

NordDRG Forum User Manual

Version 1.0

Nordic Casemix Centre
www.nordcase.org

31 of August 2022

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About NordDRG Forum User Manual

Starting from October 2022, NordDRG Forum (*hereafter* Forum) is operating in Easy Redmine platform. This manual provides support in using new Forum and is covering the basic features such as access the Forum, how to create, modify or update the tasks as well as use of search, filter and export function.

Users without personal account and credentials can view the content of the Forum (in read-only mode) without option to create new tasks, update existing ones etc.

Email notifications about the activities of different users in the Forum are sent to registered users from email address support@norddrg.org. For changing the settings of email notifications, contact norddrg@nordcase.org.

Any questions related to the use of Forum are kindly asked to send to the Nordic Casemix Centre (norddrg@nordcase.org).

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Versioning of the NordDRG Forum User Manual

Version number	Date of publishing	Content of the changes
1.0	August 31, 2022	Original version

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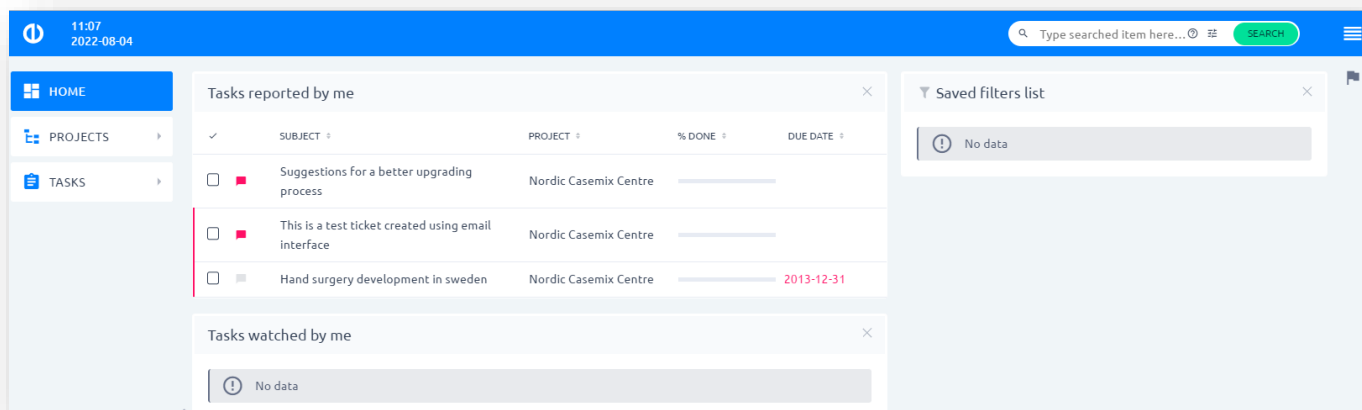
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I. Access to NordDRG Forum

For access to Forum, following link <https://nordcaseforum.easyredmine.com/> is used.


On the front page, on left-hand side, the main menu is consisting of:

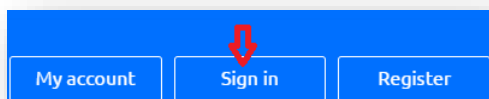
- 'Home' – by clicking on it, the user is always taken back to the front page.
- 'Projects' - lists all projects created in the Forum. The main project is called 'Nordic Casemix Centre', and the sub-project is called 'NDMS development'. Over time the list of the projects may change.
- 'Tasks' – lists all different tasks (tickets) with different trackers and status belonging to the respective project.



II. Access to personal account

For access to user's personal account, click on:

- four horizontal bar icon  on right-hand side on top of the page,
- move down to bottom of the page,
- click on 'Sign in'.



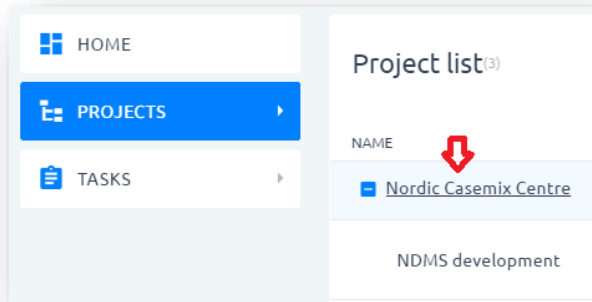
Login window appears where the username and password are entered.

The screenshot shows a login window with the following fields and elements:

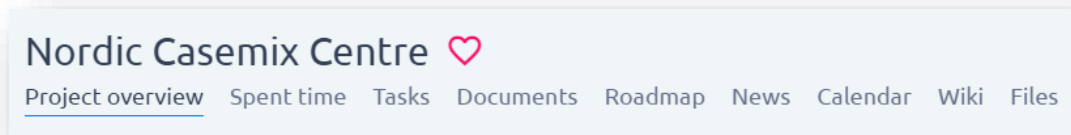
- A 'Login' input field.
- A 'Password' input field with a 'Retrieve lost password' link next to it.
- A blue 'Login' button at the bottom.

III. Main modules of Forum

Main modules of Forum appear by clicking on 'Projects' -> 'Nordic Casemix Centre'.

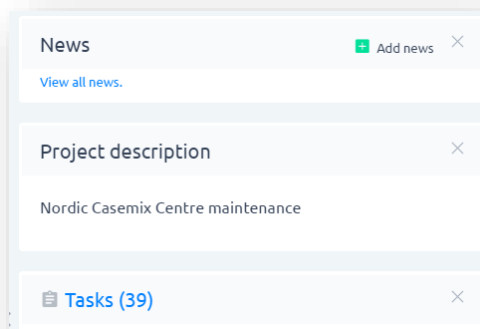


On top of the page, a horizontal menu appears with tabs of main modules.



Some of the modules come with new Forum and they are not in active use by NordDRG users, e.g. 'Spent time', 'Roadmap', 'News', 'Calendar' and 'Wiki'. The rest are similar to old Forum:

- a) 'Project overview' – is providing an option to read (if available) and add News, shows the Project description, and list of Tasks.



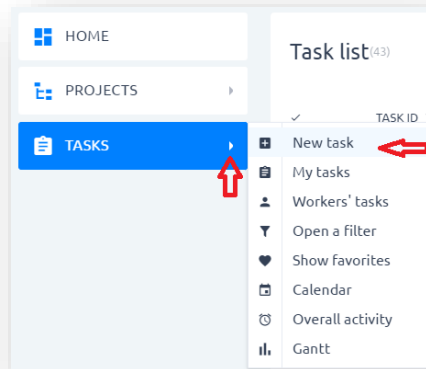
- b) 'Tasks' – lists all tasks/tickets with different trackers and status.
- c) 'Documents' – lists all different documents which have been attached to the tickets.
- d) 'Files' – lists all files uploaded to Forum directly (not via single tickets).

By clicking on different tabs, the content of respective module appears.


IV. Creating a new task

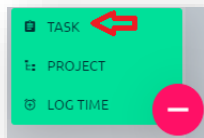
For creating a new task, click on:

- a) 'Task' on left-hand side and 'New task'.



or

- b)  sign on bottom of the page and choose 'Task' from the menu.



A template for a new task appears with different fields. A template consists of Basic and Additional attributes and Custom Fields.

Basic attributes include 'Subject' field and a box for text with different formatting options.

The screenshot shows the 'Basic attributes' form. It has a 'Subject' text input field at the top. Below it is a rich text editor with various formatting options (bold, italic, underline, strikethrough, text color, background color, paragraph, bulleted list, numbered list, link, quote, code, insert, table, image). The 'Description' field is a large text area below the editor.

Additional attributes include among other fields: 'Project' (by default it is Nordic Casemix Centre), 'Tracker', 'Assignee', 'Priority', 'Status' etc.





Composition of fields depends on the Tracker (Case, Version, Development initiative etc).

Fields indicated with red asterisk (*) are mandatory and must be filled before saving the ticket.

Fields with arrows on right-hand side have drop-down menu allowing to select relevant content of the field. For instance, field 'Tracker' has following options in drop-down menu (similarly to old Forum):

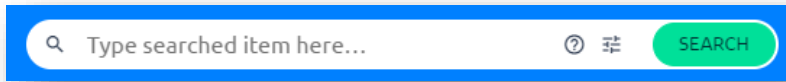
Custom Fields are meant to provide additional information related to the task and look like follows:

Once all fields are filled and ticket is ready, click on **SAVE** button on bottom of the page.

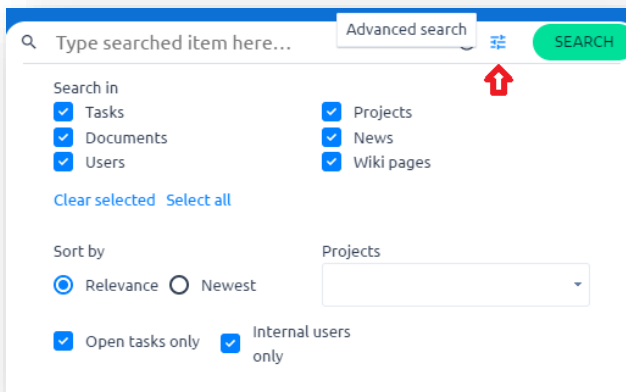
NB! By clicking on , , ,  icons, respective hierarchies expand or collapse.

V. Using search function

For searching, enter text (letters or numbers, full or fragment) in the respective field on right-hand side on top of the page.



For advanced search, click on 'Advanced search' button on right-hand side of the 'Search' field and determine more specific search criteria by ticking/unticking the boxes.

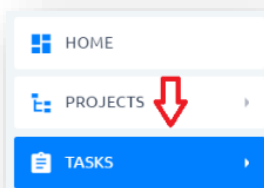


Click on 'Search' to see the matches which are corresponding to the selection criteria.

VI. Using filter function

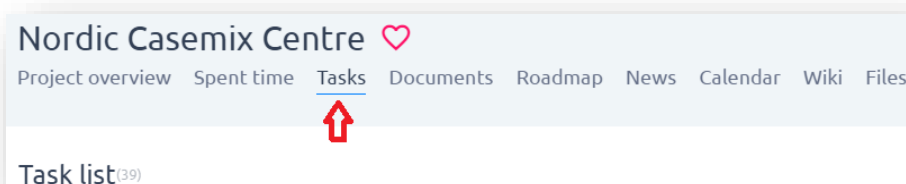
For filtering the existing tasks click on:

- a) 'Task' on the menu on left-hand side



or

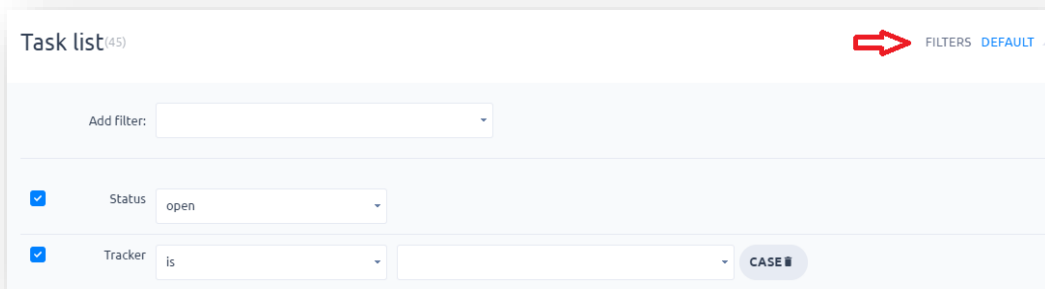
- b) 'Task' on horizontal menu on top of the page



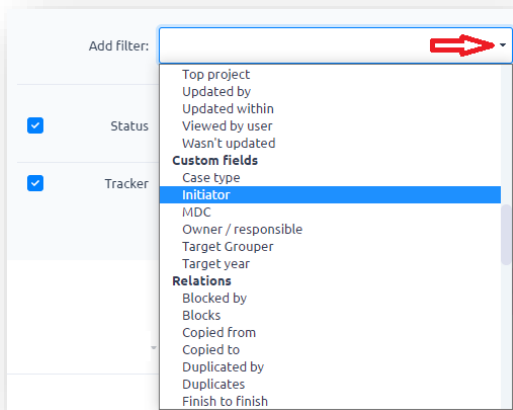
Click on 'Filters' on right-hand side of the page to be able to manage and add different filters.

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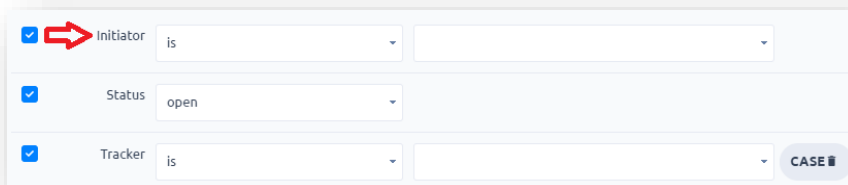
By default, two filters of tracker 'Case' appear – 'Status' and 'Tracker'.



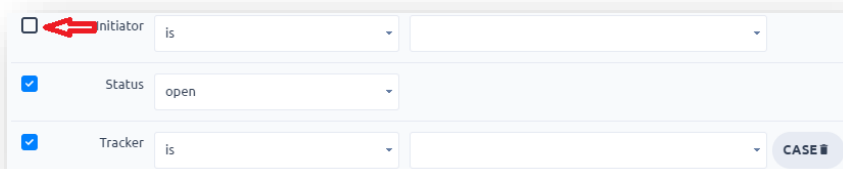
To add filters, click on the arrow on right-hand side of 'Add filter' field. A list of additional filters appears.



Clicking on any items of the list, new filter is added to existing ones.



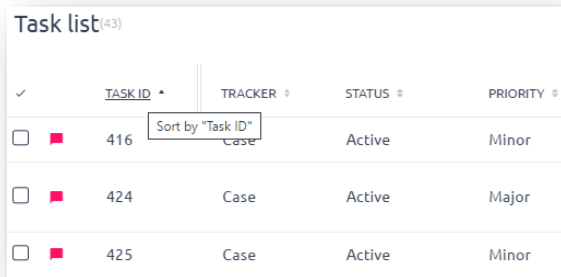
To remove filter(s), untick the box of respective filter(s).



Once all filters are set, click on ✓ APPLY SETTINGS button to apply recently selected filters.

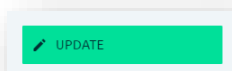
VII. Using sorting function

For sorting the tasks, click on top of the column header, the tasks can be sorted by ascending or descending order. For instance, clicking on 'TASK ID', the tasks are sorted respectively.



VIII. Adding comments/updates to an existing task

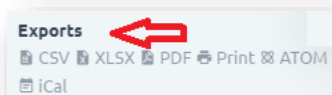
For adding a comment or updating an existing task/ticket, use the search function to find the task/ticket under question or pick one in Tasks list and open it. Use the green 'Update' button to be able to add comment, attach a file to the task, change the attributes etc.



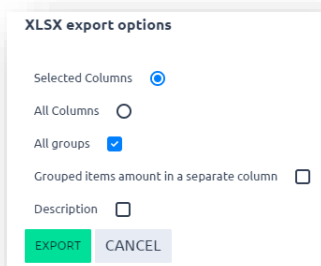
Click on 'Save' button on bottom of the page to publish the updated task.

IX. Exporting of list of tasks

The tasks can be exported in different formats provided by the system. Once the tasks of interest are filtered, on bottom of right-hand of the page different 'Exports' options appear.



By clicking on desired format icon, additional export options appear as follows:



Once the options are selected, click on 'Export'. The file is downloaded in respective format.

X. Useful links

[01. Project management - Easy Redmine](#) - list of different Easy Redmine functions

[Easy Redmine Mobile App - Easy Redmine](#)

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