

Redmine Tutorial

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Introduction

Redmine is an issue tracking system for Hanlon Financial System Lab which allows users to post and update issues. The contents are related to all tasks we are doing in the lab and all academic researches which will be listed under different projects. All professors and students could use it to track the process of projects and daily operation in the lab.

Directing to <https://kolmogorov.fsc.stevens.edu/redmine> for accessing redmine.

Section I – Account management

On the top right corner, the “sign in” directs to the log in page and the “register” directs to registration page.

After login, on the top right corner, “My account” directs to account management page which could let user change basic information and password.

Section II – Main Page

After login, main page will show up.

Home – directing to main page.
My page – showing the issues assigned to you and issues you have reported.
Projects – list of projects.

Search – searching words or sentences in the topic and content of issues (for both closed and open issue).
Drop-down list – showing projects related to you and allowing you jumping to the project page.

The screenshot shows the Redmine main page for Stevens - Financial Systems Center. At the top, there is a navigation bar with links for Home, My page, Projects, and Help. A search bar and a drop-down menu for jumping to a project are also visible. Below the navigation bar, the page content is divided into sections: Home, Latest news, and Latest projects. Red arrows point from the text boxes above to the corresponding elements in the screenshot: one to the navigation bar, one to the search bar and drop-down menu, and one to the Latest news section.

Showing news and updated projects.
(e.g. weekly meeting news will be posted here)

Section III – Project main page

After jumping to the project you want, the overview of this project will show up.

Issues – showing all open issues
New Issues – allowing creating new issue
Documents – showing uploaded records
Files – showing uploaded files (as attachment)

Showing members in this project.
After clicking the name, it will show the details (include email) of that user.

The screenshot shows the project overview page for 'Summer 2014 Hanlon Lab'. The page has a blue header with a search bar and a navigation menu. The main content area is divided into several sections: 'Overview', 'Issue tracking', 'Members', and 'Latest news'. Red circles and arrows highlight specific features: the navigation menu, the 'Issue tracking' section, the 'Members' section, and the 'Overview' section.

Summer 2014 Hanlon Lab

Search: Summer 2014 Hanlon Lab

Overview | Activity | Issues | New issue | Gantt | Calendar | News | Documents | Wiki | Files

Overview

Project Management Interface for Summer 2014 Hanlon Lab Assistants

- Sub-projects: Job Market Site Development

Issue tracking

- Bug: 4 open / 4
- Feature: 3 open / 3
- Support: 2 open / 2
- Maintenance Issue: 0 open / 0
- Software Research: 4 open / 4

[View all issues](#) | [Calendar](#) | [Gantt](#)

Members

Manager: Dragos Bozdog, Ionut Florescu
Developer: Amanda Kowalski, Amin Salighehdar, Hongkai Cao, Honglei Zhao, Jingtao Yun, Jinyu Zeng, John Robson, Jonathan Stallone, Lalita Gajbe, Qiming Shan, Qun Liu, Rasika Thakare, Xiaodi Zhu, Xiaoshuai Luo, Yang Liu, Zheng Xing, Ziwen Ye

Latest news

Hanlon Lab Meeting - Monday, June 9 at 10:00am
Added by Dragos Bozdog 4 days ago

Schedule and Projects Assignment
Added by Dragos Bozdog 5 days ago

About the Linux Environment Virtual Machine
Added by John Robson 6 days ago

Linux Environment to Develop (1 comment)
Added by John Robson 7 days ago

[View all news](#)

Showing summary of issues.

Section IV – Issues

After clicking “new issue” (shown in section III), you are able to create an issue.

Subject and Description let you put details about the issue.

Overview Activity Issues New issue Gantt Calendar News Documents Wiki Files

New issue

Tracker * Bug Private

Subject *

Description

Status * New

Priority * Normal

Assignee

Start date 2014-06-10

Due date

Estimated time Hours

% Done 0 %

Files Choose Files No file chosen (Maximum size: 20 MB)

Watchers

- Amanda Kowalski
- Hongkai Cao
- Jingtao Yu
- Jonathan Stallone
- Qun Liu
- Xiaoshuai Luo
- Ziwen Ye
- Amin Salighehdar
- Honglei Zhao
- Jinyu Zeng
- Lalita Gajbe
- Rasika Thakare
- Yang Liu
- Dragos Bozdog
- Ionut Florescu
- John Robson
- Qiming Shan
- Xiaodi Zhu
- Zheng Xing

[Search for watchers to add](#)

Files – attaching files here with maximum size.

Watchers – the people you select will receive email about every update of this issue.

Status – showing the status of the issue. (new issue, in progress or already resolved)

Priority – showing how important the issue is. If this issue needs to be done in a very short time, it could be put “urgent” or “immediate”.

Assignee – selecting a person you want to assign the issue to, or it could be also assign to the whole group. It could be only one person or group instead of multi assignee.

Due date – specifying a due for the issue.

Estimated time – how many hours do you think

After clicking "Issues", a list of open issues will show up. In the list, there will be updated time, author & assignee, priority, status and subject of each issue. By clicking the subject of the issue, you are able to enter the issue and see description & update details.

Showing details about the issue and the process.

Update – adding updates to the issue.
Watch/Unwatch – showing whether you are a watcher of this issue, and it can be modified by clicking it.

Watchers who can receive email notification.

The screenshot displays the Jira issue page for Bug #456. The issue title is "Owncloud and Pydio account" and it was added by Xiaodi Zhu 2 days ago. The status is "In Progress" with a priority of "Normal". The start date is 06/09/2014 and the due date is also 06/09/2014. The assignee is Xiaodi Zhu and the progress is 0%. The description states: "Hi all, I have created a group '2014Summer' on both owncloud and pydio. If there is anyone who needs account for either of them, please leave the username you want to have here and I will create an account for you. (The default password will be: 12345678 and you can always change it by yourself) Please leave a message here if you have any question about owncloud and pydio." The history section shows several updates: "Updated by John Robson 1 day ago" (Parent task set to #444), "Updated by Qiming Shan 1 day ago" (Assignee changed from Hanlon - Summer 2014 to Xiaodi Zhu), "Updated by Jonathan Stallone about 21 hours ago" (User requested a username), and "Updated by Xiaodi Zhu about 18 hours ago" (Status changed from New to In Progress). The right sidebar shows a list of 19 watchers, including Amanda Kowalski, Amin Salighehdar, Dragos Bozdog, Hongkai Cao, Honglei Zhao, Ionut Florescu, Jingtao Yun, Jinyu Zeng, John Robson, Jonathan Stallone, Lalita Gajbe, Qiming Shan, Qun Liu, Rasika Thakare, Xiaodi Zhu, Xiaoshuai Luo, Yang Liu, Zheng Xing, and Ziwen Ye.

Showing update history.

In an issue, after clicking “Update”, a section will show up which allowing user to enter details. In this section, you are able to change the properties of the issue (e.g. how many percentage has been done, assignee changing, etc.). The “Log time” section let users to record how many hours have been spent on this issue. Uploading attachment is also allowed. After you finish the updating and submit it, watchers will receive an email about the updates and people can always check the update history under this issue.

Notes: If this issue has been done, please change the “Status” to “Resolved”. The managers of this project have the right to close the issue which will remove the issue from open issue list.

[Update](#) [Log time](#) [Unwatch](#) [Copy](#)

Update

Change properties

Status * In Progres % Done 0 % Private

Assignee Xiaodi Zhu

Log time

Spent time Hours Activity Miscellaneous

Comment

Notes

B *I* U ~~S~~ **C** H1 H2 H3

Private notes

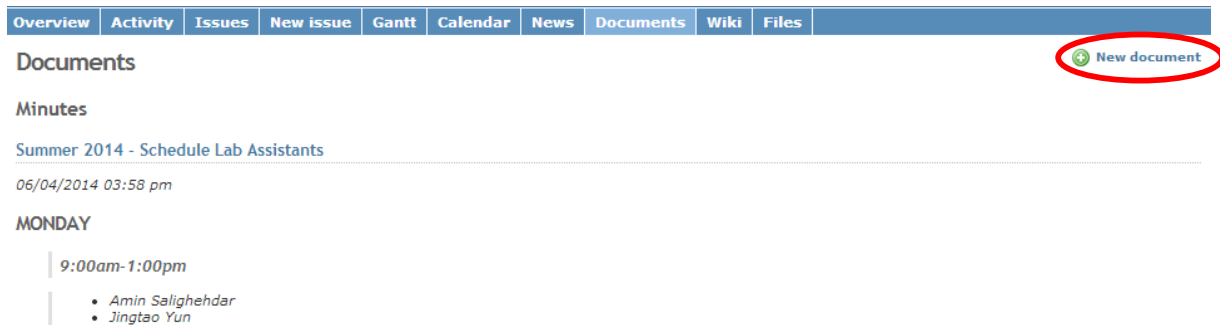
Files

No file chosen (Maximum size: 20 MB)

[Preview](#)

Section V – Documents and Files

In “Documents” section, a user is allowed to create new documents with both text and files. For the closed issue will disappear from issue list, if there is some notes or procedures of the issue need to be kept for further use, they could be updated under “Documents” section that everyone can see it.



Overview Activity Issues New issue Gantt Calendar News Documents Wiki Files

Documents New document

Minutes

Summer 2014 - Schedule Lab Assistants

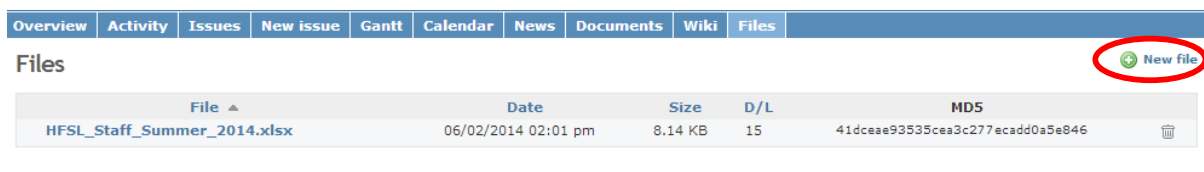
06/04/2014 03:58 pm

MONDAY

9:00am-1:00pm

- Amin Salighehdar
- Jingtao Yun

“Files” section has the similar function as “Documents”. But it only allows users to upload and download files without text description.



Overview Activity Issues New issue Gantt Calendar News Documents Wiki Files

Files New file

File ▲	Date	Size	D/L	MD5
HFSL_Staff_Summer_2014.xlsx	06/02/2014 02:01 pm	8.14 KB	15	41dceae93535cea3c277ecadd0a5e946

Section VI – Others

“Activity” and “Calendar” show the status changes of issues under this projects ordering by time and date.

“Gantt” shows the summary of all issue including the due date allowing users to track the issues better.

“Wiki” uses a kind of “HTML” language to write contents to the website which has the similar recording function as “Documents”.