to 处理中 2021-02-20 16:25

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.

The screenshot shows a bug details page for bug #7. The title is "[Example defect] – After entering the correct username and password on the login page, it prompts "User does not exist"". Below the title are four action buttons: "Edit Description", "Upload Attachment", "Add Sub-Issue", and "Associate to Test Case". The description text reads: "step: 1. In the test environment, enter the URL <https://mywebsite.com/login> to enter the login page; 2. Enter the username Admin and password mypassword; 3. Click the "Login" button. Test result: The page prompts "User does not exist". Expected result: "Login successful" is prompted and the page automatically jumps to the home page." Below the description is a "Sub-issue" section with a plus sign and a progress bar showing "0/1 Completed". A sub-issue card is visible with the title "#116 Front error", a yellow minus sign, a blue "Not Started" status, a user icon, and a three-dot menu.

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

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

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

Bug View

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

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

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






















Version Backtracking

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

The screenshot shows a bug details page for issue #7. The title is "[Example defect] – After entering the correct username on the login page, it prompts "User does not exist"". The page includes buttons for "Edit Description", "Upload Attachment", "Add Sub-Issue", and a menu icon. A dropdown menu is open, showing options: "Copy Link", "Copy Title and Link", "Change Epic", "Convert to Requirement", "Earlier Versions" (highlighted with a red box), and "Delete". The bug description includes a "step:" section with three numbered steps and test results. At the bottom, there is a "Sub-issue" section with a plus sign and a progress bar showing "0/1 Completed". A sub-issue #116 "Front error" is listed with a "Not Started" status.

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](#).

ID	Title	Priority	Status	Handler	Founder	Iteration
#7	 [Example defect] – After entering the correct username...  0/1	 High	 In Development	 Steven	 Steven	
#116	 Front error	 Me...	 Not Started	 Unspec...	 Steven	
#89	 The product tab page is occasionally lost in the applet	 Me...	 Not Started	 Steven	 Steven	
#8	 [Example defect] – The product price font in the product detail...	 Me...	 In Development	 Steven	 Steven	

Bug Types and Bug Modules

Manage bug types

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

Functional bug

UI defect

Usability defect

Security defect

Performance defect

#7 1 follower(s)

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

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

step:

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

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

Sub-issue + 0/1 Completed

#116 Front error Not Started

Action Log Worklog

All Only logs Only comments

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

Status: In Development

Assignee: Steven

Iteration: Not added

Associate: A new

Story Point: -

Defect Type: Function

Search: | Search

Deselect

Usability

Function

User Interface

Security

Performance

This is a new

Start Date: 2022/02

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

Create and use bug types

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

Collaboration

Issue Type

Page plan

Collaboration mode

Component Settings

Integration settings

Issue Type

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

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

Collaboration

Issue Type

Agile Feature

Collaboration mode

Component Settings

Integration settings

← Issue Type / Risk

? Risk Customize tasks
 Unknown risk.

Attribute Workflow workflow beta

Attribute Name	Description	Default
Handler System	-	N
Follower System	-	N
The above are not sortable		
Priority System	-	Me
Start Date System	Start Date	Not sp
Due Date System	-	Not sp
Tag System	-	
Process	-	0%
Estimated working hours	-	Is supp
Working hours record	-	

Apply Configuration

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

Configuration menu option

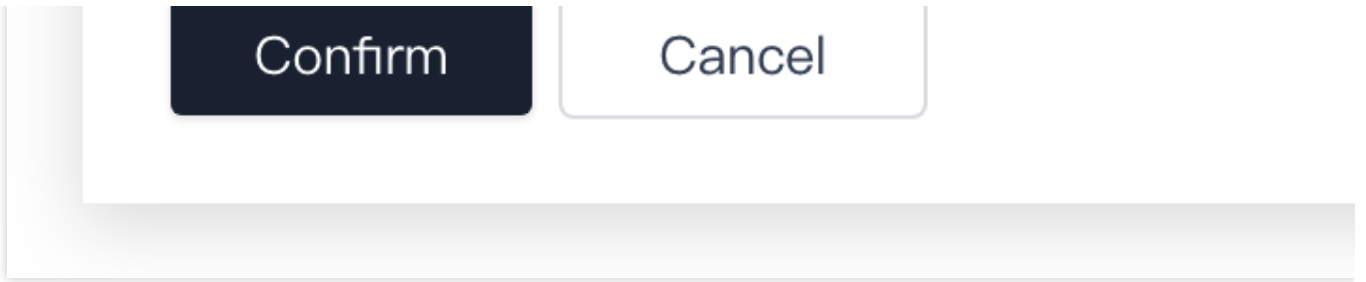
After the update,

- ⋮ Usability issues
- ⋮ functional defect
- ⋮ UI interface issues
- ⋮ Security
- ⋮ Performance
- ⋮ A new defect type

Option name, Max. 40

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

Defect



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

Collaboration

Issue Type

Agile Feature

Collaboration mode

Component Settings

Integration settings

← Issue Type / Risk

? Risk Customize tasks
 Unknown risk.

Attribute Workflow workflow beta

Searching for attributes 🔍

Attribute Name	Description	Default
Handler System	–	👤 N
Follower System	–	👤 N
— The above are not sortable —		
Priority System	–	🟡 Me
Start Date System	Start Date	Not sp
Due Date System	–	Not sp
Tag System	–	+
Process	–	🕒 0%
Estimated working hours	–	Is supp
Working hours record	–	
Defect Type	–	Not sp

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

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

#7 1 follower(s)

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

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

step:

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

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

Sub-issue + 0/1 Completed

#116 Front error Not Started

Action Log Worklog

All Only logs Only comments

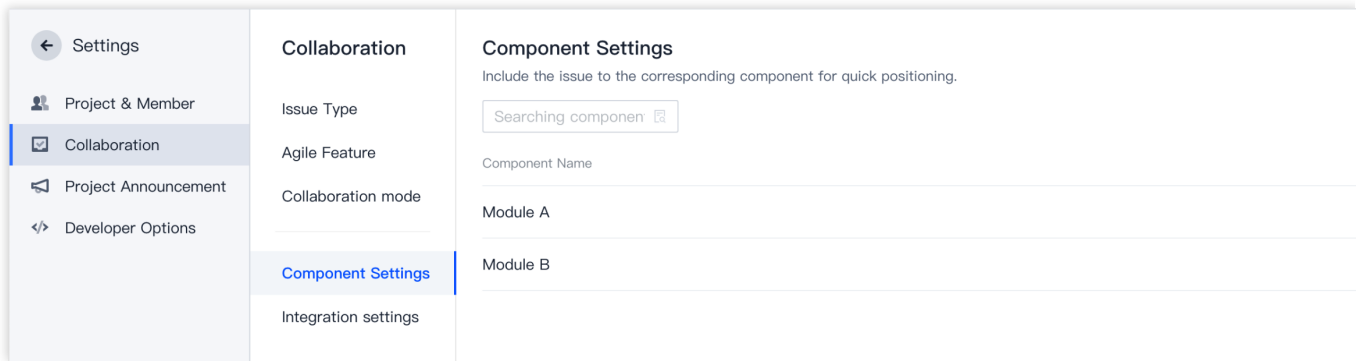
- + Steven created Defect 2020-07-22 16:37
- ↔ Steven updated status to 2020-12-16 16:01

Manage bug modules

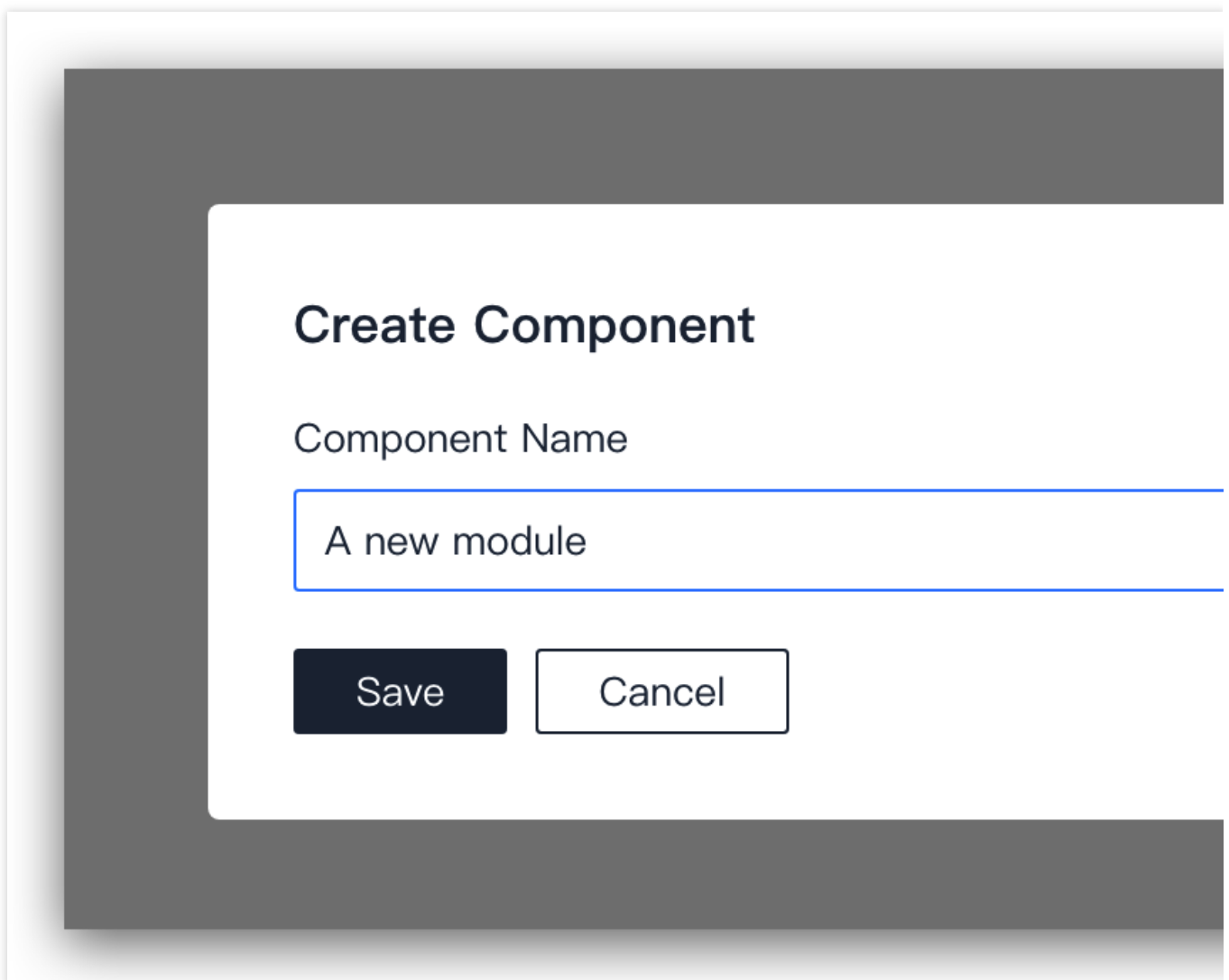
This feature is used to configure modules to which the bugs belong. Creating different modules allows you to manage and locate bugs easily to suit the needs of professional scenarios. Module data can be shared across projects for more efficient collaboration.

Create and use bug modules

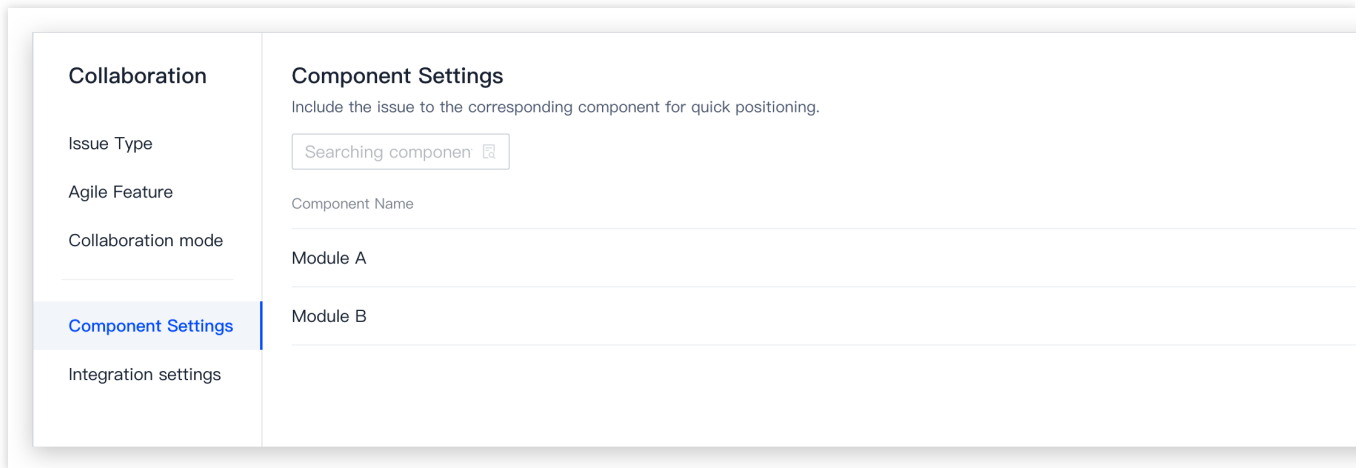
1. In a project, select **Project Settings** > **Project Collaboration** > **Module Settings** and click **Create Module**.



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



In **Module Settings**, click \uparrow \downarrow 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.

#7 1 follower(s) ^ v ↗ ↪

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

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

step:

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

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

Sub-issue | + 0/1 Complet

#116 Front error Not Started ...

Action Log | Worklog

All | Only logs | Only comments

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

Delete Bugs

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

#7

1 follower(s)

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

Edit Description

Upload Attachment

Add Sub-Issue

step:

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

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

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

Sub-issue | +

#116 Front error

Story Points

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

This document describes story points in Scrum agile management.

Open Project

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



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

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

Function Overview

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

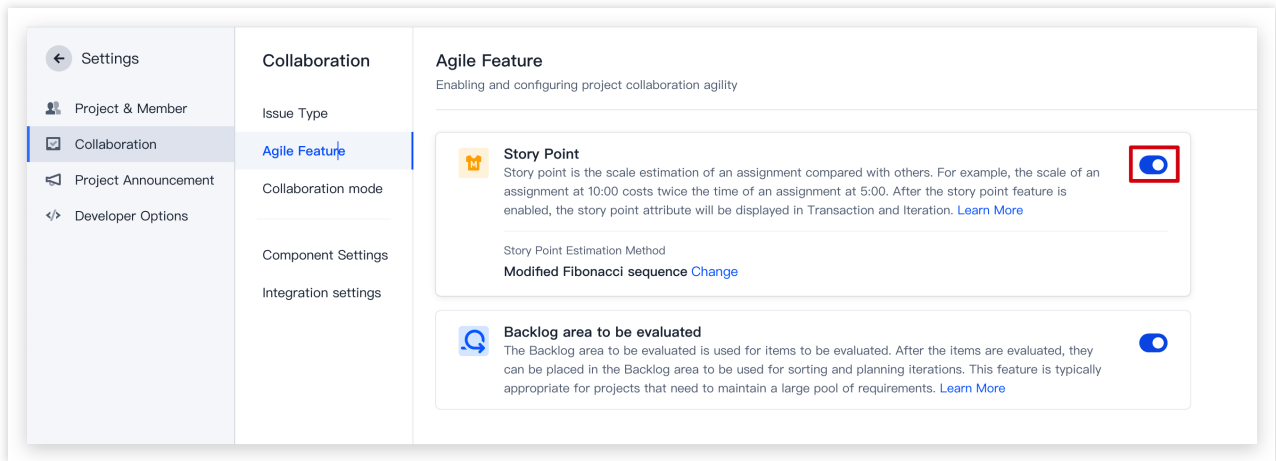
Using CODING Project Collaboration, you can configure the story point field, specify story points, edit story points, and view story points for different types of issues (user stories/requirements/tasks/bugs), and view the total story points of an iteration.

Configure story points

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

Note:

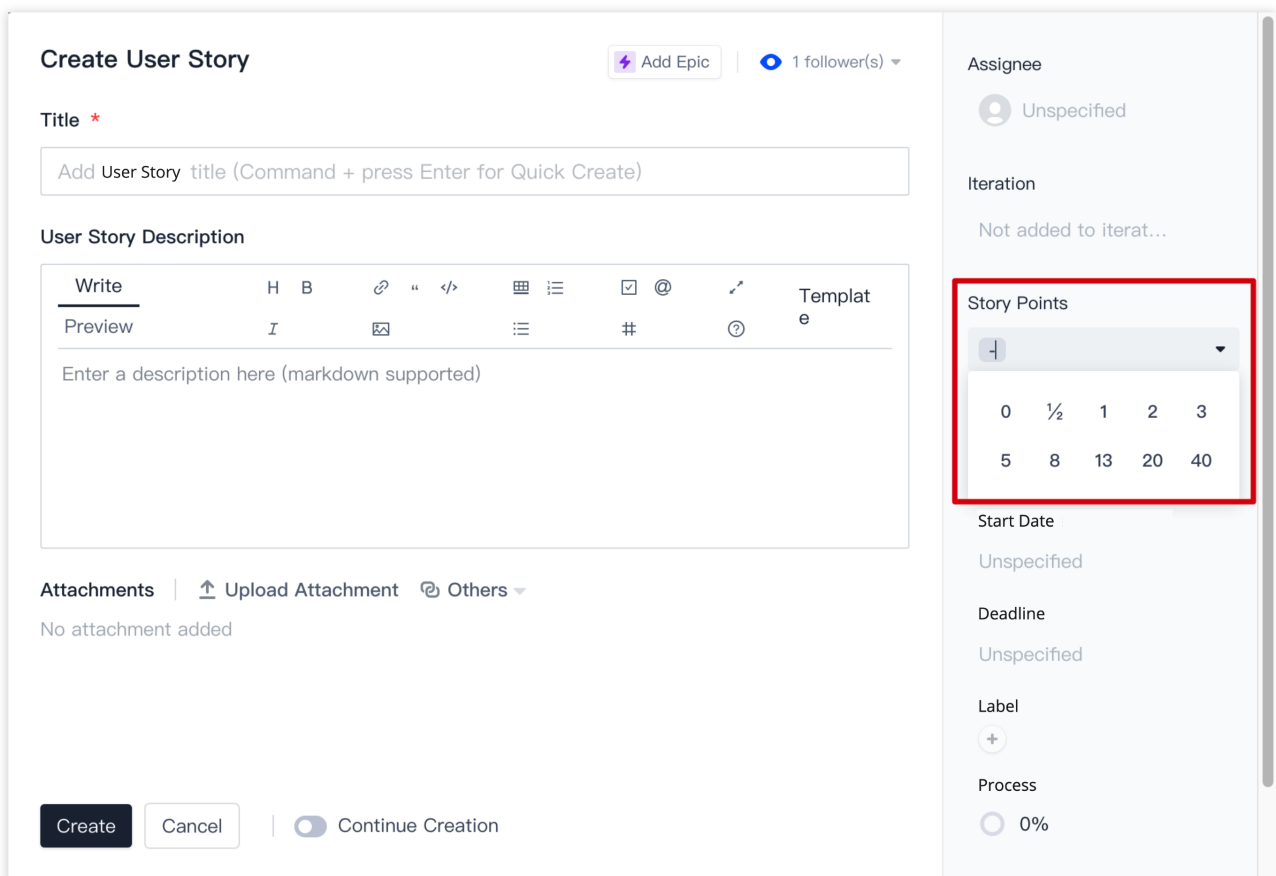
Changing the story point estimation method will clear the story point configuration of existing issues. Proceed with caution.



Use story points

Specify story points

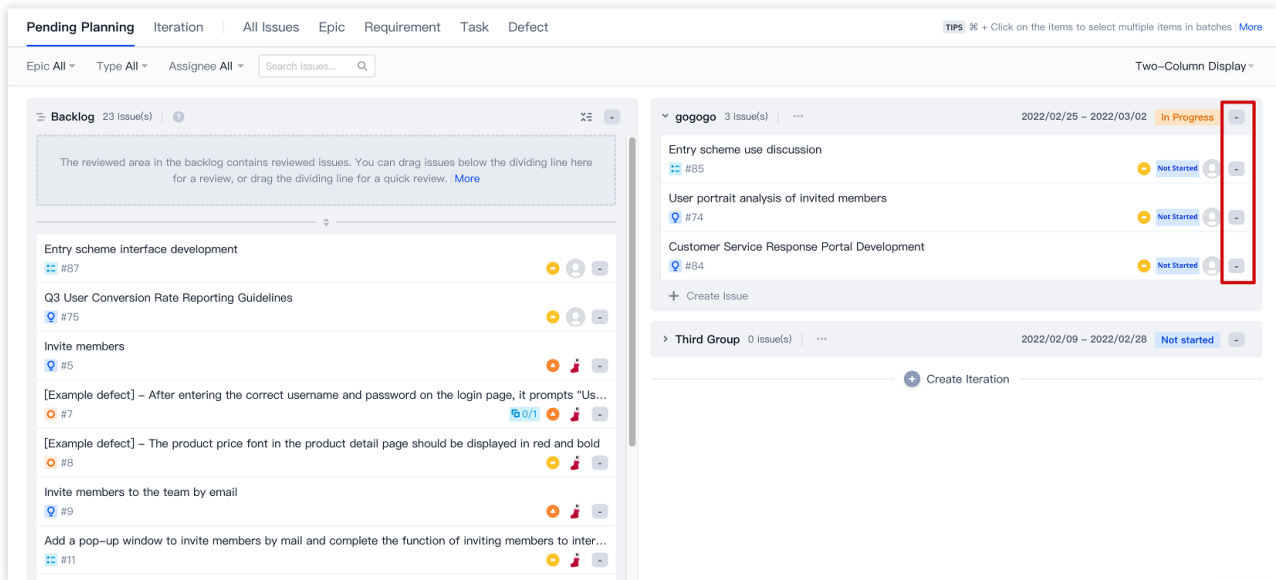
You can configure the story point field when creating a user story, requirement, task, or bug.



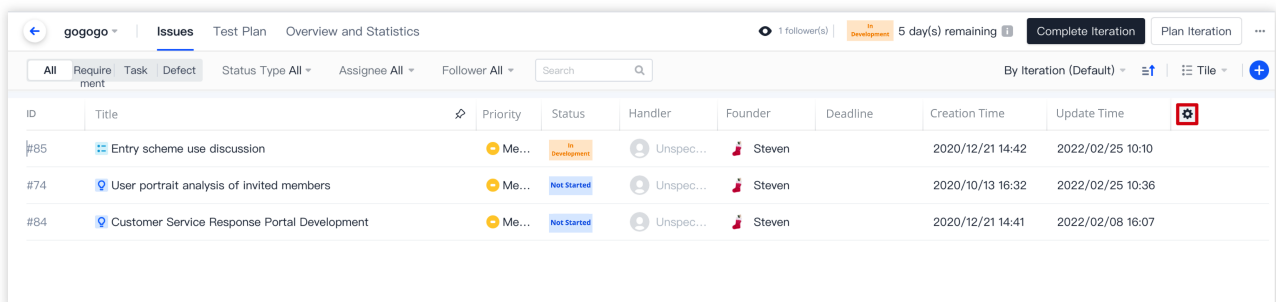
View story points

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

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



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



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

More information

Differences between story points and time

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

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

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

What is the Fibonacci sequence?

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

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

$$1 = 0 + 1$$

$$2 = 1 + 1$$

$$3 = 1 + 2$$

$$8 = 3 + 5$$

...

Why estimate story points with a modified Fibonacci sequence?

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

Which story point estimation method should I choose?

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

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

How to achieve effective story point estimation

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

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

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

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

Iteration Statistics

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

This document describes iteration statistics in Scrum agile management.

Open Project

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

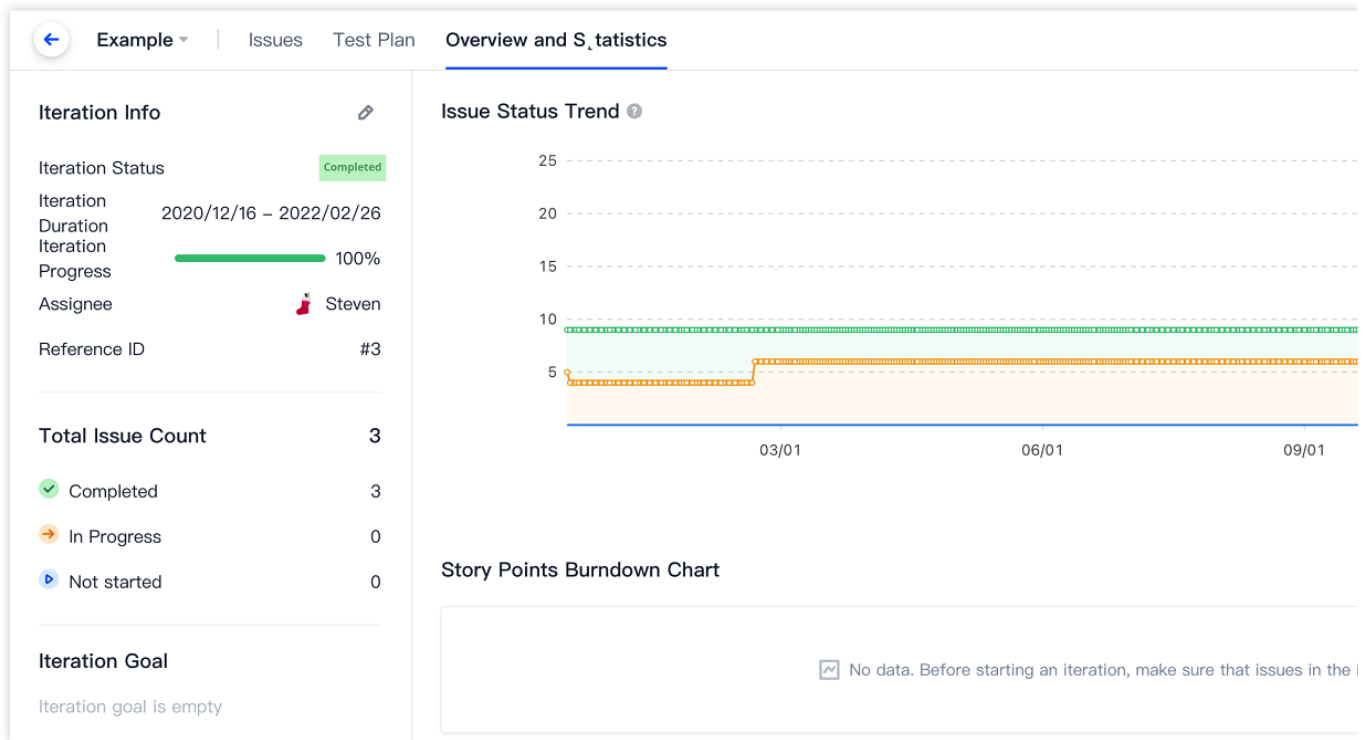


in the upper-right corner to open the project list page and click a project icon to open the project.

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

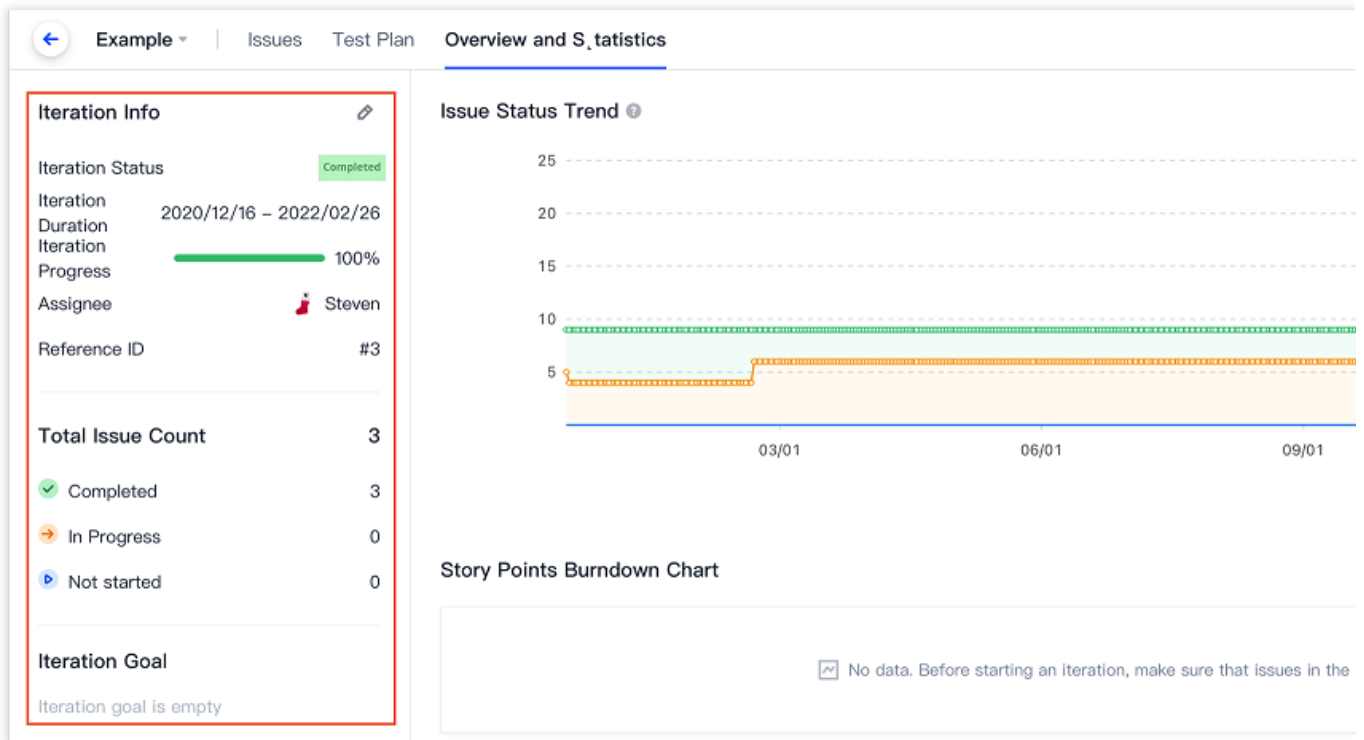
Function Overview

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



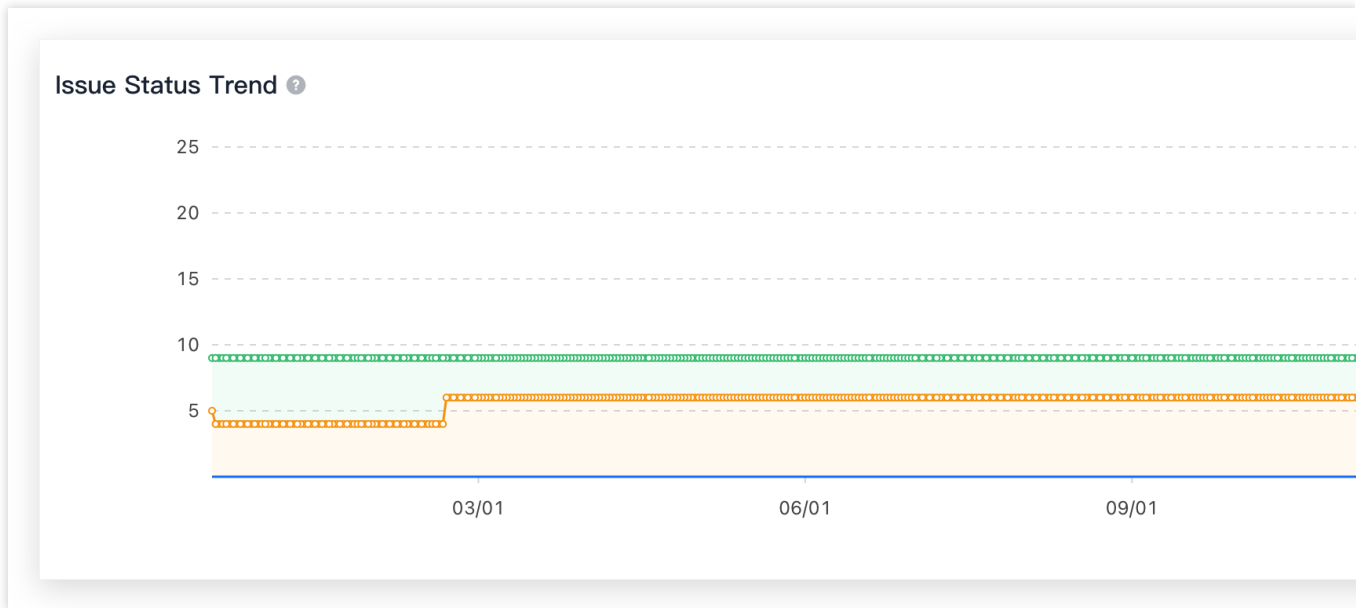
Iteration Details

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



Issue Status Trend Chart

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



Color description

Green: Completed

Orange: In progress

Blue: Not started

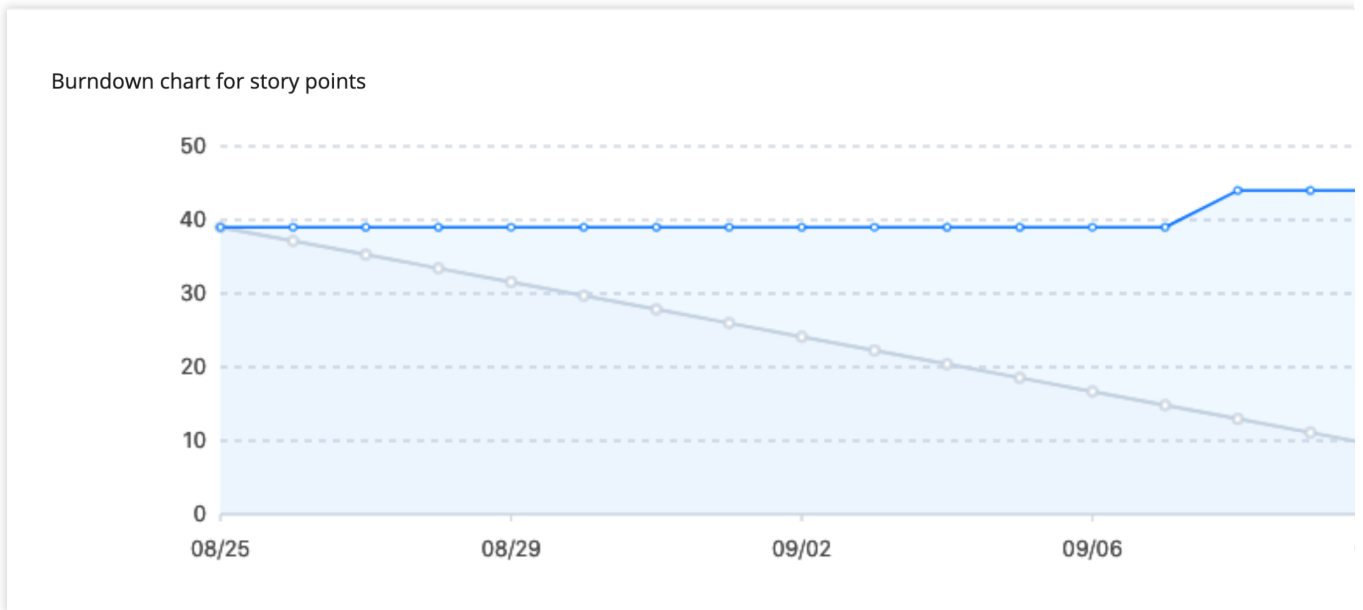
Story Points Burndown Chart

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 iteration and adjusted iteration end time
- ✎ 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 🔍 +

Documentation directory

- 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.

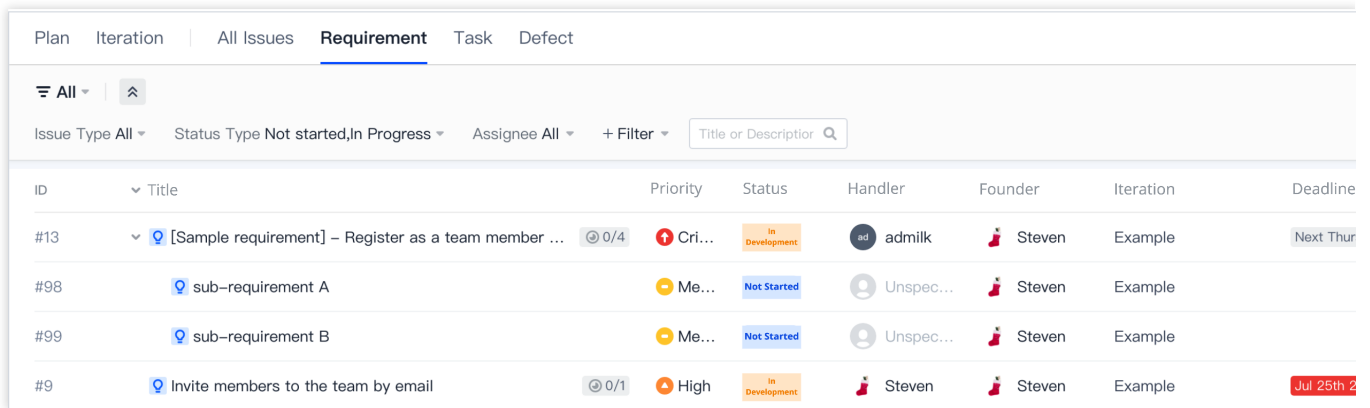
Feature Overview

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**.

Plan	Iteration	All Issues	Requirement	Task	Defect		
☰ All ▾ ⬆							
Issue Type All ▾ Status Type Not started, In Progress ▾ Assignee All ▾ + Filter ▾ Title or Description 🔍							
ID	Title	Priority	Status	Handler	Founder	Iteration	ID
#13	🔗 [Sample requirement] – Register as a team member ...	🔴 Cri...	In Development	ad admilk	Steven	Example	Ne
#98	🔗 sub-requirement A	🟡 Me...	Not Started	Unspec...	Steven	Example	
#99	🔗 sub-requirement B	🟡 Me...	Not Started	Unspec...	Steven	Example	
#9	🔗 Invite members to the team by email	🟠 High	In Development	Steven	Steven	Example	Ju
#5	🔗 Invite members	🟠 High	In Development	Steven	Steven	Example	At
#84	🔗 Customer Service Response Portal Development	🟡 Me...	Not Started	Unspec...	Steven	gogogo	

Import Issues

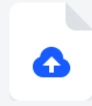
1. Select **Import Requirements** in the menu in the upper-right corner of the issue list page.



Plan	Iteration	All Issues	Requirement	Task	Defect			
☰ All ⬆								
Issue Type All Status Type Not started, In Progress Assignee All + Filter Title or Descriptor 🔍								
ID	Title	Priority	Status	Handler	Founder	Iteration	Deadline	
#13	[Sample requirement] – Register as a team member ...	0/4	Cri...	In Development	admilk	Steven	Example	Next Thur
#98	sub-requirement A	Me...	Not Started	Unspec...	Steven	Example		
#99	sub-requirement B	Me...	Not Started	Unspec...	Steven	Example		
#9	Invite members to the team by email	0/1	High	In Development	Steven	Steven	Example	Jul 25th 2

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

Import from Excel Requirement



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

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

Import

Close

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

Note:

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

4. Check the import result.

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

Problem detected while importing

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

Re-upload

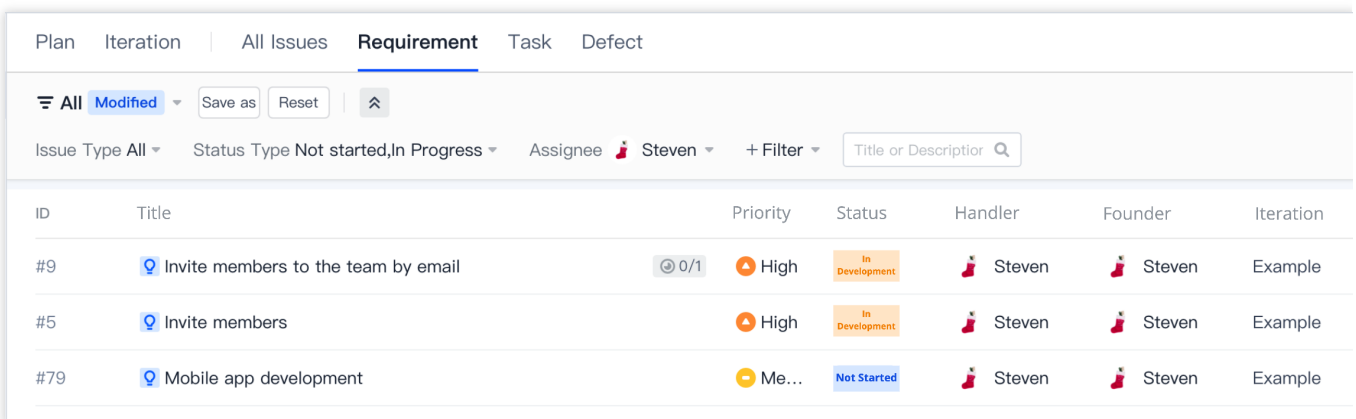
Close
















Export Issues

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

Note:

This does not export any subtasks under the requirements.



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

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

Plan Iteration All Issues **Requirement** Task

☰ All Modified Save as Reset

Issue Type All Status Type Not started, In Progress

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

✔ Exported successfully. Download the exported file.

3 entriesRequirementExported to [20220223154939.csv](#)

Download File Close

Custom Issue Types

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

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

Open Project

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



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

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

Feature Overview

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

Global Issue Type

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

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

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

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.

+ Add event type

Select event type

- 🔍 **Custom Requirements**
Requirements are the software functions that users need to solve a problem or achieve a goal. In classic mode, requirements support is decomposed into sub-requirements and tasks
- 🔍 **Custom Task**
Tasks are specific activities to achieve a goal or requirement

[Learn how to create custom event types](#)

Add event type | Custom Requirement

Name

Select type icon

📄

📖

⚠️

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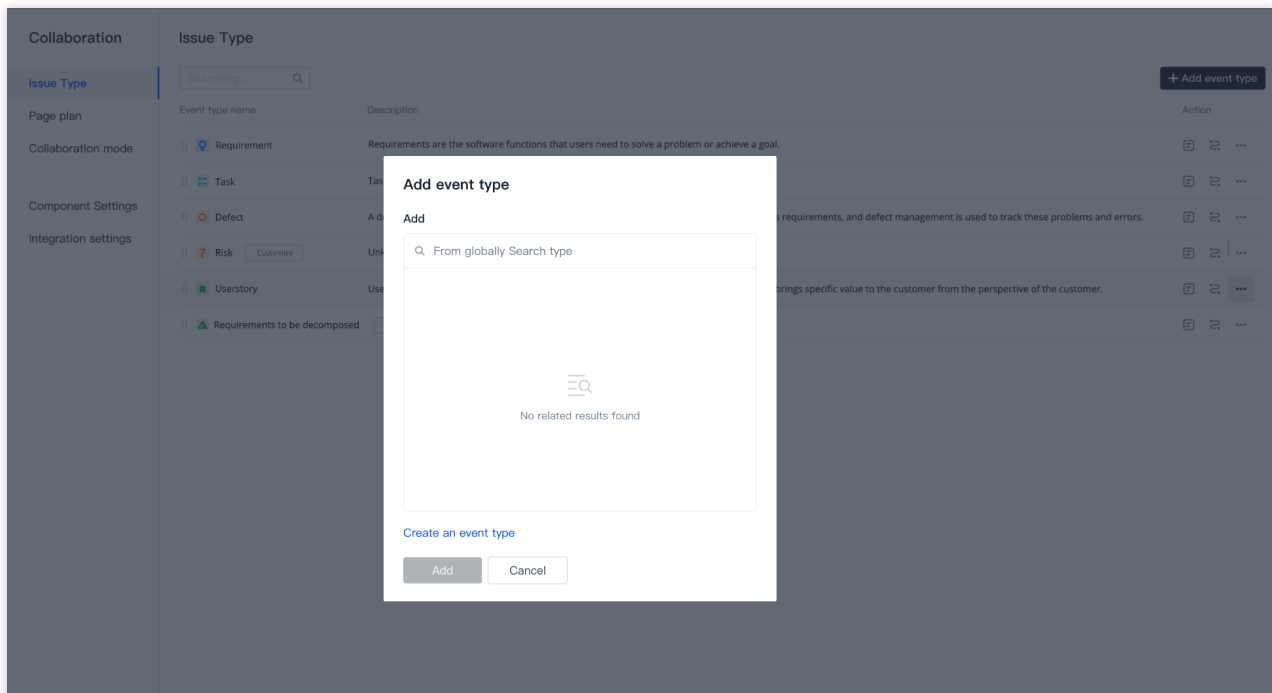
📅

Describe

OK
Cancel

Project-level Issue Type

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

**Note:**

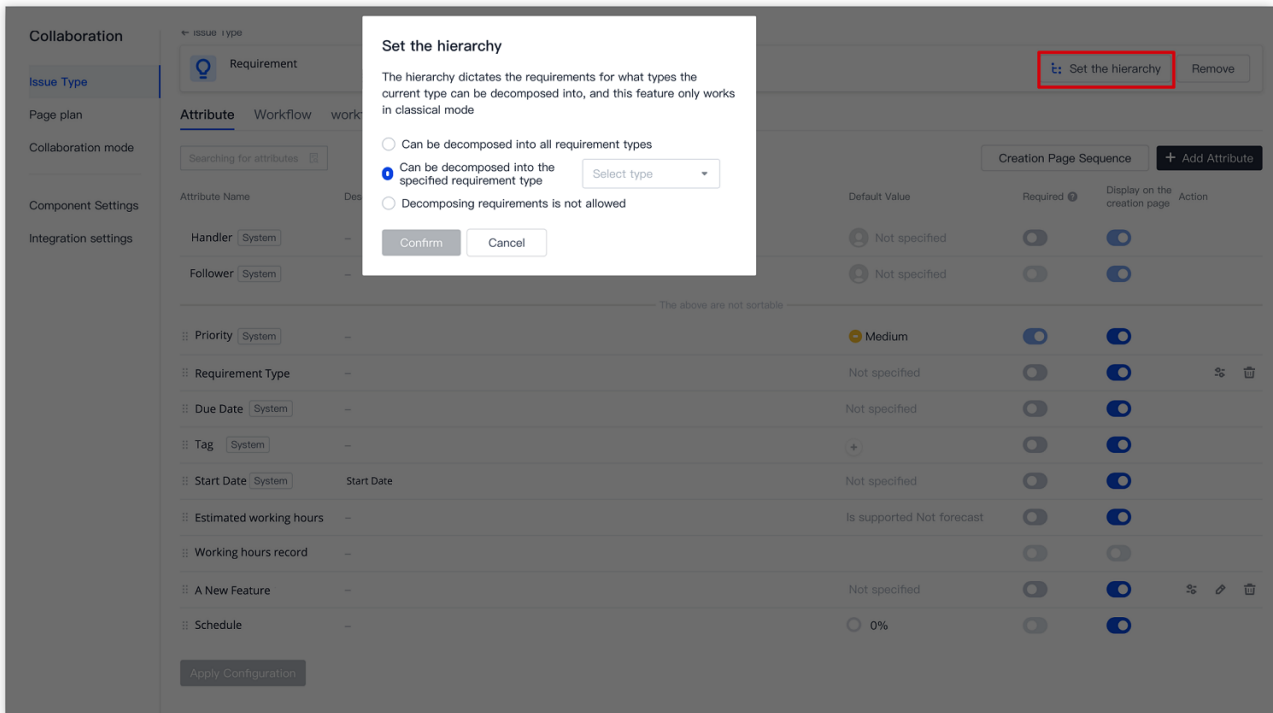
The **agile mode** automatically introduces the sub-issue type, while the **classic mode** doesn't support the epic type and the sub-issue type.

Issue Type Configuration

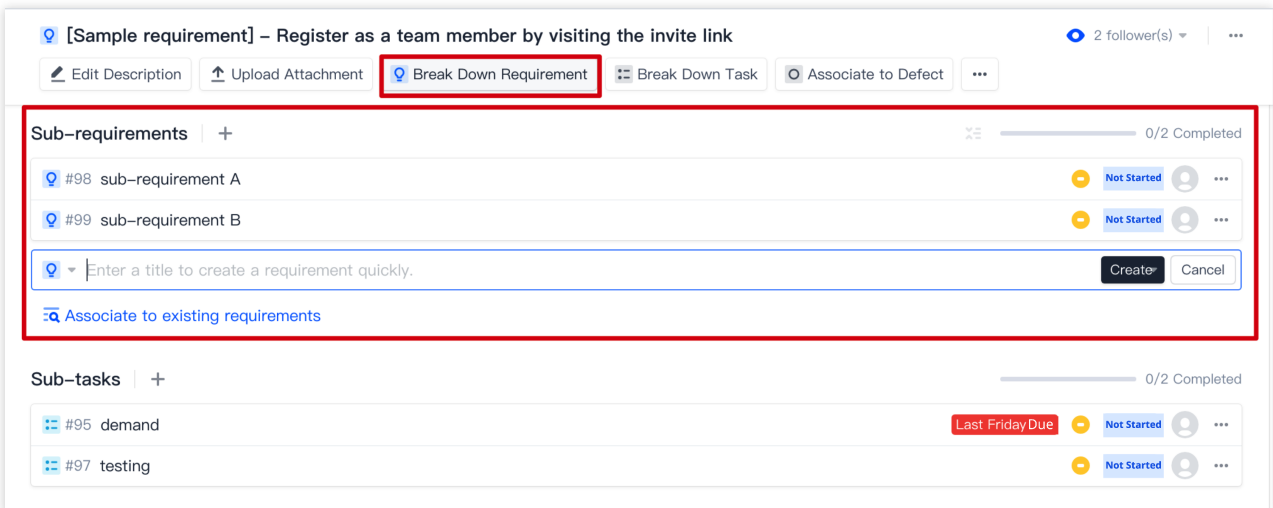
You can set hierarchy levels, fields, and workflows for issue types.

Hierarchy levels

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

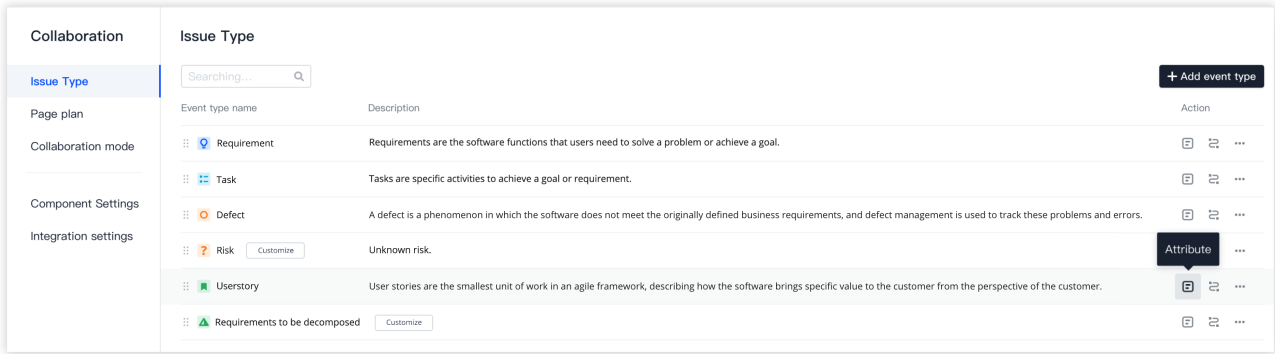


After hierarchy levels are defined, multiple issue types are available when you break down a requirement to suit your workflows.



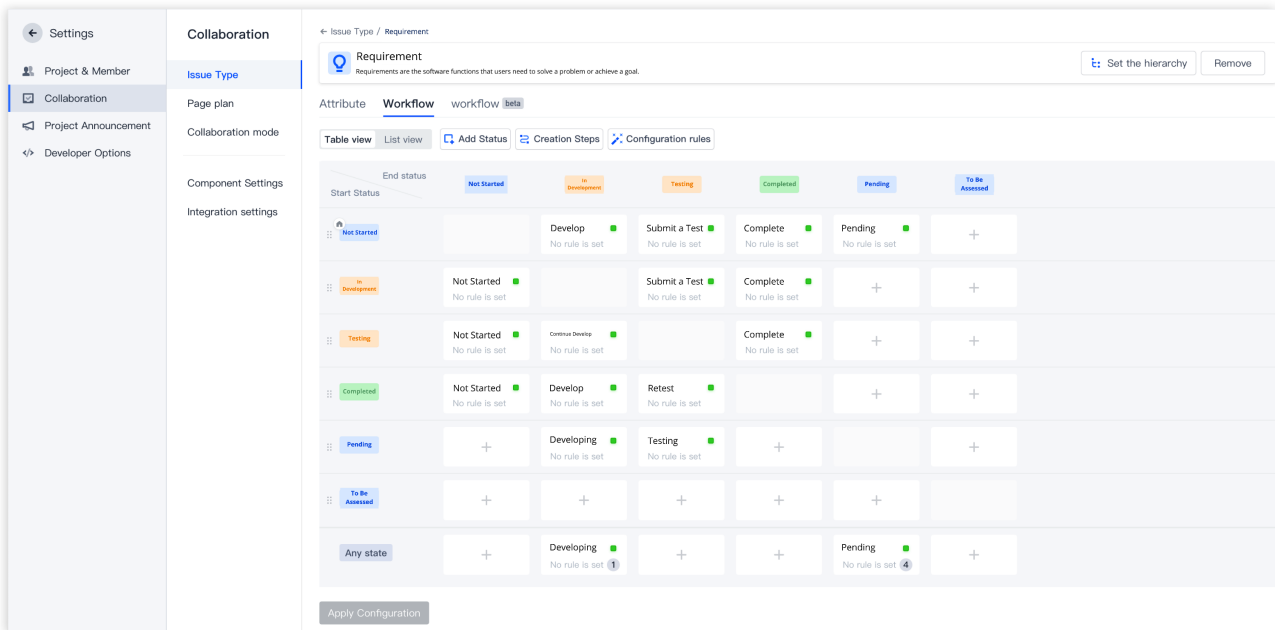
Configure field

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.

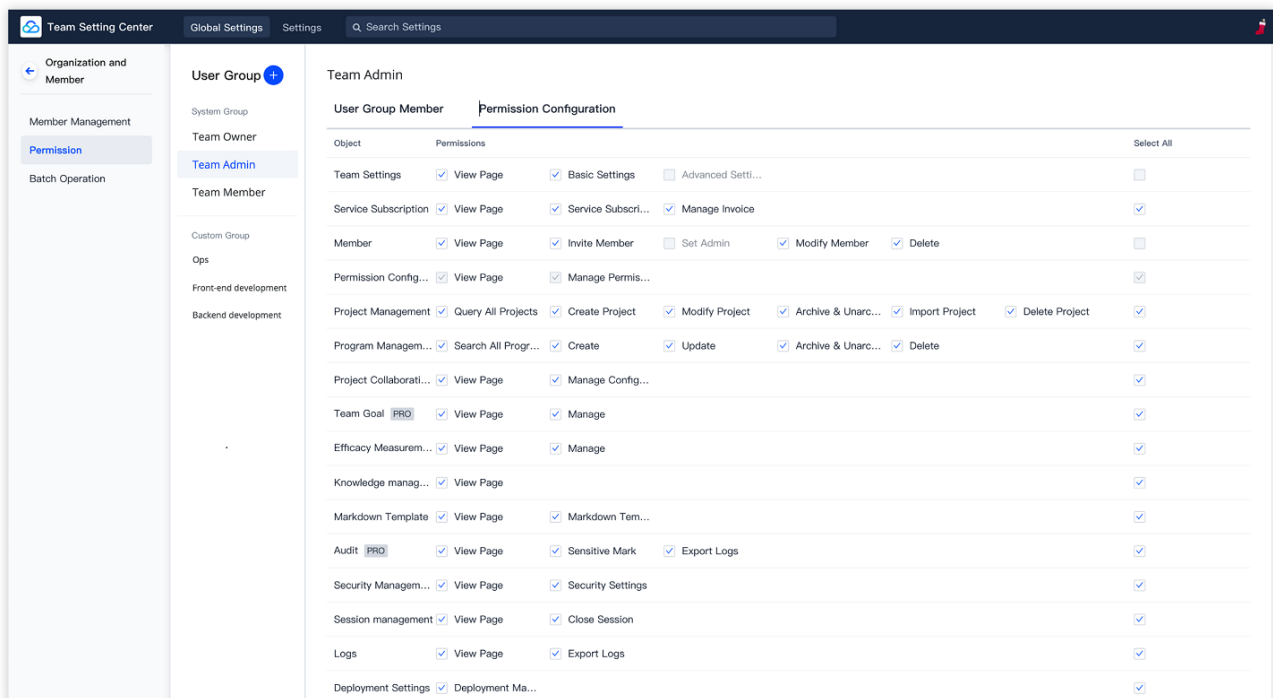
ID	Title	Priority	Status	Handler	Founder	Iteration	Deadline	Creation Time	Update Time
#13	[Sample requirement] - Register as a team member ...	Cri...	Development	admilk	Steven	Example	Next ThursdayEnd	2020/07/22 16:37	2022/02/09 15:56
#98	sub-requirement A	Me...	Not Started	Unspec...	Steven	Example	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

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

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

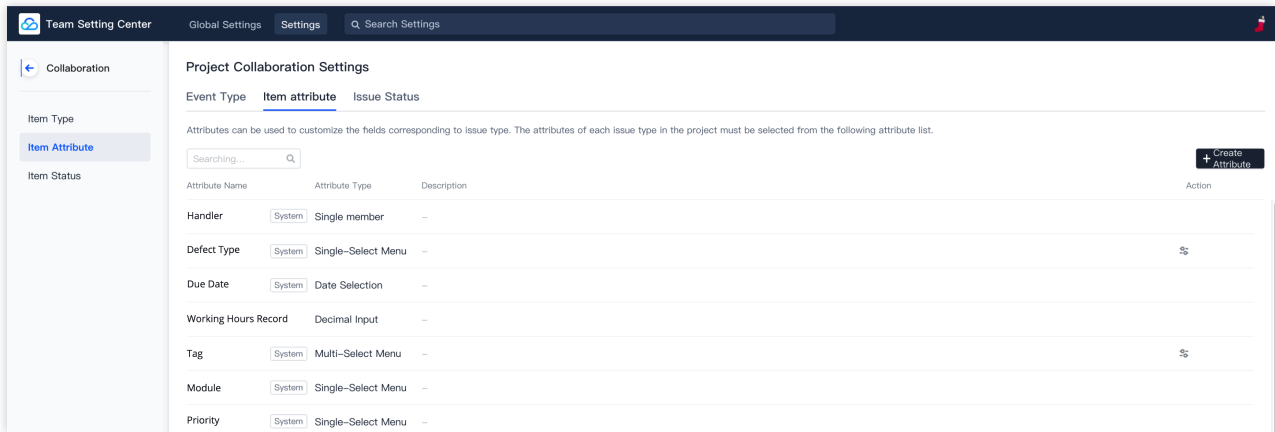
Global Field Settings

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



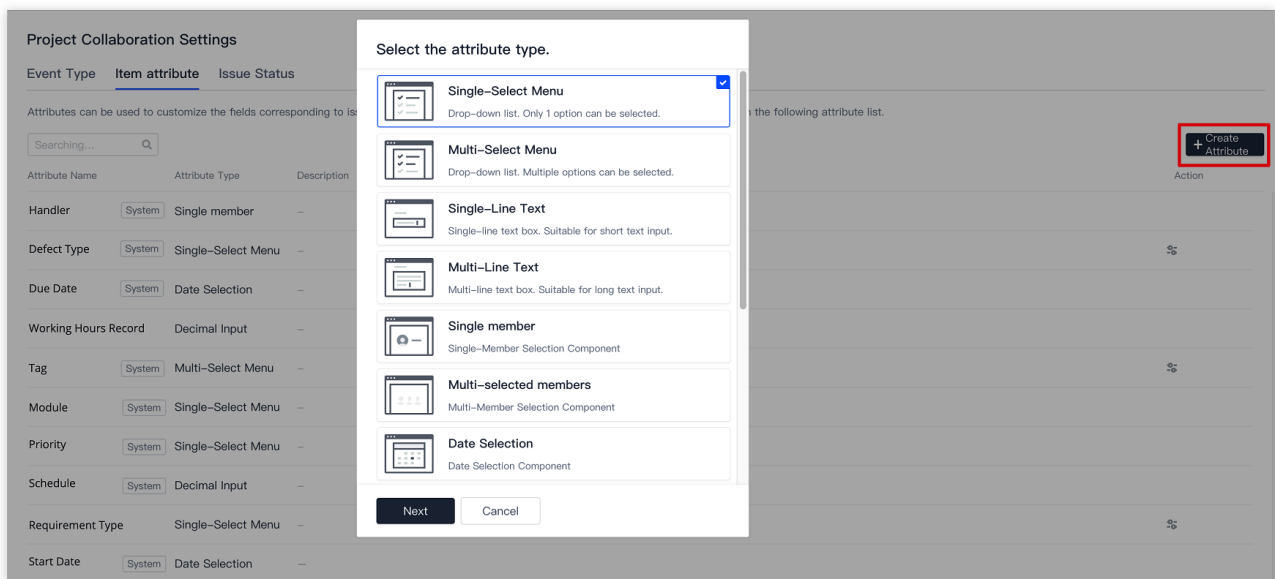
If you have management permissions, go to the homepage of your team, and then select **Feature Settings** from the menu on the left.

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



Create field

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




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

Configure Attribute | Single-Select Menu

Attribute Name

Description

Menu Option

Modify or delete field

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

Project Collaboration Settings

Event Type **Item attribute** Issue Status

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

Searching... Q Create Attribute

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

Project Field Configuration

Project field configuration only applies to a single project.

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

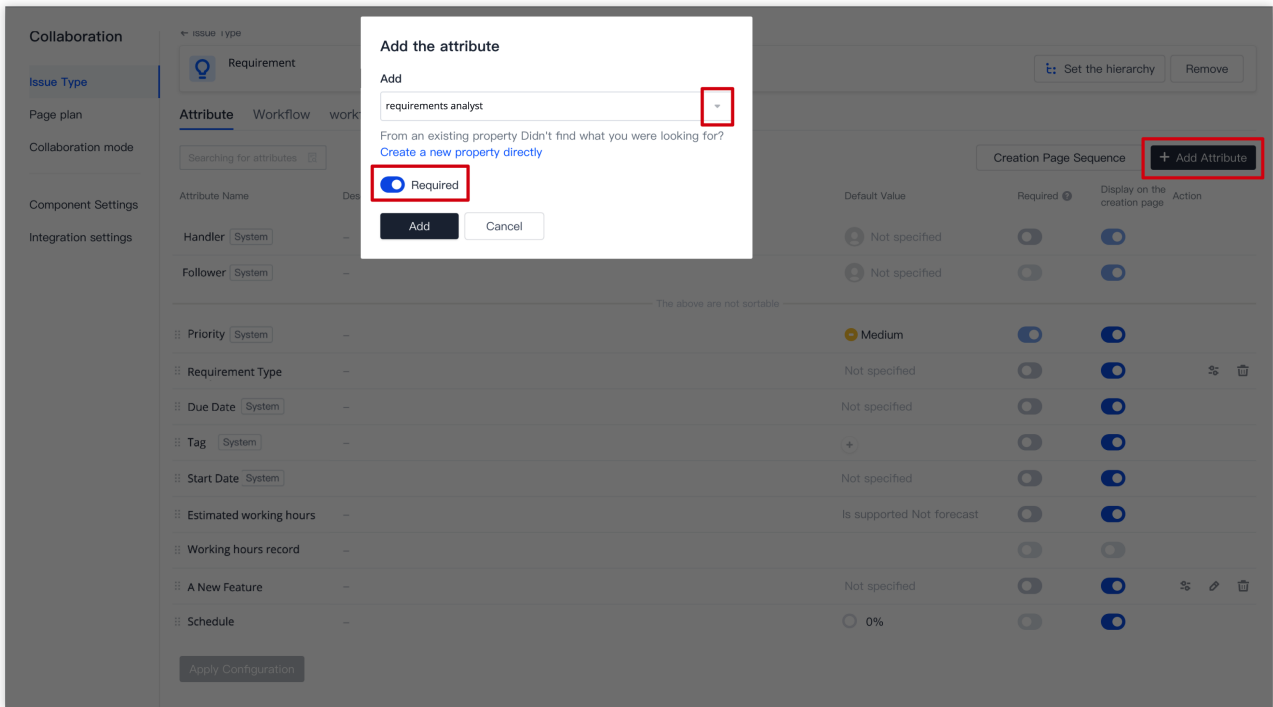
Collaboration

Issue Type

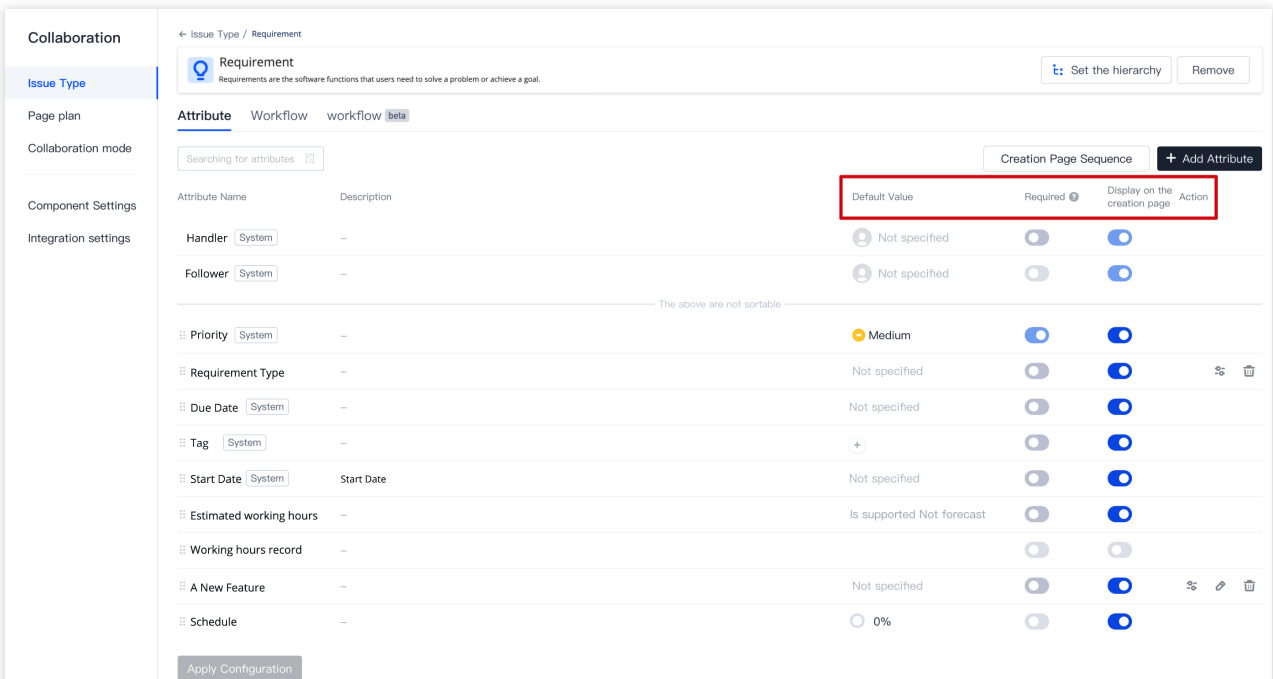
Searching... Q + Add event type

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

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



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



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

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

Attribute Workflow workflow **beta**

Searching for attributes

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

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

Use Project Fields

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

Create Requirement 1 follower(s)

Title *
A new one

Description

Write | H B | [link] " </> | [table] [list] | [checkbox] [tag] | [edit] [undo] | **Templat e**

Preview | I | [img] | [list] | # | ?

Enter a description here (markdown supported)

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

No attachment added

- CoDesign Draft
- MockingBot

Priority *
Medium

Requirement Type
Requirement Type

Deadline
Unspecified

Label
+

Start Date
Unspecified

Estimated Working Hours
Not estimated

A New Property

Select

Q Enter a keyword

[Deselect](#)

First New Option

Second New Option

Create | **Cancel** | **Continue Creation**

Custom Workflows

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

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

Open Project

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



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

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

Feature Overview

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

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

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

Global Status Settings

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

The screenshot shows the 'Team Setting Center' interface. On the left, there is a navigation menu with 'Organization and Member' selected. Under 'Organization and Member', 'Permission' is highlighted. The main content area is titled 'Team Admin' and has two tabs: 'User Group Member' and 'Permission Configuration'. The 'Permission Configuration' tab is active, displaying a table of permissions. The 'Manage Permissions' checkbox for the 'Permission Configuration' object is highlighted with a red box.

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

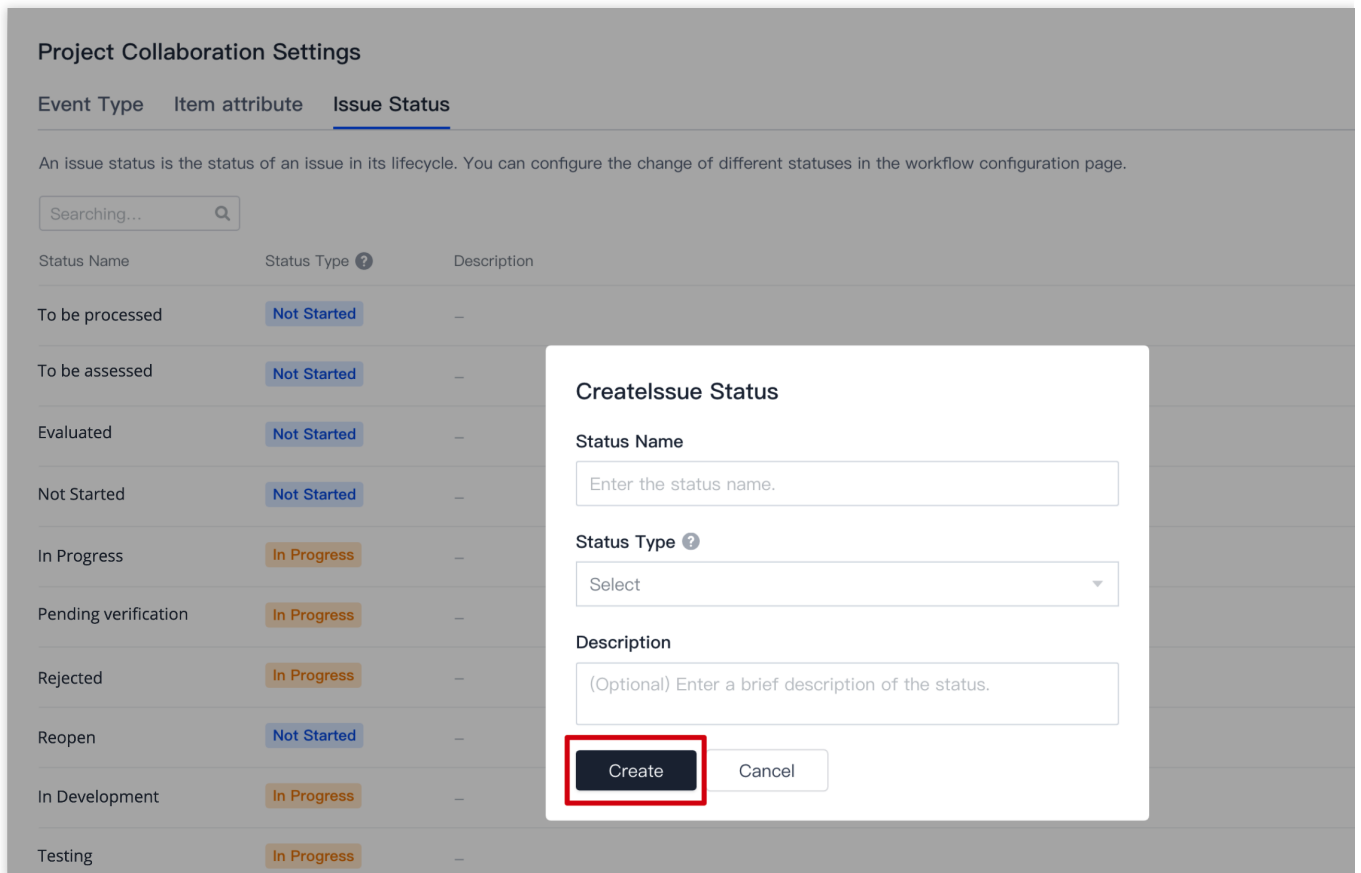
If you have management permissions, go to the homepage of your team, and then select **Feature Settings** from the menu on the left. Click **Project Collaboration > Issue Status** to go to the status settings page.

The screenshot shows the 'Project Collaboration Settings' page. The 'Item attribute' tab is selected, and 'Issue Status' is highlighted with a red box. Below the tabs, there is a search bar and a table of status configurations.

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

Create status

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



Project Collaboration Settings

Event Type Item attribute **Issue Status**

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

Searching...

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

Create Issue Status

Status Name

Status Type ?

Description

Modify or delete status

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

Project Collaboration Settings

Event Type Item attribute Issue Status

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

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

Project Workflow Configuration

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

Collaboration

[Issue Type](#)

Page plan

Collaboration mode

Component Settings

Integration settings

Issue Type

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

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

← Settings

Project & Member

Collaboration

Project Announcement

Developer Options

Collaboration

[Issue Type](#)

Page plan

Collaboration mode

Component Settings

Integration settings

← Issue Type / Requirement

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

Attribute **Workflow** workflow beta

Table view List view Add Status Creation Steps Configuration rules

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

Apply Configuration

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

The screenshot displays a task card titled "#9 Invite members to the team by email". At the top right, it shows "1 follower(s)". Below the title is a toolbar with buttons: "Edit Description", "Upload Attachment", "Break Down Requirement", "Break Down Task", "Associate to Defect", and a menu icon. The main text describes the process: "The administrator can click the 'Invite Member' button on the background member management page to open the member invitation pop-up window, and enter the email addresses of the invited members in turn. After clicking the 'Invite' button, the platform will automatically send an email with an invitation link to the corresponding email address. By visiting the invitation link, the invitee can enter the complete personal information page, fill in the username and password, and join the team." Below the text are sections for "Sub-tasks" (0/1 Complete) and "Defect". The sub-tasks section contains one item: "#94 Customer service window design task" with a "Not Started" status. The defects section contains one item: "#8 [Example defect] - The product price font in the product detail page should be displayed in red and bold" with a "Pending Verification" status and a due date of "Feb 25thEnd".

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.

Add the state

Status

In Progress

Didn't find what you were looking for?

Any state can be converted to this state

Add

Cancel

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

← Issue Type / Requirement

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

Attribute **Workflow** workflow beta

Table view List view Add Status Creation Steps Configuration rules

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

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

Set transition

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

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

Collaboration

Issue Type

Page plan

Collaboration mode

Component Settings

Integration settings

← Issue Type / Requirement

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

Attribute **Workflow** workflow beta

Table view List view Add Status Creation Steps Configuration rules

	End status	Not Started	In Development	Testing	Completed	Pend
Start Status						
Not Started			Develop ■ <small>No rule is set</small>	Submit a Test ■ <small>No rule is set</small>	Complete ■ <small>No rule is set</small>	Pending <small>No rule is set</small>
In Development	Not Started ■ <small>No rule is set</small>			Submit a Test ■ <small>No rule is set</small>	Complete ■ <small>No rule is set</small>	+
Testing	Not Started ■ <small>No rule is set</small>	Continue Develop ■ <small>No rule is set</small>			Complete ■ <small>No rule is set</small>	+
Completed	Not Started ■ <small>No rule is set</small>	Develop ■ <small>No rule is set</small>	Retest ■ <small>No rule is set</small>			+
Pending	+	Developing ■ <small>No rule is set</small>	Testing ■ <small>No rule is set</small>		+	
To Be Assessed	+	+	+	+	+	+
Rejected	+	+	+	+	+	+
Any state	+	Developing ■ <small>No rule is set</small> 2		+	+	Pending <small>No rule is set</small>

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

Create Step

Start Status → **Target Status**

Testing → End

Step Name

Testing Finish

Create Cancel

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

← Issue Type / Requirement



Requirement

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



Attribute **Workflow** workflow beta

Table view List view Add Status Creation Steps Configuration rules

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

Apply Configuration

Cancel

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

Create Step

Start Status → **Target Status**

Any state → Start

Step Name

On going

Create Cancel

4. Avoid conflicts when you set a transition. As shown in the figure below, since **Any Status** can be switched to the **Not Started** status, the transition from a specific status to the **Not Started** status is overwritten and only the transition from **Any Status** to **Not Started**.

← Issue Type / Requirement

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

Attribute **Workflow** workflow beta

Table view List view Add Status Creation Steps Configuration rules

Start Status \ End status	Not Started	In Development	Testing	Completed	Pending	To Be Assessed
Not Started		Develop No rule is set	Submit a Test No rule is set	Complete No rule is set	Pending No rule is set	+
In Development	Not Started No rule is set		Submit a Test No rule is set	Complete No rule is set	+	+
Testing	Not Started No rule is set	Continue Develop No rule is set		Complete No rule is set	+	+
Completed	Not Started No rule is set	Develop No rule is set	Retest No rule is set		+	+
Pending	+	Developing No rule is set	Testing No rule is set	+		+
To Be Assessed	+	+	+	+	+	
Any state	+	Developing No rule is set 1	+	+	Pending No rule is set 4	+

Apply Configuration

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

← Issue Type / Requirement

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

Attribute **Workflow** workflow beta

Table view List view Add Status Creation Steps Configuration rules

End status \ Start Status	Not Started	In Development	Testing	Completed	Pending	To Be Assessed
Not Started		Develop No rule is set	Submit a Test No rule is set	Complete No rule is set	Pending No rule is set	+
In Development	Not Started No rule is set		Submit a Test No rule is set	Complete No rule is set	+	+
Testing	Not Started No rule is set	Continue Develop No rule is set		Complete No rule is set	+	+
Completed	Not Started No rule is set	Develop No rule is set	Retest No rule is set		+	+
Pending	+	Developing No rule is set	Testing No rule is set	+		+
To Be Assessed	+	+	+	+	+	
Any state	+	Developing No rule is set 1	+	+	Pending No rule is set 4	+

Apply Configuration

Configure rules

The transition rules can be configured separately for each issue type. Click **Configure Rules** in **Workflow** to set transition rules, or select a status, and then click **Transition Settings > Rules > +** on the right. A total of four types are available: restrict transition permission, add fields, change assignee, and change field values, respectively. You can learn about these types from their descriptions, and configure them as needed.

← Issue Type / Requirement

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

Attribute **Workflow** workflow beta

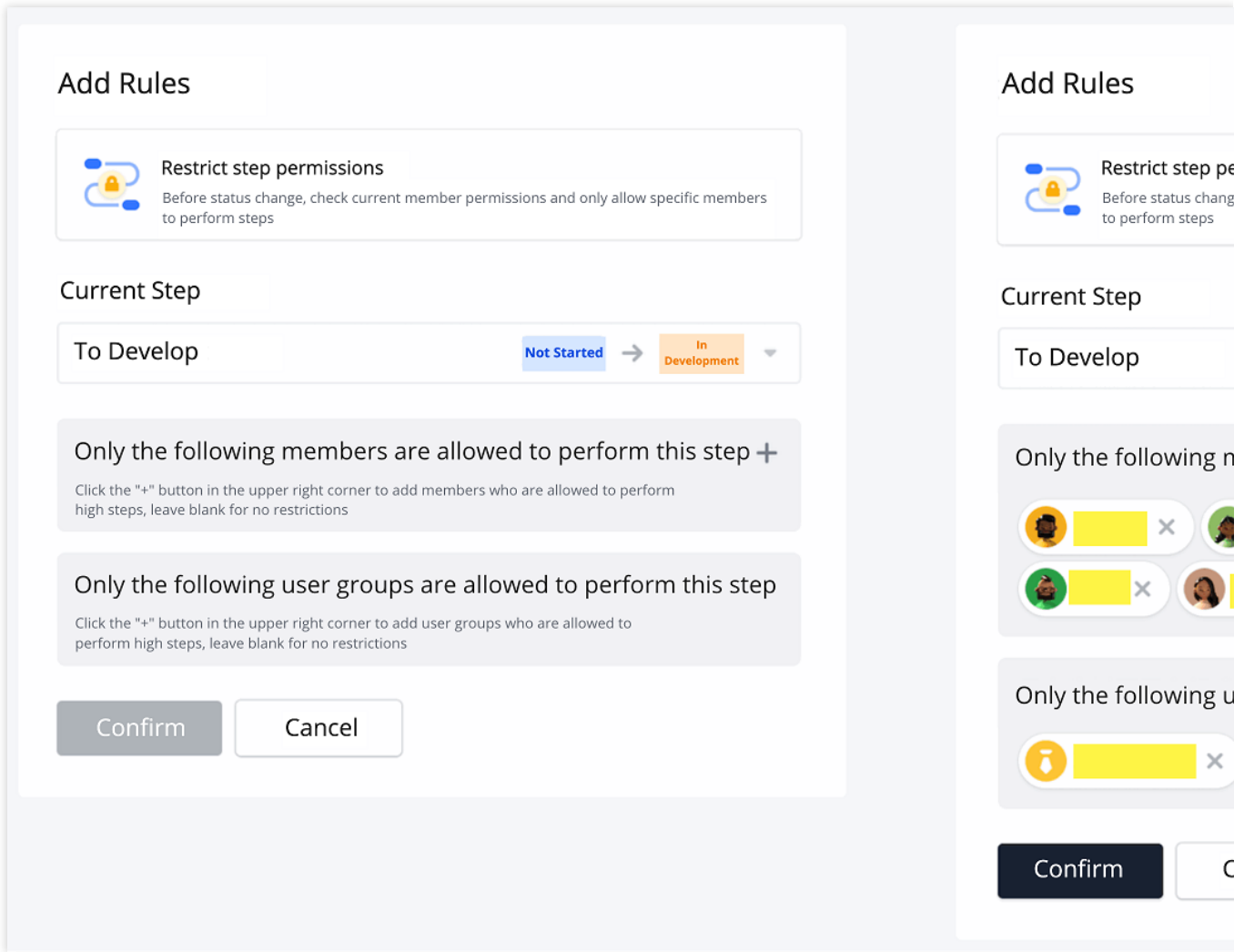
Table view List view Add Status Creation Steps Configuration rules

Start Status \ End status	Not Started	In Development	Testing	Completed	Pending	To Be Assessed
Not Started	Not Started No rule is set	Develop No rule is set	Submit a Test No rule is set	Complete No rule is set	Pending No rule is set	+
In Development	Not Started No rule is set		Submit a Test No rule is set	Complete No rule is set	+	+
Testing	Not Started No rule is set	Continue Develop No rule is set		Complete No rule is set	+	+
Completed	Not Started No rule is set	Develop No rule is set	Retest No rule is set		+	+
Pending	+	Developing No rule is set	Testing No rule is set	+		+
To Be Assessed	+	+	+	+	+	
Any state	+	Developing No rule is set 1	+	+	Pending No rule is set 4	+

Apply Configuration

Restrict transition permission

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



Add fields

This rule allows the configuration of more than one field as a form. If this rule is configured, a status change occurs only when members set the required field values.

Add rules



Additional properties

State before the change, need additional input the value of the attribute, submitted to continue to step

Current step

Develop

Start



Developing

Additional properties

Followers

Property default value



Retain the original value



Changed to



Additional



To remove



Current login: x

This value will be added to the original value



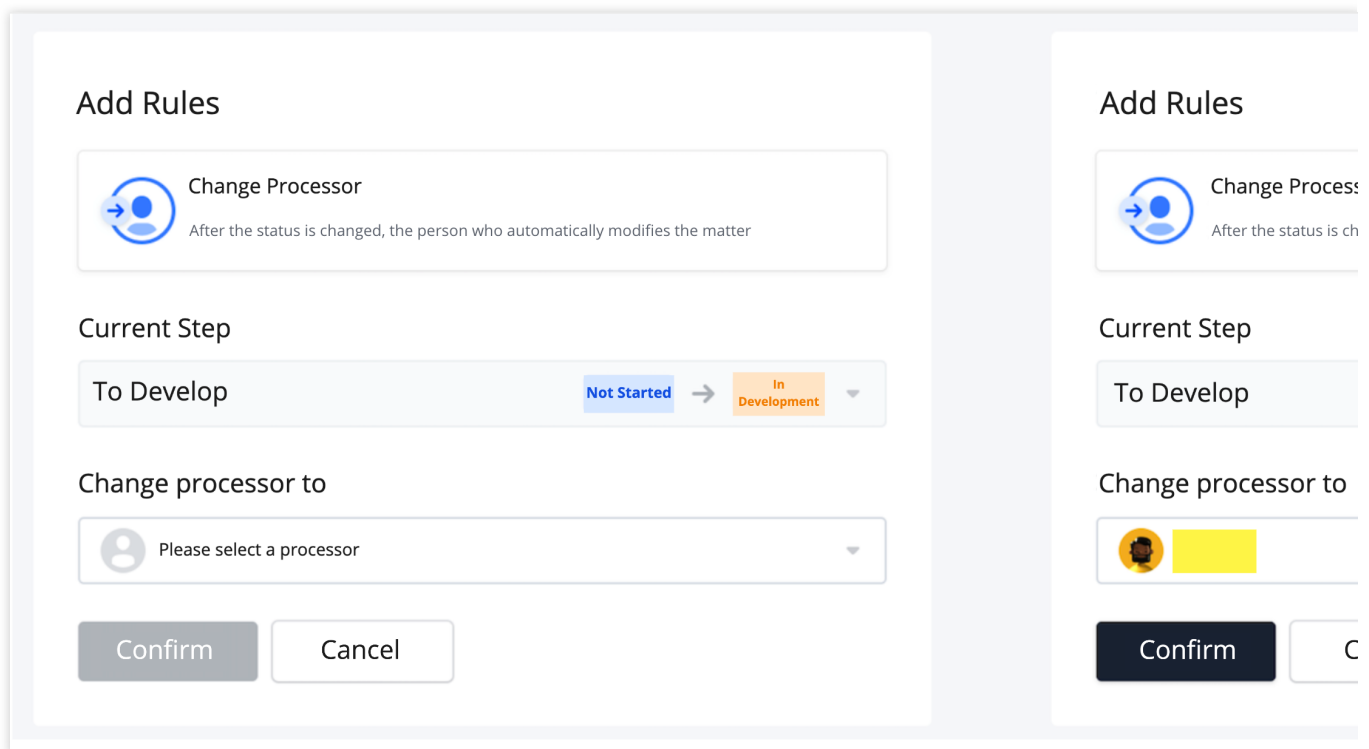
Will be left blank This attribute must be

Confirm

Cancel

Change assignee

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



Change field values

If this rule is configured, the configured field values are automatically changed to the specified values when a status change occurs.

Add rules



Additional properties

State before the change, need additional input the value of the attribute, submitted to continue to step

Current step

Developing

Start



Developing

Additional properties

Requirement type

Property default value

Retain the original value

Changed to

To remove

The default value is

Will be left blank This attribute must be

Confirm

Cancel

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

Take the following steps: Click **Configure Rules > Change Field Values**. Then, select **Any Status > Completed** for the Current Transition field, and change the value of the **Priority** field to **Low**.

Add rules



Additional properties

State before the change, need additional input the value of the attribute, submitted to continue to step

Current step

Finish

Start



Finished

Additional properties

Priority

Property default value

Retain the original value

Changed to

Low

Will be left blank This attribute must be

Confirm

Cancel

Example 2: You need to auto-update the progress to 100% when an issue transitions to the Completed status.

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

Add rules



Additional properties

State before the change, need additional input the value of the attribute, submitted to continue to step

Current step

Finished

Developing



Finished



Additional properties

Process



Property default value



Retain the original value



Changed to



To remove



100

%

Confirm

Cancel

Workflow view

Two view options are available on the workflow configuration page, that is, table view and list view.

Table view: The first column and first row indicate the initial status and target status respectively. Each grid in the table indicates a **transition** prompted when a status change occurs.

← Issue Type / Requirement

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

Attribute **Workflow** workflow beta

Table view List view [Add Status](#) [Creation Steps](#) [Configuration rules](#)

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

[Apply Configuration](#) [Cancel](#)

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

← Issue Type / Requirement

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

Attribute **Workflow** workflow beta

Table view **List view** [Add Status](#) [Creation Steps](#) [Configuration rules](#)

⋮ ▾ ▶ **Not Started** [Initial Status](#)

Step Name	Start Status		Target Status	User Permission
⋮ Develop	Not Started	→	In Development	All Members
⋮ Submit a test	Not Started	→	Testing	All Members
⋮ Complete	Not Started	→	Completed	All Members
⋮ To be processed	Not Started	→	Pending	All Members

+ Creation Steps

⋮ ▾ → **In Development**

Step Name	Start Status		Target Status	User Permission
⋮ Not Started	In Development	→	Not Started	All Members
⋮ Submit a test	In Development	→	Testing	All Members
⋮ Complete	In Development	→	Completed	All Members

+ Creation Steps

Apply Configuration of Another Project

In Project Collaboration, you can copy fields and workflow configuration of other projects. The first time you enable Project Collaboration, select "Apply Configuration of Another Project".

Configure and Enable Project Collaboration

Project Collaboration is used to manage project information, requirements, breaking down tasks, transitioning status, and tracking progress.

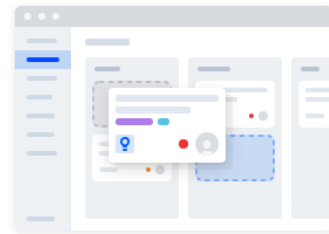
Select the project collaboration mode for your team and configuration. [Learn How to Select a Collaboration Configuration](#)



Scrum Agile Management

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

Apply



Classic Project Management

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

Apply

Filter Issues

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

This document describes how to filter issues in CODING Project Collaboration.

Open Project

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



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

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

Feature Overview

In Project Collaboration, filters are available on the list pages of **Pending Planning** (Scrum agile project management mode), **Plans** (classic project management mode), **Iterations**, and **All Issues**, helping team members query and sort issues by specified conditions. CODING provides a system filter and a custom filter. The former is unable to be modified or deleted. The following shows how to use and customize filters in **All Issues**.

Filter Issues

The filter on the **All Issues** page supports a combination of multiple field conditions, or fuzzy search by "Title" and "Description" of issues in the **search box**.

ID	Title	Priority	Status	Handler	Founder	Iteration	Deadline	Creation Time	Update Time
#13	[Sample requirement] - Register as a team member by ...	Cri...	In Development	admilk	Steven	Example	Next ThursdayEnd	2020/07/22 16:37	2022/02/09 15:5
#9	Invite members to the team by email	High	In Development	Steven	Steven	Example	Jul 25th 2020End	2020/07/22 16:37	2022/02/23 17:0
#7	[Example defect] - After entering the correct username and pa...	High	Not Started	Steven	Steven	Example	Feb 10thEnd	2020/07/22 16:37	2022/02/09 15:5
#5	Invite members	High	In Development	Steven	Steven	Example	Aug 21st 2020End	2020/07/22 16:37	2022/02/23 17:0
#99	sub-requirement B t:	Me...	In Development	Unspec...	Steven	Example		2022/02/09 17:59	2022/02/09 17:5
#98	sub-requirement A t:	Me...	Not Started	Unspec...	Steven	Example		2022/02/09 17:58	2022/02/09 17:5
#97	testing t:	Me...	Not Started	Unspec...	Steven	Example		2022/02/09 17:57	2022/02/09 17:5
#95	demand t:	Me...	Not Started	Unspec...	Steven	Example	Last FridayEnd	2022/01/21 15:40	2022/02/09 15:5
#94	Customer service window design task t:	Me...	Not Started	Unspec...	Steven	Example		2022/01/21 10:57	2022/02/10 15:0
#89	The product tab page is occasionally lost in the applet	Me...	In Development	Steven	Steven	Example	Last FridayEnd	2020/12/21 16:54	2022/02/09 15:5
#87	Entry scheme interface development	Me...	In Development	Unspec...	Steven			2020/12/21 14:44	2022/02/10 14:1

Configure Default Filter

1. The filter on the **All Issues** page has a built-in system filter, which cannot be modified or deleted. You can change the search conditions in the dropdown menu on the right of the filter.

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**.

ID	Title	Priority	Status	Handler	Founder	Iteration	Deadline	Creation Time	Update Time
#13	[Sample requirement] – Register as a team member by ...	Cri...	In Development	admilk	Steven	Example	Next ThursdayEnd	2020/07/22 16:37	2022/02/09 15:5
#9	Invite members to the team by email	High	In Development	Steven	Steven	Example	Jul 25th 2020End	2020/07/22 16:37	2022/02/23 17:0
#7	[Example defect] – After entering the correct username and pa...	High	Not Started	Steven	Steven	Example	Feb 10thEnd	2020/07/22 16:37	2022/02/09 15:5
#5	Invite members	High	In Development	Steven	Steven	Example	Aug 21st 2020End	2020/07/22 16:37	2022/02/23 17:0
#99	sub-requirement B t:	Me...	In Development	Unspec...	Steven	Example		2022/02/09 17:59	2022/02/09 17:5
#98	sub-requirement A t:	Me...	Not Started	Unspec...	Steven	Example		2022/02/09 17:58	2022/02/09 17:5

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

Save Filter

Filter Name *

New filter

Set to Team Filter ?

OK

Cancel

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

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

☰ New Filter ▾

- I have not finished
- Assigned to me
- I have created
- I focus on
- All
- All
- Saved Filters
- New Filter** ...

Assignee Steven ▾ Status All ▾ Filter ▾ Title or Descriptor 🔍

ID	Title	Priority	Status	Handler	Founder
	is occasionally lost in the applet	Cri...	In Development	admilk	Steven
		High	In Development	Steven	Steven
		High	Not Started	Steven	Steven
	atch sending invitation email interface	High	In Development	Steven	Steven
#11	Add a pop-up window to invite members by mail and complete...	Me...	In Development	Unspec...	Steven
#98	sub-requirement A	Me...	Not Started	Unspec...	Steven

Modify a custom filter

Select a custom filter from the dropdown menu of the filter list, and change the filter conditions and sorting. Then, the filter will be marked as **modified**. If you select **Save as**, the new settings will be saved as a new filter; if you select **Save**, the new filter will replace the previous one. To change the settings, click **Reset**.

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

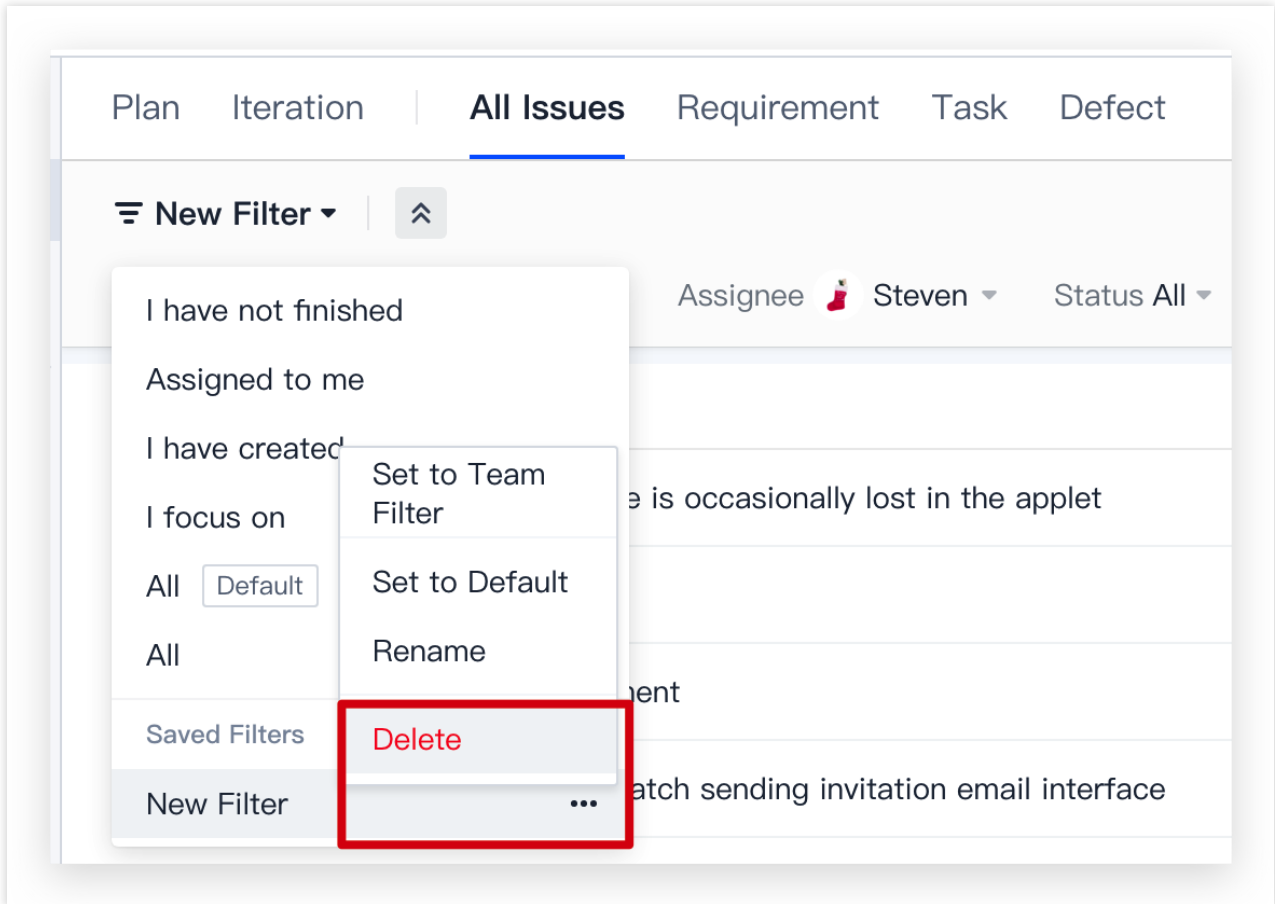
☰ New Filter 1 Modified ▾ Save as Save Reset

Issue Type All ▾ Status Type Not started,In Progress ▾ Assignee All ▾ + Filter ▾ Title or Descriptor 🔍

ID	Title	Priority	Status	Handler	Founder
#13	[Sample requirement] – Register as a team member by ...	Cri...	In Development	admilk	Steven

Delete a custom filter

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



Reference Resources and Upload Attachments

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

This document describes how to reference resources and upload attachments in CODING Project Collaboration.

Open Project

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



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

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

Feature Overview

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

References and Referenced

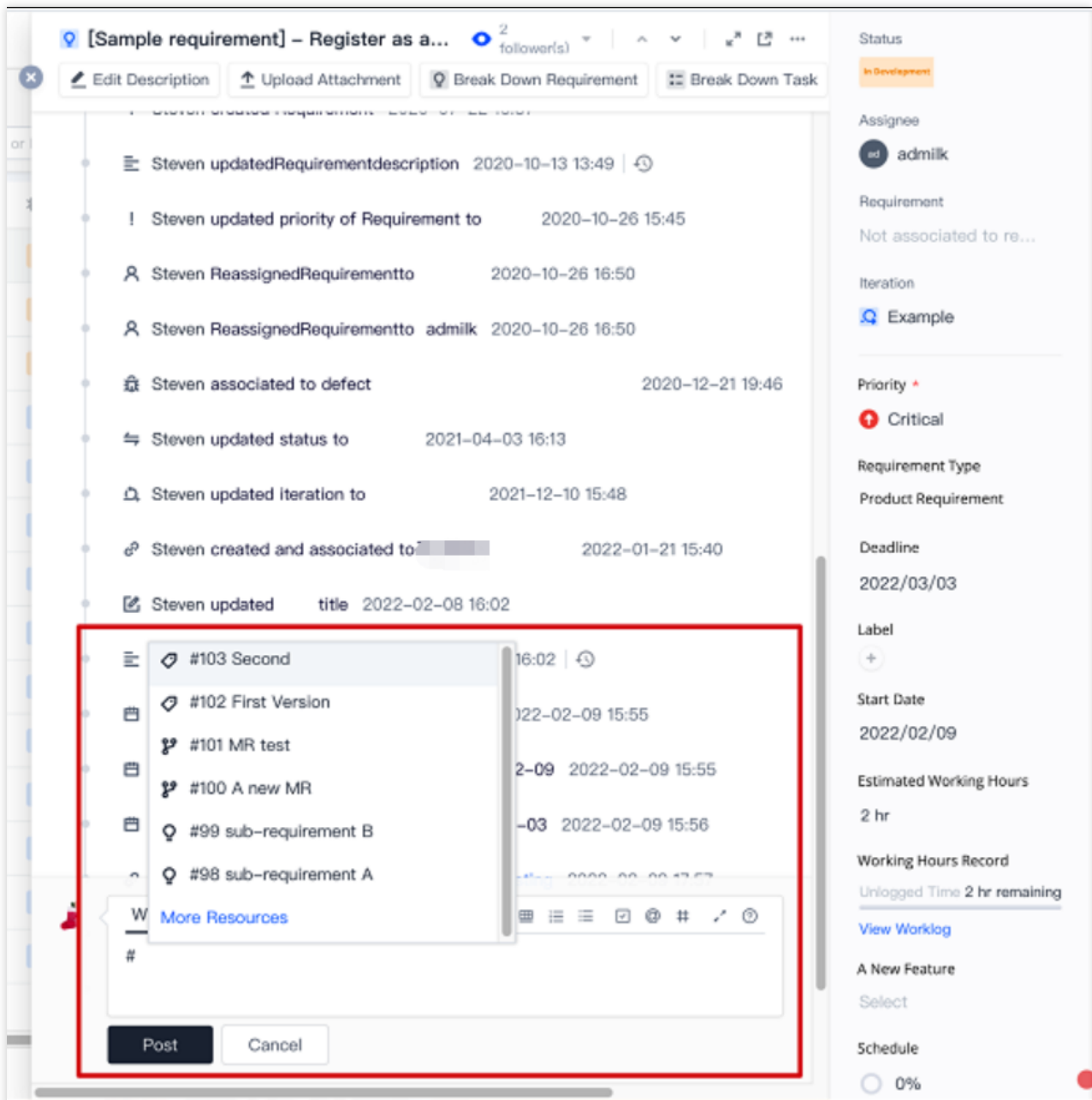
Reference resources

In the Description or Comments on the details pages of epics, requirements, tasks, bugs, and sub-tasks, you can use `# + reference ID/title` to select a resource. The resource referenced will be shown in the References list. If the current issue has been referenced by another resource, the resource will be shown in the Referenced By list of the issue. The following shows how to reference resources in "Requirements".

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

The screenshot shows the 'Create Requirement' interface. At the top, it says 'Create Requirement' with '1 follower(s)'. Below is a 'Title *' field with the placeholder 'Add Requirement title (Command + press Enter for Quick Create)'. The 'Requirement Description' section has a rich text editor with a toolbar. A dropdown menu is open, showing a list of resources: '#103 Second', '#102 First Version', '#101 MR test', '#100 A new MR', '#99 sub-requirement B', and '#98 sub-requirement A'. There is also a 'More Resources' link. At the bottom left are 'Create', 'Cancel', and 'Continue Creation' buttons. On the right side, there are metadata fields: 'Assignee' (Unspecified), 'Iteration' (Not added to iterat...), 'Priority *' (Medium), 'Requirement Type' (Requirement Type), 'Deadline' (Unspecified), 'Label' (+), 'Start Date' (Unspecified), 'Estimated Working Hours' (Not estimated), and 'A New Property'.

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



Referenced resources

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

Code commit reference

1. Reference Resources supports associating code commits with issues. When committing code, add the `# + reference ID/title` of the issue to the commit information (for example, this is a commit `#3`). If the issue to be associated with the code commit is not in the same project as the repository, add `repository name + # + reference ID` to the commit information (for example, this is a cross-project commit `code-repo #3`).


```
git add README.md
git commit -m " This is a commit #3"
[master 0836b0d] This is a commit #3
1 file changed, 2 insertions(+)
git push
Enumerating objects: 5, done.
Counting objects: 100% (5/5), done.
Delta compression using up to 4 threads
Compressing objects: 100% (2/2), done.
Writing objects: 100% (3/3), 301 bytes | 301.00 KiB/s, done.
Total 3 (delta 1), reused 0 (delta 0)
To https://e.coding.net/[redacted]/agiledemo.git
a0ee959..0836b0d master -> master
```

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

The screenshot shows an issue titled "Customer service response entrance design" with ID #83. It has 1 follower. Below the title are buttons for "Edit Description", "Upload Attachment", "Break Down Requirement", and "Break Down Task". A link "Click here to edit the description." is present. Under "Reference Resources", there is a section for "Referenced Resources" containing two items:

- 38993b Accept Merge Request #642: (mr/master/issue...)
- 17776b This is a commit #3 (highlighted with a red box)

References and Referenced lists

The References and Referenced lists display all resources referenced by and from the current issue, including epics, iterations, requirements, tasks, bugs, sub-tasks, pull requests, code versions, code commits, Wiki pages, files, and external links.

The screenshot shows a requirement card for issue #83, titled "Customer service response entrance design". The card includes buttons for "Edit Description", "Upload Attachment", "Break Down Requirement", and "Break Down Task". A red box highlights the "Reference Resources" section, which contains two sub-sections: "Referenced Resources" and "Referenced By".

- Referenced Resources:** Lists "#101 MR test" with tags "Android-demo" and "Mergeable".
- Referenced By:** Lists "#80 Customer service entrance planning and page design" with a "Not Started" status.

Below the red box is the "Action Log" section, which shows a list of actions performed by Steven, such as "created Requirement", "changed parent issue", "updated iteration to", "updated title", "updated Start Date of", and "updated Due Date of".

On the right side of the card, there is a sidebar with various metadata fields: Status (Not Started), Assignee (Unspecified), Requirement (Not associated to re...), Iteration (Example), Priority (Medium), Requirement Type (Product Requirement), Deadline (2022/02/24), Label (+), Start Date (2022/02/09), Estimated Working Hours (Not estimated), Working Hours Record (Unlogged Time), and a "View Worklog" link.

Resource positioning

In the References and Referenced lists, you can click the magnifying glass icon on the right of the resource to go to the position where a certain resource is referenced and learn about the context. If the resource is referenced more than once by the current issue, you can select a specific reference position to go to.

The screenshot displays a requirement management interface. At the top, there's a header for requirement #83, 'Customer service response entrance design', with 1 follower(s). Below the header are buttons for 'Edit Description', 'Upload Attachment', 'Break Down Requirement', and 'Break Down Task'. The main content area is divided into 'Reference Resources' and 'Referenced Resources'. Under 'Reference Resources', a requirement card for '#101 MR test' is shown, which is 'Mergeable' and has a search icon (magnifying glass) next to it. A tooltip labeled 'Locate Reference' points to this search icon. Below the card, it shows it is 'Referenced By' requirement #80, 'Customer service entrance planning and page design'. The 'Action Log' section shows a list of actions performed by Steven, including creating the requirement, changing the parent issue, updating the iteration, and updating the title and dates. A comment box at the bottom shows a comment from Steven on 2022-02-24 at 14:17. On the right side, there is a sidebar with various metadata fields: Status (Not Started), Assignee (Unspecified), Requirement (Not associated to re...), Iteration (Example), Priority (Medium), Requirement Type (Product Requirement), Deadline (2022/02/24), Label (+), Start Date (2022/02/09), Estimated Working Hours (Not estimated), Working Hours Record, Unlogged Time, View Worklog, A New Feature, and Select.

Upload Attachments

You can click **Upload Attachments** on the issue details page to upload files related to the issue, or drag them to the issue details page. A maximum of 10 files can be uploaded, and the file size cannot exceed 300 MB.

#83 1 follower(s)

Customer service response entrance design

Edit Description Upload Attachment Break Down Requirement Break Down Task

Upload locally

Others

CoDesign Draft

MockingBot

Drag to this page to upload

Reference Resource

Referenced Resources

#101 MR test

Referenced By

#80 Customer se

Android-demo Mergeable

Not Started

Not Started

Action Log Worklog

All Only logs Only comments

- Steven created Requirement 2020-12-21 14:40
- Steven changed parent issue 2020-12-21 14:40
- Steven updated iteration to 2021-12-10 15:48
- Steven updated title 2022-02-08 16:07
- Steven updated Start Date of to 2022-02-09 2022-02-09 15:55
- Steven updated Due Date of to 2022-02-24 2022-02-09 15:56

#101

Steven 2022-02-24 14:17 Open Comment (0)

Status

Not Started

Assignee

Unspecified

Requirement

Not associated to re...

Iteration

Example

Priority *

Medium

Requirement Type

Product Requirement

Deadline

2022/02/24

Label

+

Start Date

2022/02/09

Estimated Working Hours

Not estimated

Working Hours Record

Unlogged Time

View Worklog

A New Feature

Select

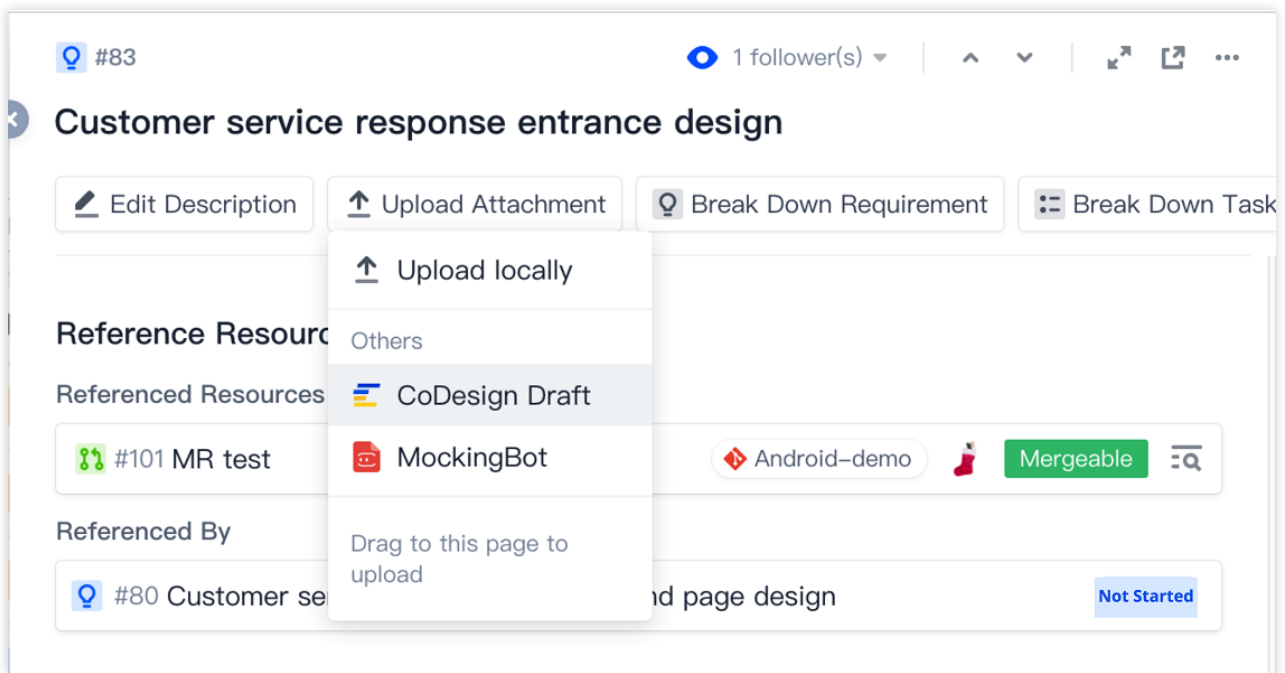
CoDesign Draft

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.

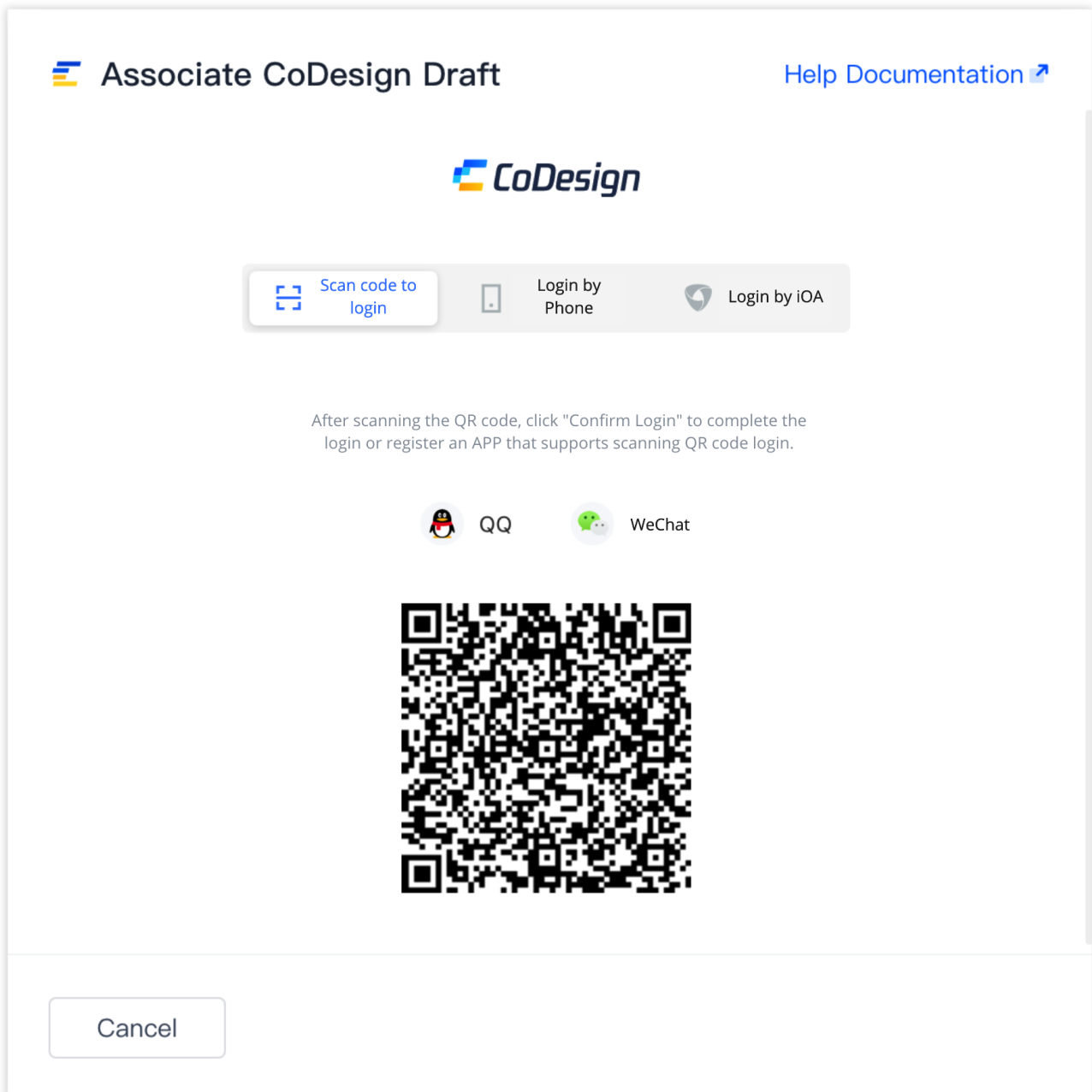
Note:

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.

CoDesign Design Draft

 Default demo project All Group

- ▼  Ungroup Empty Group
- ▼  43
-  Light - States
- ▼  ww
-  Master Icons
-  Light - Elevation
- ▼  Page 1 Empty Group
- ▼  Version

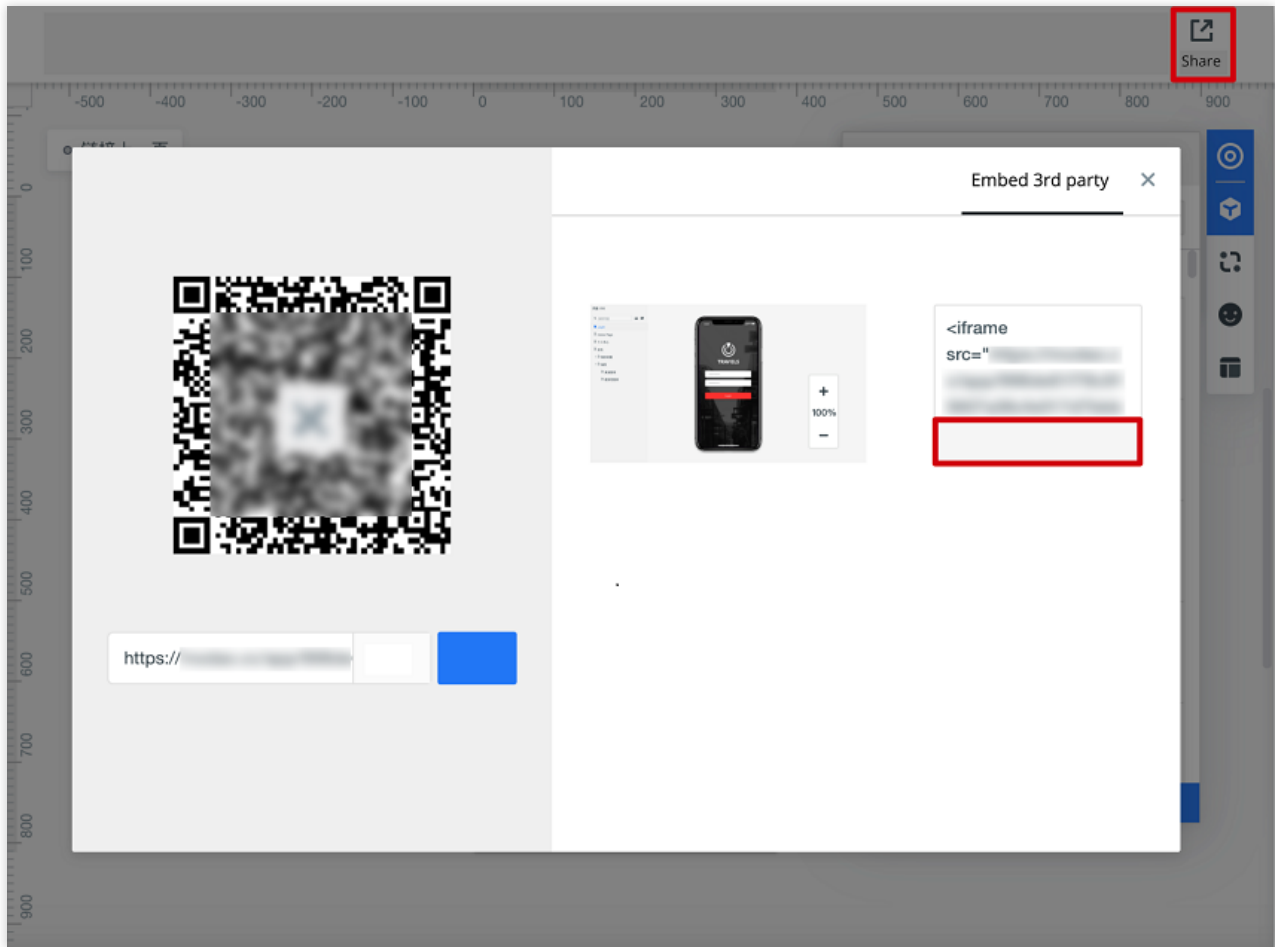
4. The associated drafts will be shown in the **Attachment** list. Click it for preview. You can upload more drafts, or disassociate a draft by clicking the icon below it.

The screenshot shows a CODING issue page for issue #83, titled "Customer service response entrance design". The page has 1 follower. At the top, there are buttons for "Edit Description", "Upload Attachment", "Break Down Requirement", and "Break Down Task". Below these is a link to "Click here to edit the description." The "Attachments" section is expanded, showing a red-bordered box around an attachment titled "Presentation Design Group" from "CoDesign". Below the attachments are "Reference Resources" and "Referenced Resources". The "Referenced Resources" section shows a link to "#101 MR test" with tags "Android-demo" and "Mergeable". The "Referenced By" section shows a link to "#80 Customer service entrance planning and page design" with a "Not Started" status.

MockingBot

CODING supports upload of external prototypes from MockingBot in **Upload Attachments**. This allows your team to view the design prototypes on the current issue page, and easily then discuss, modify, and update them in a simple and efficient way.

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



Then, go to the CODING Issue Management page, click any epic, requirement, task, or bug, and then select **From Third Party > MockingBot** from the **Upload Attachments** menu.

The screenshot shows the CODING Project Management interface for a requirement titled "#83 Customer service response entrance design". The "Upload Attachment" button is highlighted with a red box, and its dropdown menu is open, also with a red box around it. The menu options are "Upload locally" and "Others". Under "Others", there are three items: "CoDesign Draft", "MockingBot" (which is selected and highlighted with a grey background), and "Drag to this page to upload". The interface also shows a "Reference Resource" section with a "Referenced Resources" list containing "#101 MR test" and "#80 Customer se...". The "Action Log" section shows a log entry: "+ Steven created Requirement 2020-12-21 14:40". The right sidebar shows the requirement's status as "Not Started", assignee as "Unspecified", and priority as "Medium".

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

Reference MockingBot Prototype

Paste MockingBot embed code to reference a prototype and access it in CODING. [View](#) [Help](#)

MockingBot Prototype Address *

Name

TXC

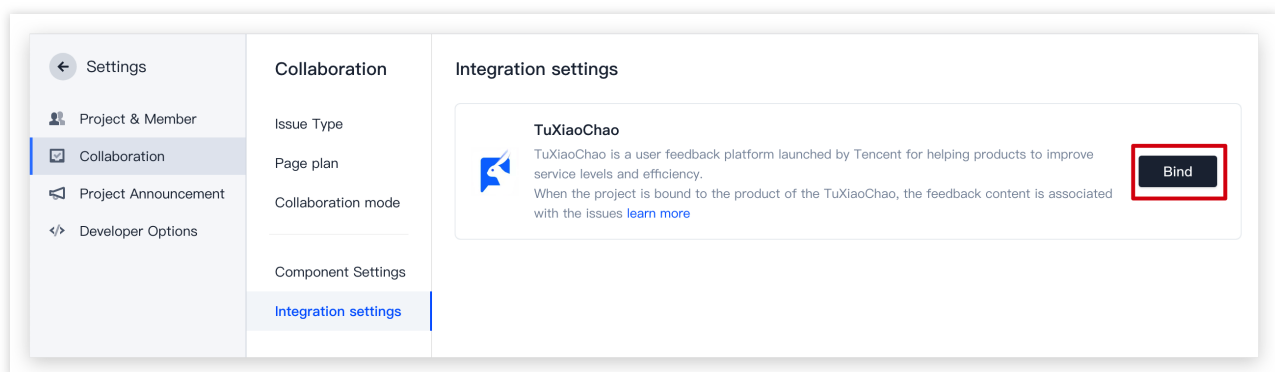
TXC is a user feedback platform developed by Tencent. It allows users to publish their comments and feedback as posts to help development teams improve service quality and user experience.

CODING allows you to create and view issues in the feedback posts on TXC, and associate or disassociate issues.

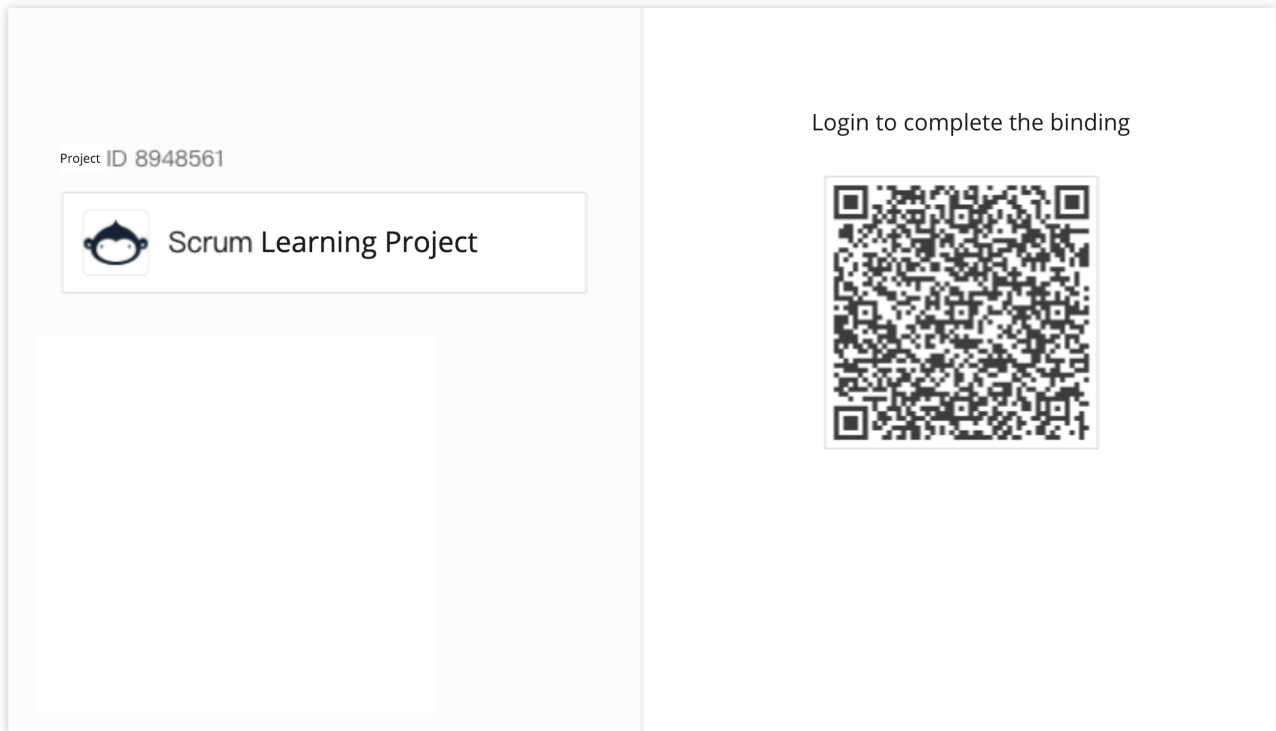
Besides, you can view the associated TXC post list on the issue details page in CODING.

Authorize to bind

Go to the homepage of any project, and then click **Project Settings** > **Project Collaboration** > **Integration Configuration**. Then, click **Bind** to bind TXC.

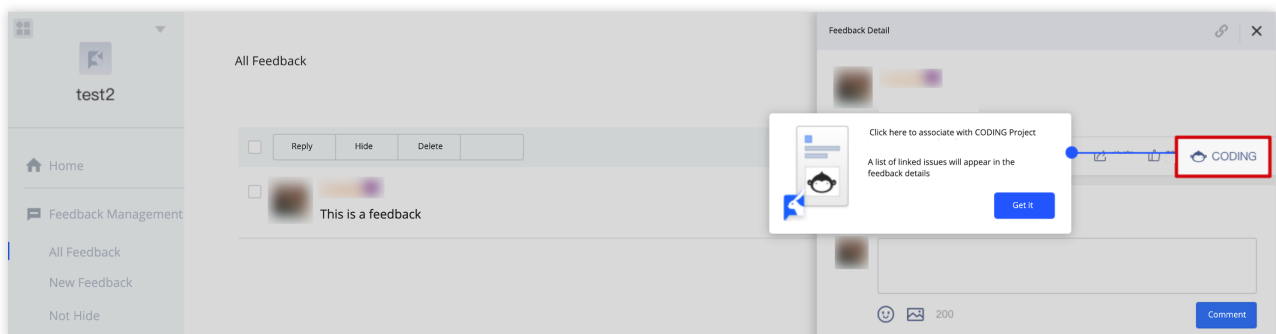


Every product in TXC can bind more than one CODING project. After you log in to TXC via the QR code, select a product to bind.



Create or associate issues

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



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

Associated with the CODING platform

CODING Project Scrum Learning Project

Event The product price font on the product detail page should be displayed in red and bold New Event

To be processed: The product price font on the product detail page should be displayed in red and bold

Cancel
Confirm

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

Scrum Learning Project

- Overview
- Collaboration
- Repository
- Code Scanner beta
- CI
- CD
- Artifact Management
- Test Management
- Document

Create an event

Create an event

Please select the corresponding type to create an item. After the item is successfully created, it will be automatically associated with the third-party application.

Requirement

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

Task

Tasks are specific activities to achieve a goal or requirement.

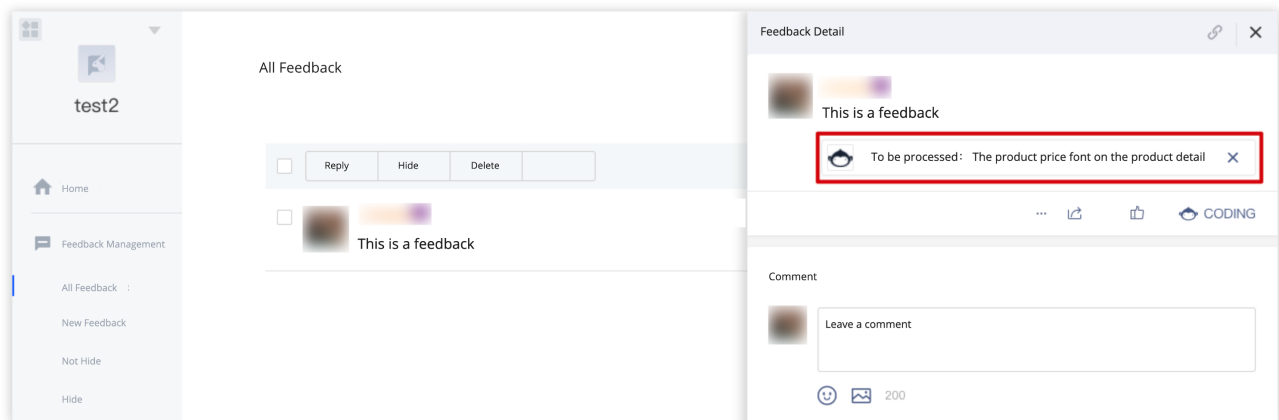
Defect

A defect is a phenomenon in which the software does not meet the original definition and requirements, and defect management is used to track these problems and errors.

[View the list of things](#) →

View associated issues

You can view associated issues in TXC.



Note:

If you remove an associated issue from the TXC issue page, the corresponding issue in the CODING project will not be deleted, but is **disassociated** with TXC instead.

You can also check the association between an issue and TXC in the CODING project.

The screenshot shows an issue page for "#83 Customer service response entrance design". At the top, there are navigation icons and a "1 follower(s)" indicator. Below the title, there are buttons for "Edit Description", "Upload Attachment", "Break Down Requirement", and "Break Down Task". A link "Click here to edit the description." is present. A red box highlights a "Linked User Feedback" comment: "This is a feedback" with a timestamp of "2021/06/17 15:04". Below this, there are sections for "Reference Resources" and "Referenced By". The "Reference Resources" section includes "#101 MR test" with tags "Android-demo" and "Mergeable". The "Referenced By" section includes "#80 Customer service entrance planning and page design" with a "Not Started" status.

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

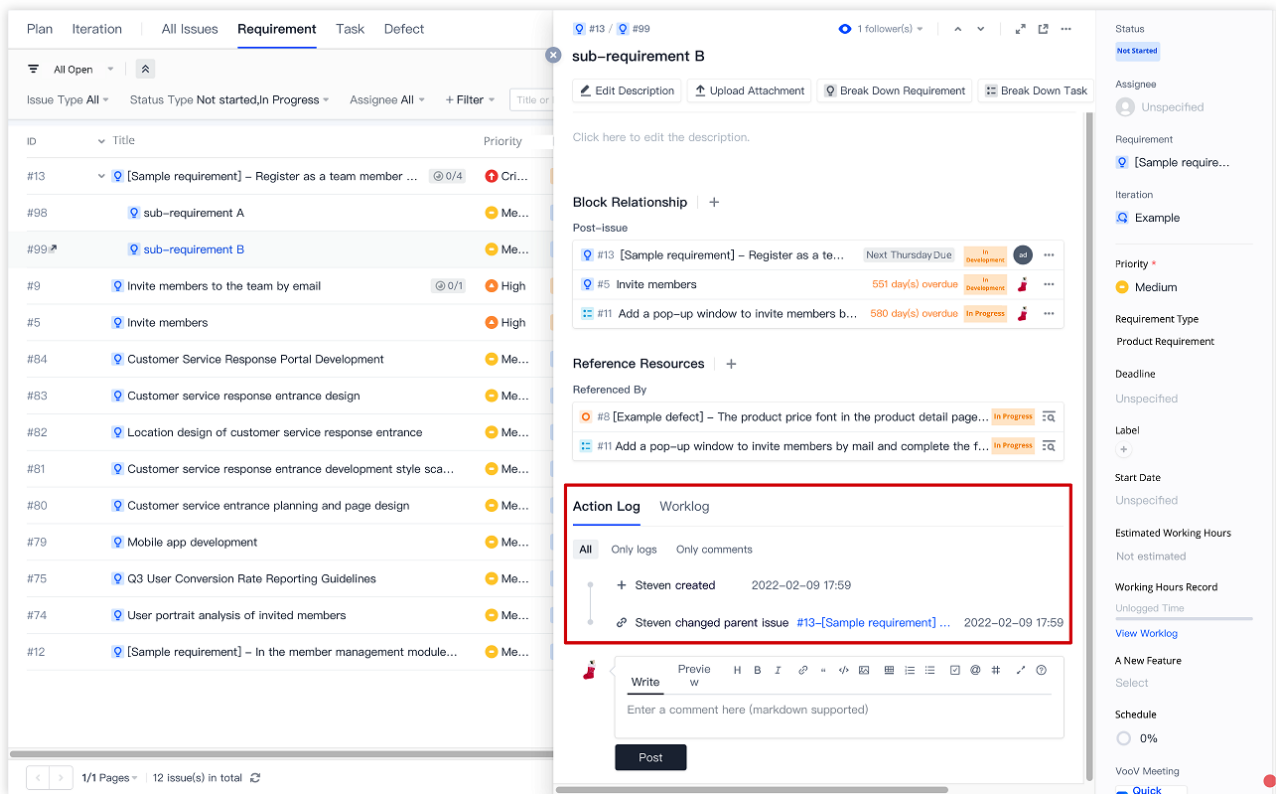


in the upper-right corner to open the project list page and click a project icon to open the project.

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.

The screenshot displays the 'Requirement' tab in the CODING Project Management system. On the left, a list of requirements is shown, including 'sub-requirement A' (ID #98) and 'Invite members' (ID #5). The main area shows the 'Action Log' for the selected requirement, listing various updates such as 'Steven created Epic' and 'Steven updated status to'. A 'View the version' button is visible next to a log entry. The right sidebar contains metadata for the requirement, including its status ('In Development'), assignee ('Steven'), priority ('High'), and deadline ('2020/08/21').

This screenshot shows the 'Earlier Versions' panel for the requirement. It lists two previous versions of the requirement, both created by 'Steven'. The most recent version is from 2020/07/22 16:37. A 'Restore' button is highlighted with a red box, indicating the option to revert to this version. The main content area displays the text of the selected version, which includes a definition of an epic and a list of instructions for creating and breaking down epics.

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

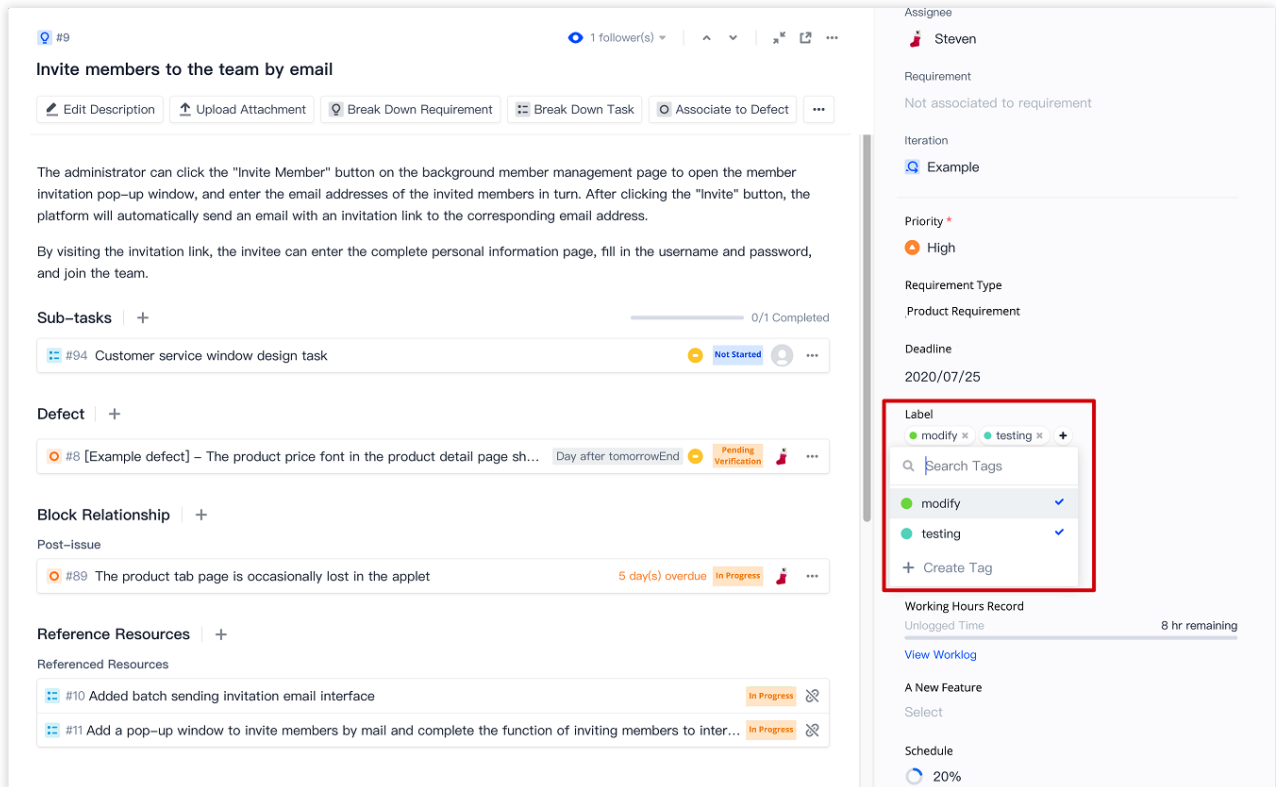


in the upper-right corner to open the project list page and click a project icon to open the project.

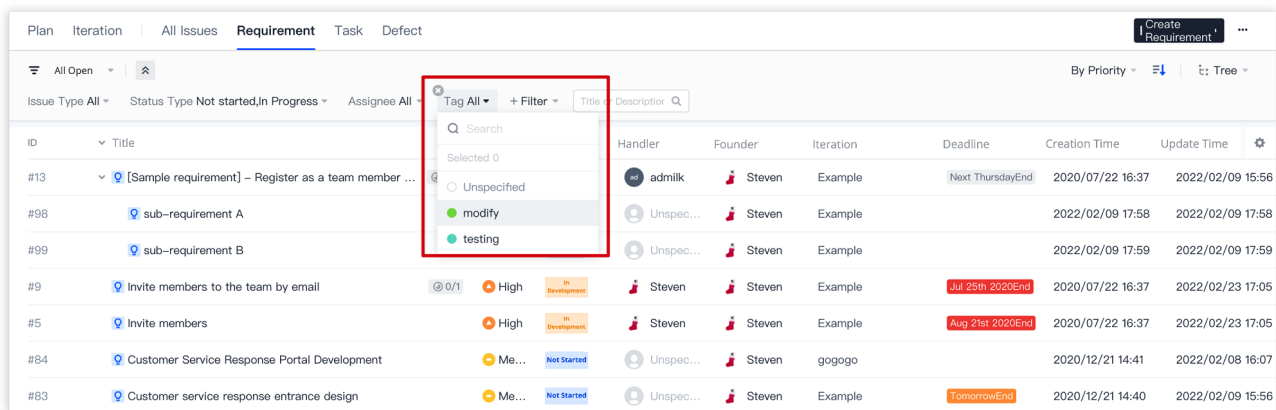
3. Click **Project Collaboration** in the menu on the left.

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

- modify
- testing

Associated Statistics	
Merge Request 0	
Merge Request 0	

Manage Issue Views

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

This document describes how to use Manage Issue Views in CODING Project Collaboration.

Open Project

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



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

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

Feature Overview

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

ID	Title	Priority	Status	Handler	Founder	Iteration
#13	[Sample requirement] – Register as a team member ...	Cri...	In Development	admilk	Steven	Example
#98	sub-requirement A	Me...	Not Started	Unspec...	Steven	Example
#99	sub-requirement B	Me...	Not Started	Unspec...	Steven	Example
#9	Invite members to the team by email	High	In Development	Steven	Steven	Example
#5	Invite members	High	In Development	Steven	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 sca...	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...	Me...	Not Started	admilk	Steven	Example

Kanban View

Issue Kanban view

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

The screenshot displays a Kanban board for 'Requirement' issues. The board is organized into three columns: 'Not Started' (11 items), 'In progress' (3 items), and 'Complete' (0 items). The 'Not Started' column contains items such as 'sub-requirement B' (#99), 'sub-requirement A' (#98), 'Customer Service Response Portal Development' (#84), 'Customer service response entrance design' (#83), 'Location design of customer service response entrance' (#82), 'Customer service response entrance development style scaffolding' (#81), 'Customer service entrance planning and page design' (#80), and 'Mobile app development'. The 'In progress' column contains items like '[Sample requirement] - Register as a team member by visiting the invite link' (#13), 'Invite members to the team by email' (#9), and 'Invite members' (#5). Each item card includes a title, ID, status, and end date. The board also features a search bar and filters for 'Issue Type', 'Status Type', and 'Assignee'.

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**".

The screenshot displays the 'Requirement' tab in the CODING Project Management interface. The top navigation bar includes 'Plan', 'Iteration', 'All Issues', 'Requirement' (selected), 'Task', and 'Defect'. Below the navigation, there are filters for 'All Open', 'Issue Type All', 'Status Type Not started, In Progress', 'Assignee All', and a search box for 'Title or Description'. The main area is divided into two columns: 'Not Started' (11 items) and 'In progress' (3 items). A context menu is open over the first item in the 'Not Started' column, showing options like 'Followed', 'Copy Link', and 'Open in New Window'. The 'In progress' column shows items with progress indicators and status labels like 'In Development'.

Kanban view for iterations

On the iteration list page, you can see 4 tabs, that is, **All**, **Requirements**, **Tasks**, and **Bugs**. In the default grouping mode, all statuses of requirements, tasks, and bugs are displayed in three Kanban columns in the **All** tab. You can also [Customize Kanban](#) settings.

The screenshot shows the 'Issues' section of the Tencent Cloud CODING Project Management interface. The top navigation bar includes 'Example', 'Issues', 'Test Plan', and 'Overview and Statistics'. The 'All' filter is selected, and the board is organized into three columns: 'Not Started' (1 item), 'In progress' (3 items), and 'Complete' (3 items). Each item is a card representing a task or defect, with details such as title, ID, status, due date, and assignee.

Column	Item ID	Title	Status	Due Date	Assignee
Not Started (1)	#99	sub-requirement B	Not Started		
	#98	sub-requirement A	Not Started		
	#97	testing	Not Started		
	#95	demand	Not Started	Last FridayEnd	
	#83	Customer service response entrance design	Not Started	TomorrowEnd	
	#82	Location design of customer service response entrance	Not Started	TomorrowEnd	
In progress (3)	#7	[Example defect] – After entering the correct username and password on the login page, it prompts "User does not exist"	In Development	Feb 10thEnd	
	#8	[Example defect] – The product price font in the product detail page should be displayed in red and bold	In Development	Day after tomorrowEnd	
	#89	The product tab page is occasionally lost in the applet	In Development	Last FridayEnd	
	#5	Invite members	In Progress	Aug 21st 2020End	
	0/4	[Sample requirement] – Register as a team member by visiting the invite link		Next ThursdayEnd	
Complete (3)	#14	[Sample task]–Add batch sending invitation email interface	Completed	Feb 10thEnd	
	#15	[Sample task] – Add a pop-up window to invite members by mail and complete the interaction of inviting members	Completed	Last TuesdayEnd	
	#10	Added batch sending invitation email interface	Completed	Jul 22nd 2020End	

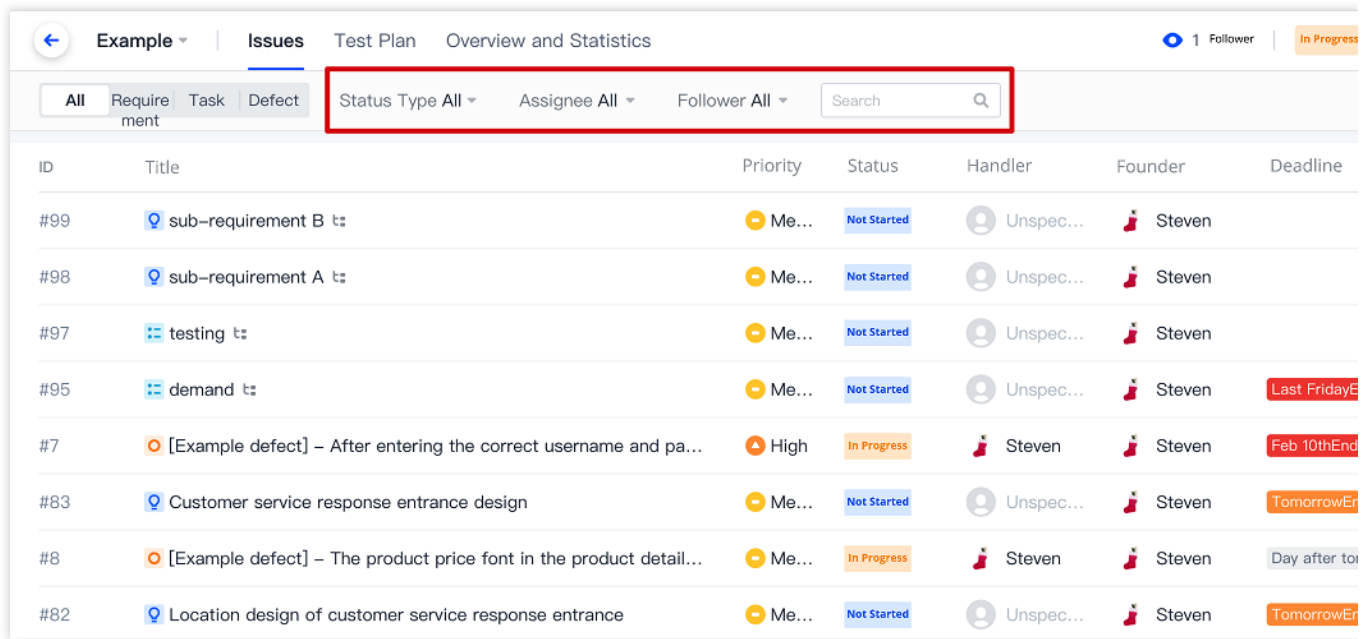
If you switch to the Kanban mode **Group by Sub-issue**, sub-tasks of the issues and their parent issues that belong to the current iteration will be displayed.

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.

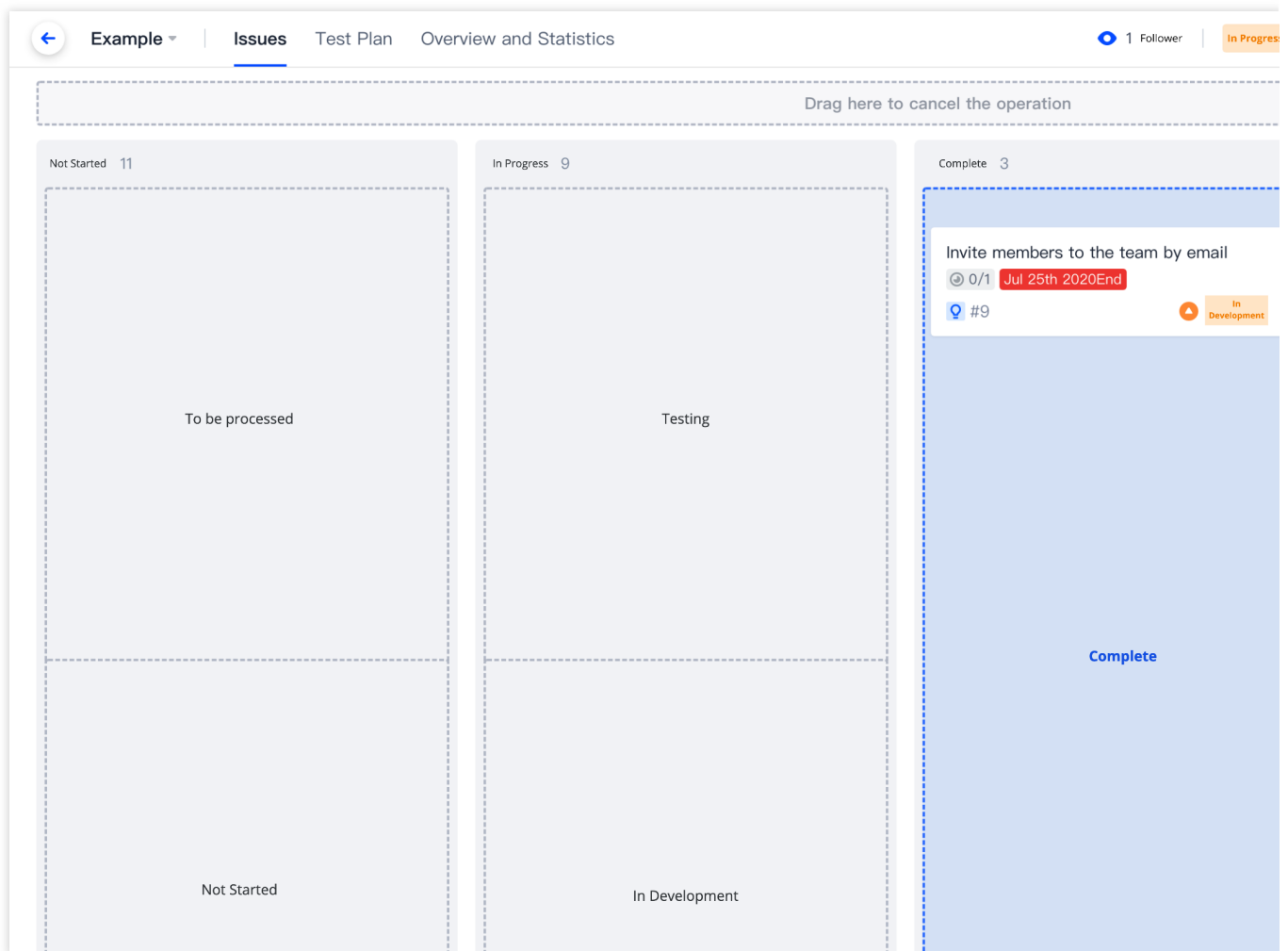


The screenshot displays the 'Issues' section of the Tencent Cloud CODING Project Management interface. The top navigation bar includes 'Example', 'Issues', 'Test Plan', and 'Overview and Statistics'. A red box highlights the filter controls: 'Status Type All', 'Assignee All', 'Follower All', and a search bar. Below the filters is a table of issues with columns for ID, Title, Priority, Status, Handler, Founder, and Deadline.

ID	Title	Priority	Status	Handler	Founder	Deadline
#99	sub-requirement B	Medium	Not Started	Unspec...	Steven	
#98	sub-requirement A	Medium	Not Started	Unspec...	Steven	
#97	testing	Medium	Not Started	Unspec...	Steven	
#95	demand	Medium	Not Started	Unspec...	Steven	Last Friday
#7	[Example defect] - After entering the correct username and pa...	High	In Progress	Steven	Steven	Feb 10th
#83	Customer service response entrance design	Medium	Not Started	Unspec...	Steven	Tomorrow
#8	[Example defect] - The product price font in the product detail...	Medium	In Progress	Steven	Steven	Day after to
#82	Location design of customer service response entrance	Medium	Not Started	Unspec...	Steven	Tomorrow

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;

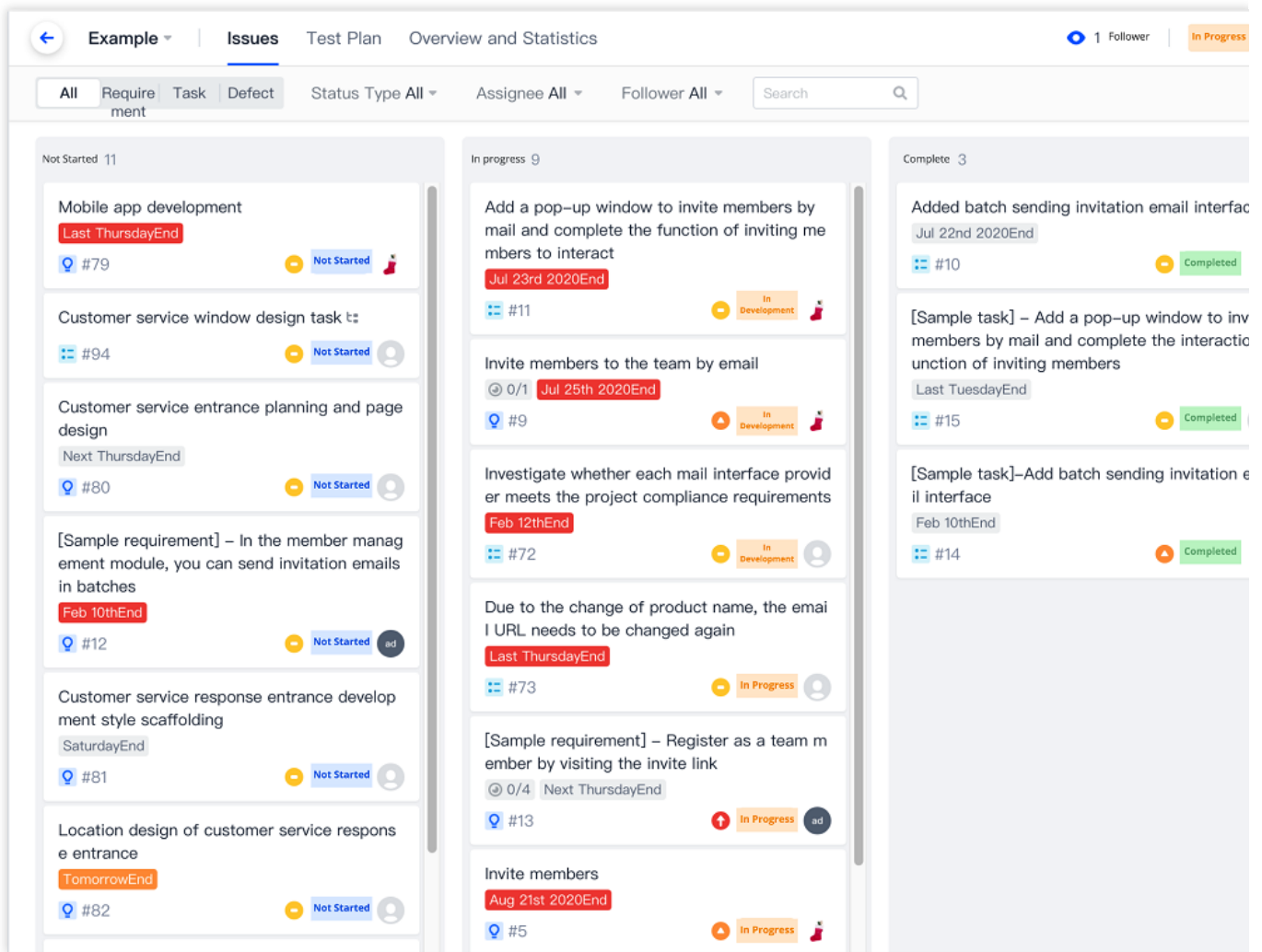
For more information about permission configuration, see [Custom User Groups](#).

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.

Kanban Settings

Add issues to specific Kanban columns depending on issue status.

⋮ Not Started

To be assessed

Reopen

To be processed

Not Started

⋮ In progress

Pending verification

Rejected

Testing

In process

In development

⋮ Complete

Complete

Closed

+ New Col

The following statuses are not in Kanban columns. If you want to hide issues in specific status this column.

All issue statuses have been added to Kanban.

Save

Cancel

Note:

The issue status in a Kanban column cannot be empty. Otherwise, the column will be hidden in the Kanban view. If the desired status is not available, add one to the issue in Project Settings. For more information about how to configure the issue status, see [Custom Workflows](#).

← Settings

Project & Member

Collaboration

Project Announcement

Developer Options

Collaboration

Issue Type

Page plan

Collaboration mode

Component Settings

Integration settings

← Issue Type / Requirement

Requirement

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

Attribute Workflow workflow beta

Table view List view Add Status Creation Steps Configuration rules

End status	Not Started	In Development	Testing	Completed	Pending
Start Status					
Not Started		Develop No rule is set	Submit a Test No rule is set	Complete No rule is set	Pending No rule is set
In Development	Not Started No rule is set		Submit a Test No rule is set	Complete No rule is set	+
Testing	Not Started No rule is set	Continue Develop No rule is set		Complete No rule is set	+
Completed	Not Started No rule is set	Develop No rule is set	Retest No rule is set		+
Pending	+	Developing No rule is set	Testing No rule is set	+	
To Be Assessed	+	+	+	+	+
Any state	+	Developing No rule is set 1	+	+	Pending No rule is set 4

Apply Configuration

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

Kanban Settings

Add issues to specific Kanban columns depending on issue status.

The interface shows three Kanban columns: 'Not Started', 'In progress', and 'Complete'. The 'Not Started' column contains a blue 'Not Started' card. The 'In progress' column contains orange 'Testing' and 'In development' cards, and a dashed box indicating a drop area. A green 'Complete' card is being dragged into the 'In progress' column from below. The 'Complete' column is currently empty. A '+ New Col' button is located to the right of the 'Complete' column.

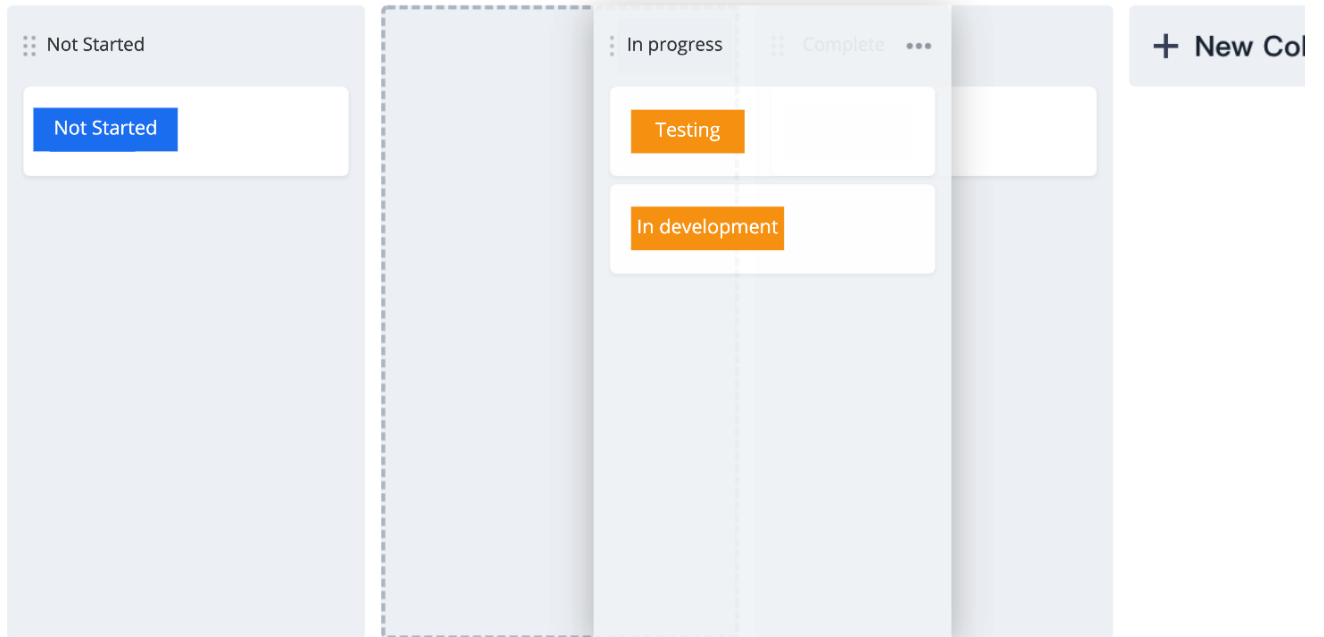
The following statuses are not in Kanban columns. If you want to hide issues in specific status, select this column.

A list of three status labels: 'To be processed' (blue), 'To be assessed' (blue), and 'In process' (orange).

Two buttons: 'Save' (dark grey) and 'Cancel' (white with black border).

Kanban Settings

Add issues to specific Kanban columns depending on issue status.



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

Kanban Settings

Add issues to specific Kanban columns depending on issue status.

⋮ Not Started	⋮ In progress	⋮ Complete	+ New Col
To be assessed	Pending verification	Complete	
Reopen	Rejected	Closed	
To be processed	Testing		
Not Started	In process		
	In development		

The following statuses are not in Kanban columns. If you want to hide issues in specific status this column.

All issue statuses have been added to Kanban.

Save

Cancel

4. Click **Edit** in the upper-right corner to rename and delete a Kanban column. After you complete all the operations, you can select **Restore Change** to restore the configuration before changes or "Save" to complete the creation. The new Kanban column is displayed in the Kanban view.

Kanban Settings

Add issues to specific Kanban columns depending on issue status.

Not Started	In progress	Complete	+ New Col
To be assessed	Pending verification	Complete	
Reopen	Rejected	Closed	
To be processed	Testing		
Not Started	In process		
	In development		

The following statuses are not in Kanban columns. If you want to hide issues in specific status this column.

All issue statuses have been added to Kanban.

Save

Cancel

Tree View

The tree view displays matching results of this issue in a tree-like structure. The root node is at the top level in the Requirements tree of the current issue.

Note:

1. In the Scrum agile project management mode, the tree view is unavailable to **All Issues**.
2. In the classic project management mode, the tree view is unavailable to **Tasks** and **Bugs**.

ID	Title	Priority	Status	Handler	Founder	Iteration
#13	[Sample requirement] – Register as a team member ...	Cri...	In Development	admilk	Steven	Example
#98	sub–requirement A	Me...	Not Started	Unspec...	Steven	Example
#99	sub–requirement B	Me...	Not Started	Unspec...	Steven	Example
#9	Invite members to the team by email	High	In Development	Steven	Steven	Example
#5	Invite members	High	In Development	Steven	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

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.

ID	Title	Priority	Status	Handler	Founder	Iteration
#13	[Sample requirement] – Register as a team member by ...	Cri...	In Development	admilk	Steven	Example
#9	Invite members to the team by email	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

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.

ID	Title	Priority	Status	Handler	Founder	Iteration
#13	[Sample requirement] – Register as a team member by ...	Cri...	In Development	admilk	Steven	Example
#9	Invite members to the team by email	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

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.

ID	Title	Priority	Status	Handler	Founder	Iteration
#13	[Sample requirement] – Register as a team member ...	Cri...	In Development	admilk	Steven	Example
#98	sub-requirement A	Me...	Not Started	Unspec...	Steven	Example
#99	sub-requirement B	Me...	Not Started	Unspec...	Steven	Example
#9	Invite members to the team by email	High	In Development	Steven	Steven	Example
#5	Invite members	High	In Development	Steven	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 sca...	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...	Me...	Not Started	admilk	Steven	Example

On the issue details page, you can drag the borders to adjust the display width of fields. (Each column has a minimum and maximum width.) Changes are saved by default. Any changes you make to the settings apply to your view only, and will not affect other team members' views.

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

All Open | Issue Type All | Status Type Not started, In Progress | Assignee All | + Filter | Title or Descriptor

ID	Title	Priority	Status	Handler	Founder	Iteration
#13	[Sample requirement] – Register as a team member by ...	Cri...	In Development	admilk	Steven	Example
#9	Invite members to the team by email	High	Not Started	Steven	Steven	Example
#5	Invite members	High	Not Started	Steven	Steven	Example
#99	sub–requirement B t:	Me...	In Development	Unspec...	Steven	Example
#98	sub–requirement A t:	Me...	In Development	Unspec...	Steven	Example
#84	Customer Service Response Portal Development	Me...	Not Started	Unspec...	Steven	gogogo
#83	Customer service response entrance design	Me...	Not Started	Unspec...	Steven	Example
#82	Location design of customer service response entrance	Me...	Not Started	Unspec...	Steven	Example
#81	Customer service response entrance development style scaffold...	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