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.

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.**

**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.

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.

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.
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.

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

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”.