

## CodeArts Req

# FAQs

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# 1 Projects

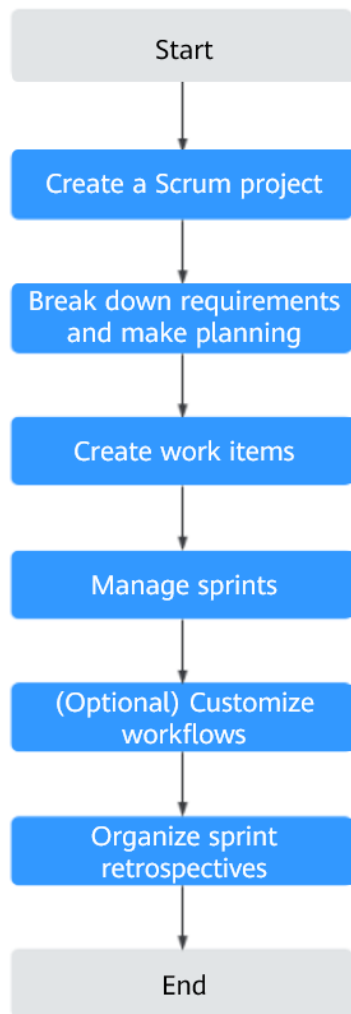
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## 1.1 How Do I Run a Scrum Project?

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: **epics** > **features** > **stories** > **tasks**. You can specify handlers 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> . When creating a Scrum project, select <b>Scrum</b> as the project template.
Break down requirements and make planning	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 work items	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 account administrators have the permissions.

### Procedure

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

## 1.3 How Do I Change the Project Creator?

- Step 1** Choose **Settings > General Settings > Basic Information** in the navigation bar.
  - Step 2** On the basic information page, change the project 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 CodeArts Req Project?

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 go to the project details page and choose **Settings > General Settings > Basic Information**.
- Step 3** Click **Delete Project** and delete the project as prompted.

### NOTE

If an IAM user is deleted, the projects created by the user are automatically transferred to the account to which the user belongs.

----End

## 1.5 How Do I Archive a CodeArts Req Project?

You can archive a project after finishing the work items in it or at any time based on your requirements.

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

- After the project is archived, the **Archive** button changes to the **Unarchive** button.
- 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.
- Project administrators can archive a project as required.

# 2 Work Items

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

On the mind map page, change the type of a work item 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 Handler?

- A handler who is the project creator, project manager, or test manager can modify all work item details.
- A handler who is a developer, tester, or O&M manager can modify only the following contents: tags, description, CC recipients, handler, status, actual workload, completion rate, and attachments.

## 2.3 How Does a Project Manager Modify the Expected and Actual Person-Hours of a Work Item?

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

## 2.4 How Can I Assign a CodeArts Req Work Item to Multiple Members?

Only one handler can be specified for a work item in CodeArts Req.

If a work item needs to be handled by multiple members, 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 type on the **Backlog** page. Reasons why there is no data on the Backlog page are as follows:

- No work item of the 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 work items** from the system filter drop-down list box on the **Backlog** tab page to view all work items.

# 4 Members

## 4.1 What Are the Role Permissions in CodeArts Req?

**Table 4-1** lists the default roles and their permissions on project resources in CodeArts Req.

- You can choose **Settings > Project Settings > Permissions** to create a custom role, for example, project manager.
- You can choose **Settings > General Settings > Members** to modify the role of a member.

**Table 4-1** Permissions of default roles

Role	Project	Sprint	Work Item	Settings (Member/Notification/Module/Domain/Custom Item/Review)	Report	Document
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>• Clone work items.</li><li>• Edit work items.</li><li>• Delete work items.</li></ul>	<ul style="list-style-type: none"><li>• Add, edit, and remove members, edit member roles, and review member requests.</li></ul>	<ul style="list-style-type: none"><li>• Create reports.</li><li>• Edit reports.</li><li>• Delete reports.</li></ul>	<ul style="list-style-type: none"><li>• Create, edit, and delete directories.</li><li>• Upload, download, delete, and edit</li></ul>
Project manager	<ul style="list-style-type: none"><li>• Does not have the</li></ul>	<ul style="list-style-type: none"><li>• Delete spr</li></ul>				

Role	Project	Sprint	Work Item	Settings (Member/ Notification/ Module/ Domain/ Custom Item/ Review)	Report	Documen t
Test manager	permission to delete a project. <ul style="list-style-type: none"> <li>• Does not have the permission hand over the project creator.</li> <li>• Archive projects.</li> <li>• Edit projects.</li> </ul>	ints. <ul style="list-style-type: none"> <li>• Configure statuses.</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>• Create, edit and delete roles and edit role permissions.</li> <li>• Edit work item templates, configure statuses and transition, configure common fields, and add, delete, and edit common statuses.</li> <li>• Add, edit, and delete modules.</li> <li>• Add, edit, and delete</li> </ul>	<ul style="list-style-type: none"> <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>	documents.

Role	Project	Sprint	Work Item	Settings (Member/ Notification/ Module/ Domain/ Custom Item/ Review)	Report	Document
				domains. <ul style="list-style-type: none"> <li>Edit notification items.</li> </ul>		
Developer	<ul style="list-style-type: none"> <li>View projects.</li> </ul>	<ul style="list-style-type: none"> <li>View sprints.</li> </ul>	<ul style="list-style-type: none"> <li>Create work items.</li> <li>Clone 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> <li>Export reports.</li> <li>Edit and delete only reports created by themselves.</li> </ul>	<ul style="list-style-type: none"> <li>Does not have the permission to delete documents or directories.</li> <li>Other permissions are the same as those of project creators.</li> </ul>
Tester	<ul style="list-style-type: none"> <li>View projects.</li> </ul>	<ul style="list-style-type: none"> <li>View sprints.</li> </ul>	<ul style="list-style-type: none"> <li>Import work items.</li> <li>Export work items.</li> </ul>			
Participant	<ul style="list-style-type: none"> <li>View projects.</li> </ul>	<ul style="list-style-type: none"> <li>View sprints.</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>			

Role	Project	Sprint	Work Item	Settings (Member/ Notification/ Module/ Domain/ Custom Item/ Review)	Report	Document
Viewer	<ul style="list-style-type: none"><li>View projects.</li></ul>	<ul style="list-style-type: none"><li>View sprints.</li></ul>	<ul style="list-style-type: none"><li>View 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>Query and preview reports.</li></ul>	<ul style="list-style-type: none"><li>View and preview documents.</li></ul>

 NOTE

- Scrum projects: Work item types are organized in the descending hierarchy: **epics > features > stories > tasks or bugs**.
- 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 Why Can the Viewers Edit User Tags?

### Symptom

A project member who is set as a "viewer" can edit user tags.

### Analysis

You can add tags for other users and search by tag to quickly locate users. These tags are visible only to you. When other users log in to their accounts, only their usernames are displayed.

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

No. CodeArts allows users to view project information only when they are the project members.

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

