

## CodeArts Req

# FAQs

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# 1 Projects

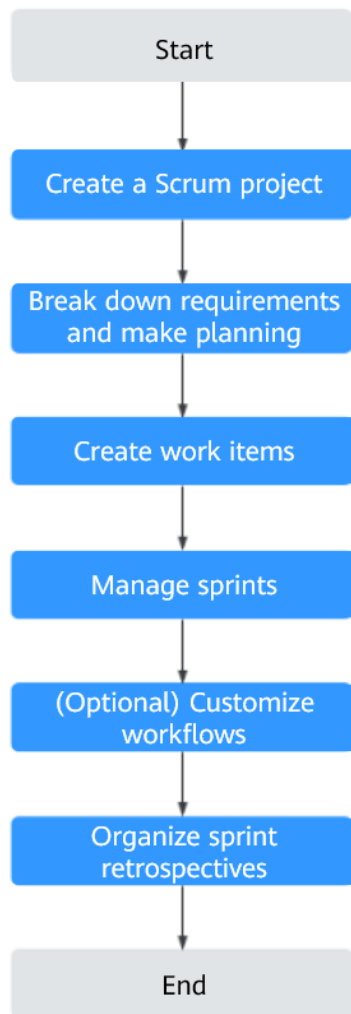
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## 1.1 How Do I Run a Scrum Project?

This section describes the process of a Scrum project. Different types of work items can be created in a Scrum project, and they are organized in the descending hierarchy: **Epic** > **Feature** > **Story** > **Task**. You can specify owners and workloads, set priorities, and track status and progress of work items.

### Procedure

The following figure shows the basic process of a Scrum project. This process can be repeated for continuous planning and delivery in each sprint.

**Table 1-1** Process description

Step	Description
Create a Scrum project	On the CodeArts homepage, click <b>Create Project</b> . Select <b>Scrum</b> as the project template.
Break down and plan requirements	On the project details page, choose <b>Work &gt; Plans</b> and make planning using mind maps or Gantt charts based on the project requirements.
Create a work item	After planning requirements, choose <b>Work &gt; Work Items</b> to create work items (such as epics, features, stories, or bugs). Assign work items to project members.
Manage sprints	Plan and manage sprints. On the project details page, choose <b>Work &gt; Sprints</b> and click <b>Create Sprint</b> .

Step	Description
(Optional) Customize workflows	Customize workflows as required.
Organize sprint retrospectives	Review the sprints for improvements.

## 1.2 How Do I Restrict Users from Creating Projects?

### Prerequisites

Only tenant administrators have permissions to restrict users from creating projects.

### Procedure

- Step 1** Click username in the upper right of the page and click **All Account Settings**.
  - Step 2** On the **All Account Settings** page, choose **General > Project Creators**, and select **Only some members can create projects**.
  - Step 3** In the **Project Creator** list, enable or disable **Status** as required.  
When **Status** is disabled for a user, the user cannot **Create Project**.
- End

## 1.3 How Do I Change the Project Creator?

- Step 1** Choose **Settings > General > Basic Information** in the navigation bar.
  - Step 2** On the **Basic Information** page, change the **Creator** as required and click **Save**.
- End

#### NOTE

- Only the project creator can transfer a project (that is, changing the project creator). After the transfer, the original project creator becomes the project manager.
- A project can be transferred only to a project member.

## 1.4 How Do I Delete a Project in CodeArts Req?

Only the tenant or project creators can delete projects.

- Step 1** On the CodeArts homepage, search for the target project.
- Step 2** Click the project name to access the project details page and choose **Settings > General > Basic Information**.
- Step 3** Click **Delete Project** and delete the project as prompted.
- End

## 1.5 How Do I Archive Scrum Projects?

You can archive a project after processing its work items or at any time.

On the project details page, choose **Settings > General > Basic Information** and click **Archive**.

- After the project is archived, **Archive** changes to **Unarchive**.
- You can unarchive a project by clicking **Unarchive**.

### NOTE

Only project creators, project managers, test managers, and those assigned archiving permissions can archive or unarchive projects.

- After a project is archived, all members can read the project but cannot add, delete, or edit work items.
- A project administrator can archive a project as required.

# 2 Work Items

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## 2.1 How Do I Change the Work Item Type in the Mind Map?

On the mind map page, change a work item type by dragging and dropping the work item to reparent it in the hierarchy.

## 2.2 Which Details of a Work Item Can Be Modified by Its owner?

- The assigned owner can be the project creator, project manager, or test manager.  
You can modify all work item details.
- The roles of the assigned owner are development personnel, test personnel, and O&M manager.  
Only the following information can be edited: label, description, copy-to person, owner, status, actual workload, completion rate, and file attachment.

## 2.3 How Does the Project Manager in a Scrum Project Modify the Expected and Actual Workload of a Task?

When a work item contains child work items, its expected workload is the sum of those of all child work items. Therefore, you cannot edit its expected workload directly but have to modify the expected workload of child work items. The same goes to the modification of actual workload.

## 2.4 How Can I Assign One Scrum Project Work Item to Multiple Members?

Only one handler can be specified for a work item in a Scrum project.



If you want to specify multiple handlers for a work item, create child work items and assign them to different members.

# 3 Sprints

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## 3.1 Why Is There No Data in the Backlog?

You can manage work items of the **Story**, **Task**, and **Bug** types on the **Backlog** page. Reasons why there is no data on the **Backlog** page are as follows:

- No work item of **Story**, **Task**, or **Bug** type is created. You can create one as required.
- If work items of the **Story**, **Task**, or **Bug** type already exist, select **All** from the drop-down list on the **Backlog** tab page to view all work items.

# 4 Member Management

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## 4.1 What Roles and Permissions Are Provided by CodeArts Req?

This topic describes the default roles and their permissions on project resources in CodeArts Req.

- To create a custom role, (for example, **project manager**), choose **Settings > Project Settings > Permissions**.
- To modify the role of a member, choose **Settings > General Settings > Member Management**.

**Table 4-1** Default roles and their permissions

Role	Project	Sprint	Work Item	Settings (Member/ Notification/Module/ Domain/ Custom Item/ Review)	Report	Document management
Project creator	<ul style="list-style-type: none"> <li>• Edit projects</li> <li>• Delete projects</li> <li>• Archive projects</li> <li>• Transfer projects</li> </ul>	<ul style="list-style-type: none"> <li>• Create sprints</li> <li>• Edit sprints</li> </ul>	<ul style="list-style-type: none"> <li>• Create work items</li> <li>• Copy work items</li> <li>• Edit work items</li> </ul>	<ul style="list-style-type: none"> <li>• Add, edit, and remove members, edit member roles, and review member addition requests</li> </ul>	<ul style="list-style-type: none"> <li>• Create reports</li> <li>• Edit reports</li> <li>• Delete reports</li> <li>• Move reports</li> <li>• Export reports</li> <li>• Create categories</li> <li>• Rename categories</li> <li>• Move categories</li> <li>• Delete categories</li> </ul>	<ul style="list-style-type: none"> <li>• Create, edit, and delete directories</li> <li>• Upload, download, delete, and edit documents</li> </ul>
Project manager	<ul style="list-style-type: none"> <li>• Do not have the permission to delete projects.</li> <li>• Do not have the permission to hand over the project creator.</li> <li>• Archive projects</li> <li>• Edit projects</li> </ul>	<ul style="list-style-type: none"> <li>• Delete sprints</li> <li>• Configure statuses</li> </ul>	<ul style="list-style-type: none"> <li>• Delete work items</li> <li>• Import work items</li> <li>• Export work items</li> </ul>	<ul style="list-style-type: none"> <li>• Create, edit and delete roles and edit role permissions</li> <li>• Edit work item templates, configure statuses and transitions, configure common fields, and add, delete, and edit common</li> </ul>		
Test manager						

Role	Project	Sprint	Work Item	Settings (Member/ Notificatio n/Module/ Domain/ Custom Item/ Review)	Report	Documen t manage ment
				n statuses <ul style="list-style-type: none"> <li>• Add, edit, and delete modules</li> <li>• Add, edit, and delete domains</li> <li>• Edit notification items</li> </ul>		

Role	Project	Sprint	Work Item	Settings (Member/Notification/Module/Domain/Custom Item/Review)	Report	Document management
Developer	<ul style="list-style-type: none"> <li>View permissions</li> </ul>	<ul style="list-style-type: none"> <li>View permissions</li> </ul>	<ul style="list-style-type: none"> <li>Create work items</li> <li>Copy work items</li> </ul>	<ul style="list-style-type: none"> <li>View only the <b>Members</b> page</li> </ul>	<ul style="list-style-type: none"> <li>Create reports</li> <li>Create categories</li> </ul>	<ul style="list-style-type: none"> <li>Have no permission to delete documents or directories</li> </ul>
Tester	<ul style="list-style-type: none"> <li>View permissions</li> </ul>	<ul style="list-style-type: none"> <li>View permissions</li> </ul>	<ul style="list-style-type: none"> <li>Import work items</li> <li>Export work items</li> </ul>		<ul style="list-style-type: none"> <li>Export reports</li> </ul>	<ul style="list-style-type: none"> <li>Have same permission as <b>project creators</b></li> </ul>
Participant	<ul style="list-style-type: none"> <li>View permissions</li> </ul>	<ul style="list-style-type: none"> <li>View permissions</li> </ul>	<ul style="list-style-type: none"> <li>Edit only work items created or handled by themselves</li> <li>Delete only work items created by themselves</li> </ul>		<ul style="list-style-type: none"> <li>Edit and delete only reports created by themselves</li> </ul>	
Viewer	<ul style="list-style-type: none"> <li>View permissions</li> </ul>	<ul style="list-style-type: none"> <li>View permissions</li> </ul>	<ul style="list-style-type: none"> <li>View permissions</li> </ul>	<ul style="list-style-type: none"> <li>View only the <b>Members</b> page</li> </ul>	<ul style="list-style-type: none"> <li>Query and preview reports</li> </ul>	<ul style="list-style-type: none"> <li>View, preview, and download documents</li> </ul>

 NOTE

- Project data is not affected when the account is deleted. Project managers and project creators can perform operations on project data.
- Project managers and test managers can edit all work items.
- Developers, testers, and participants can edit only some fields of the work items handled by themselves.

## 4.2 Can I View Information About a Project of Which I Am Not a Member?

CodeArts allows users to view project information only when they are members of the project.

Contact the project administrator to add you as a member before viewing the project information.