

# Space Management

## Summary

Space Management is an admin-only feature where Spaces, roles, statuses, and fields can be managed so that issues can be registered and managed.

It comprises of Space (project), Role (user permission), Status (issue), and Field (issue item).

## Description

### Space Management

#### Registering Space

스페이스등록 이슈관리홈 > 스페이스관리 > 스페이스관리

* 스페이스 키	<input type="text"/>	10자로 입력해 주십시오.
* 스페이스 명	<input type="text"/>	
설명	<input type="text"/>	

1. Enter Space key, Space name, and description, and then click Register button to register the space, and proceed to the Spaces list view.
  - Space key : unique Space name
  - Space name : Space name
  - Description : Space description
2. After registering Space, proceed to the Spaces list view.
3. Click the Reset button to clear all information.
4. Click the List button to move to the Spaces list view.

#### Spaces list

스페이스목록 이슈관리홈 > 스페이스관리 > 스페이스관리

<input type="checkbox"/>	No.	스페이스 명	스페이스 키	설명	수정	사용자할당
<input type="checkbox"/>	1	이슈관리	ISU	이슈관리 스페이스	<input type="button" value="수정"/>	<input type="button" value="사용자할당"/>

1. View the Spaces list.
  - Spaces key : unique key

- Space name : space name
- Description : space description
- Edit : proceed to space edit screen
- Assign user : proceed to Assign User to Space screen

✓ Admin can list the entire spaces list.

2. Click the Edit button to proceed to the Edit Spaces screen.
3. Click the Assign User button to proceed to Assign User to Space screen.
4. Click the Register button to proceed to the Register Space screen.
5. Check the check box next to the space you want to delete, then click the Remove button.

✓ Deleting a space will also delete all its issue and issue history records.

## Assign user to space

**스페이스사용자등록** 이슈관리홈 > 스페이스관리 > 스페이스관리

스페이스 : [이슈관리]

사용자 이름	사용자 ID	롤	삭제
admin	admin	DEFAULT	<input type="button" value="삭제"/>
송명민	brick	DEFAULT	<input type="button" value="삭제"/>

\* 등록하려는 사용자와 사용자의 롤을 선택하세요.

사용자	<input type="text" value="사용자를 선택하세요"/>
사용자롤	<input type="text" value="롤을 선택하세요"/>

1. Choose a user and role, then click the Register button to register.

- User : user name
- Username: ID
- Role : user role
- User : choose from users registered under Change Management
- Choose role registered under the space

✓ Only users assigned to the space can access space information, register issues, as well as listing and changing issue statuses.

2. Click the Remove button to remove user's role.
3. Click the List button to proceed to the spaces list screen.

## Editing spaces

**스페이스수정** 이슈관리홈 > 스페이스관리 > 스페이스관리

스페이스 키	ISU
* 스페이스 명	이슈관리
설명	이슈관리 스페이스

1. Change the description, then click the Save button to modify the space information

- Space key : unique key for the space
- Space name : name for the space
- Description : space description

2. Click the Remove button to remove the space, then proceed to the spaces list screen.

✓ Deleting a space will also delete all its issue and issue history records.

3. Click the Clear button to clear the entries.

4. Click the List button to proceed to the spaces list screen.

## Field Management

### Summary

Field Management lets users add additional fields per space whenever needed.

For example, if you would like to add Importance and Priority fields, you can add them here for use whenever new issues are registered. Field types are: drop-down, text, numbers, and date format.

### Register field

**필드등록** 이슈관리홈 > 스페이스관리 > 필드관리

* 스페이스	배포관리			
* 필드타입	Priority (Drop Down) - 1 left			
* 필드명				
* 옵션	Highest	삭제	위로	아래로
	High	삭제	위로	아래로
	Medium	삭제	위로	아래로
	Low	삭제	위로	아래로
	Lowest	삭제	위로	아래로
옵션 추가		추가		

1. Choose space and field type, enter the field name, then click Save to save the field, and proceed to the fields list screen.

- Space : choose one from spaces list
- Field type : Priority(Drop Down), Severity(Drop Down), Drop Down (Drop Down List), Numbers (Decimal Number), Text (Free Text Field), Date(Date Field)

- Name : field name
- Options : Priority, Severity, Drop-down fields need extra options to be specified, and the options can be prioritized
  - Remove button removes the option
  - Up button increases the option's priority
  - Down button decreases the option's priority
- Add options : enter option names for adding options
  - Type in the name, then click Add

✓ Any change using the Remove-Up-Down buttons will not be saved until you click the Save button.

2. To clear entries, click the Clear button.

3. To proceed to the list screen, click the List button.

## Fields list

**필드목록** HOME > 스페이스관리 > 필드관리

스페이스 이슈관리 검색

No.	필드명	타입	옵션 리스트	수정	삭제	순서	
1	이슈경신일	cusTim01		<span style="border: 1px solid gray; padding: 2px;">수정</span>	<span style="border: 1px solid gray; padding: 2px;">삭제</span>	<span style="border: 1px solid gray; padding: 2px;">위로</span>	<span style="border: 1px solid gray; padding: 2px;">아래로</span>
2	심각도	severity	Fatal Major Minor Trivial Suggestion	<span style="border: 1px solid gray; padding: 2px;">수정</span>	<span style="border: 1px solid gray; padding: 2px;">삭제</span>	<span style="border: 1px solid gray; padding: 2px;">위로</span>	<span style="border: 1px solid gray; padding: 2px;">아래로</span>
3	완료율	cusStr01		<span style="border: 1px solid gray; padding: 2px;">수정</span>	<span style="border: 1px solid gray; padding: 2px;">삭제</span>	<span style="border: 1px solid gray; padding: 2px;">위로</span>	<span style="border: 1px solid gray; padding: 2px;">아래로</span>

등록

1. Choose a space, then click the Search button to see associated fields.

- Space : choose from existing spaces list
- Field name : name for Issue Management item
- Type : Priority (priority), Severity (Severity), Drop-down (custInt01~custInt10), Number (custDbI01~custDbI03), Text (cusStr01~cusStr05), Date (cusTim01~cusTim03)
- Options list : extra options for Priority, Severity, Drop Down List

2. Click the Edit button to edit fields.

3. Click the Remove button to remove fields.

✓ Fields cannot be removed if there are outstanding issues remaining in the given space.

4. Click the Up button to move the field up one row.

5. Click the Down button to move the field down one row.

✓ The field order set here will be reflected in the Issue Management screen.

6. Click the Save button to save and proceed to the Register Field screen.

## Edit field

**필드수정** HOME > 스페이스관리 > 필드관리

<b>* 필드명</b>	<input type="text" value="심각도"/>			
<b>* 옵션</b>	Fatal	<input type="button" value="삭제"/>	<input type="button" value="위로"/>	<input type="button" value="아래로"/>
	Major	<input type="button" value="삭제"/>	<input type="button" value="위로"/>	<input type="button" value="아래로"/>
	Minor	<input type="button" value="삭제"/>	<input type="button" value="위로"/>	<input type="button" value="아래로"/>
	Trivial	<input type="button" value="삭제"/>	<input type="button" value="위로"/>	<input type="button" value="아래로"/>
	Suggestion	<input type="button" value="삭제"/>	<input type="button" value="위로"/>	<input type="button" value="아래로"/>
<b>옵션추가</b>	<input type="text"/>	<input type="button" value="추가"/>		

1. You cannot change field type here, only field name.
  - Field name : name for Issue Management item
  - Options : extra options for Priority, Severity, Drop Down List
  - Add option : Enter option name, and click Add
2. Click the Remove button to remove the field, and proceed to the fields list screen.
- ✓ Fields cannot be removed if there are outstanding issues remaining in the given space.
3. Click the Clear button to clear entries.
4. Click the List button to proceed to the fields list screen.

## Role Management

### Summary

Role is a user's responsibility in a given space. Assigning roles to users will give them permissions and ability to manage issues in the given space.

Change Management lets you register and manage roles.

- Basic Role : DEFAULT
- Predicted Role : PROJECT MANAGER, ARCHITECT, MODELLER, PMO and so on

### Register role

1. Choose a space, enter a role, then click Save to register the role, and proceed to the roles list screen.
  - Space : choose space
  - Role : role name
2. Click the Clear button to clear entries.
3. Click the List button to proceed to the roles list screen.

## Roles list

1. Choose a space, then click the Search button to list the roles in the given space.
    - Space : chosen space
    - Role : role name
  2. Click the Edit button to proceed to the Edit Role screen.
  3. Click the Remove button to remove the role.
  4. Click the Register button to proceed to the Register Role screen.
- ✓ There must be at least one role defined.

## Edit role



롤수정

이슈관리 홈 > 스페이스관리 > 롤관리

\* 롤 DEFAULT

수정 삭제 초기화 목록

1. Enter the role name, then click Save.
  - Role : role name
2. Click the Remove button to remove role.
3. Click the Clear button to clear entry.
4. Click the List button to proceed to the roles list screen.

## Status Management

### Summary

Status means the given issue's current status.

You can add more statuses and manage them.  
Using statuses helps you manage issues more systematically.

- Basic Status : NEW, OPEN, CLOSED
- Predicted Status : ASSIGNED, SOLVED, REJECTED and so on

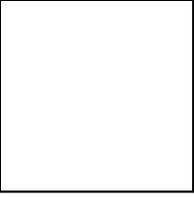
## Register status

1. Choose a space, enter the status name, then click the Save button to save.
  - Space : choose a space
  - Name : status name
2. Click the Clear button to clear entries.
3. Click the List button to proceed to the statuses list screen.

## Statuses list

1. Choose a space, then click the Search button to bring up the statuses list for the space.
  - Space : chosen space
  - Status : status name
2. Click the Edit button to proceed to the Edit status screen.
3. Click the Remove button to remove the status.
4. Click the Register button to register new status.

## Edit status



1. Edit the status name, then click the Save button.

- Status : status name

2. Click the Remove button to remove the status.

3. Click the Clear button to clear entry.

4. Click the List button to proceed to the statuses list screen.