Redmine user interface

1 Top menu contains *global menu* on the left and the *account menu* on the right

2 *Site title* contains the name of your Redmine or your Redmine project title

3 *App menu* contains relevant links to functions and areas you can use / access

4 *Content area* contains relevant infos according to the selected function

5 *Search area* allows you to search all kind of content project wide / project related

6 Contextual *pop-up menu* opens on a right mouse click in every list

What functions are important to you?

Redmine comes with a huge list of basic functionality. Enabled project modules for users are handled by *Roles & permissions*:

- Issue tracking
- Time tracking
- News
- Documents
- Files
- Wiki
- Forums
- Repository
- Calendar
- Gantt
- Activity streams
- LDAP authentication

Fundamentals: Issue tracking

To create a new issue:

1. Select *Projects* from the global menu.
2. Select the required project from the overview list by cklicking on the name of the project.
3. Select *Issues* from the App menu.
4. Click the *New Issue* link in the right top corner of the content area.
5. Fill out your issue information. Make sure you choose an appropriate *Status, Priority* and *Assignee*. Click *Create* and you are done.
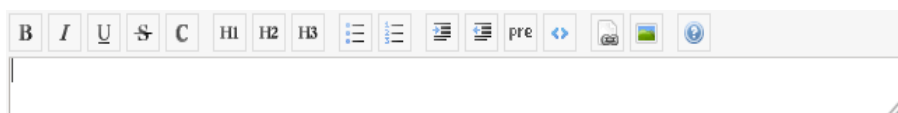
To reply to an issue:

1. Select *Projects* from the global menu.
2. Select *Issues* from the App menu.
3. Choose the desired issue from the issue list by clicking on the link at the *Subject* column to open the issue.
4. Click the *Edit* link in the right top corner of the content area.
5. Enter your *Notes* for the issue. Make sure you choose the appropriate *Assignee* and change the *Status* before clicking *Submit*.

To close an issue:

1. Select *Projects* from the global menu.
2. Select *Issues* from the App menu.
3. Choose the desired issue from the issue list by clicking on the link at the *Subject* column to open the issue.
4. Click the *Edit* link in the right top corner of the content area.
5. Enter your *Notes* for the issue if you think it is necessary and change the *Status* to e.g. *Done* before clicking *Submit*.

Use the Wiki-toolbar for text formatting:

Almost every text area in Redmine that supports the Wiki formatting comes with the Wiki toolbar. Use it for an easy way to paste commonly used formatting markers like headings (*H1, H2, H3*), bold text (*B*), italic text (*I*), links and much more.

All you have to do is to select text in the text area, click on an icon and the selected text will be formatted accordingly the selection. Tipp: It is very helpful when you start using Redmine. Afterwards you will remind the markers well.

This document was created out of love for a great product of the open source community. Please, feel free to share it if you like!

Redmine services and Redmine plugins. Get more resources and information like this at *https://alphanodes.com*

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