



User Manual



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Task Status Group Add-on User Manual

How Can I Install Task Status Group add-on?

Requirements

- * Apache with `mod_rewrite`
 - * Enable curl in php.ini
 - * Change the 'post_max_size' and `upload_max_filesize` to 200Mb in php.ini
- * PHP 5.4 or higher and less than PHP 7
- * MySQL 4.1 or higher
 - * If STRICT mode is On, turn it Off.

Installation

Below prerequisites need to be taken care of prior to installation.

The most important thing is if you have already purchased any add-on before 16th July 2016, then contact us at "support@orangescrum.org" before you proceed to the following.

Note: If you have already installed the **AddonInstaller** before then no need to install it again. Only exception is if you are finding any new version of installer or you have not installed before then follow the below steps for successful and seamless installation.

- Make sure to keep a backup of your existing "app" folder of your current working directory.
- Extract the zip file(AddonInstaller-V1.0.zip) to your desktop.
- Remove the existing "app" folder from your working directory then copy and paste the extracted "app" folder inside "AddonInstaller-V1.0" to your working directory.
- If you are using local machine as storage (excluding Amazon S3), please replace the folder, named "files" inside the "app/webroot" folder from the back up to the current "app/webroot" folder.
- Give **write permission** to "**app/Config**", "**app/tmp**", "**app/Plugin**" and "**app/webroot**" folders.

For Example:-`chmod -R 777 app/Config`

`chmod -R 777 app/tmp`

`chmod -R 777 app/Plugin`

`chmod -R 777 app/webroot`

- Import the "**installer.sql**" files from the extracted files to your current database. If you have already imported installer.sql before then no need to import it again. Only exception is if you are finding any new version of installer.sql then import to your current database.
- Do necessary changes to "**constants.php**" and "**database.php**" inside "**app/Config**" folder again as you have done earlier. For Example SMTP email credentials in constants.php and database credentials in database.php.
- Run your website once.

Ex. <http://localhost/orangescrum> (if you are using localhost)

<http://127.0.0.1/orangescrum> (if you are using IP)

<http://myprojects.orangescrum.com> (if you are using any valid domain)

Note: if you are facing any issue or seeing any blank page after doing all the above steps, then just do the following once.

- Replace "**Configure::write('debug',0);**" with "**Configure::write('debug',2);**" in the **app/Config/core.php**. Run the web url once and restore the debug value to 0 again.

i.e `Configure::write('debug',0);`

Congratulations!!

Add-on Installation:-

- Download the Add-on zip file.
- Place the downloaded zip file(Ex. Task Status Group-V1.0.zip) in the "app/webroot" folder.
- Log in to the application.
- To install the add-on(Ex. Task Status Group add-on) run below link once and follow the instructions.

Ex. <http://.../install/taskstatusgroup> (for Task Status Group add-on)

Note: <http://...> means your Orangescrum access URL.

Ex. <http://localhost/orangescrum> (if you are using localhost)

<http://127.0.0.1/orangescrum> (if you are using IP)

<http://myprojects.orangescrum.com> (if you are using any valid domain)

- Do the same for other add-ons.

Ex. <http://.../install/invoice> (for Invoice add-on)

<http://.../install/timeloggold> (for Time Log Gold add-on)

<http://.../install/ganttchart> (for GanttChart add-on)

<http://.../install/recurringtask> (for Recurring Task add-on)

<http://.../install/api> (for API add-on)

<http://.../install/chat> (for Chat add-on)

<http://.../install/clientmanagement> (for Client Management add-on)

<http://.../install/projecttemplate> (for Project Template add-on)

Note: you can find notification.js, node-js-installation-linux.pdf, node-js-installation-windows.pdf file in app/plugin folder after install the chat plug-in.

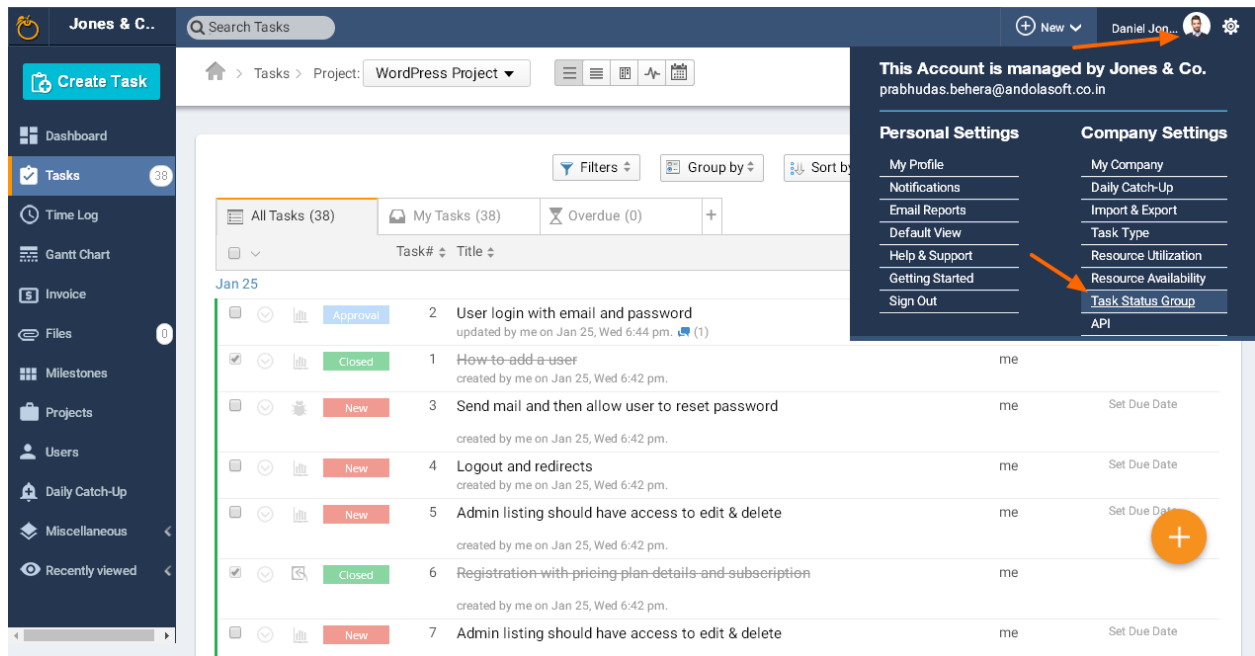
For Upgrading AddonInstaller:-

- Download the AddonInstaller zip file.
- Before installing updated AddonInstaller, make sure to keep a backup of your existing "app/Plugin" and "app/webroot/files" folders.
- Then follow the steps written above to install AddonInstaller.
- After installing the new AddonInstaller, Copy all the folders inside "app/plugin" backup folder to the new "app/Plugin" folder.
- Also copy all the folders inside "app/webroot/files" backup folder to the new "app/webroot/files" folder.

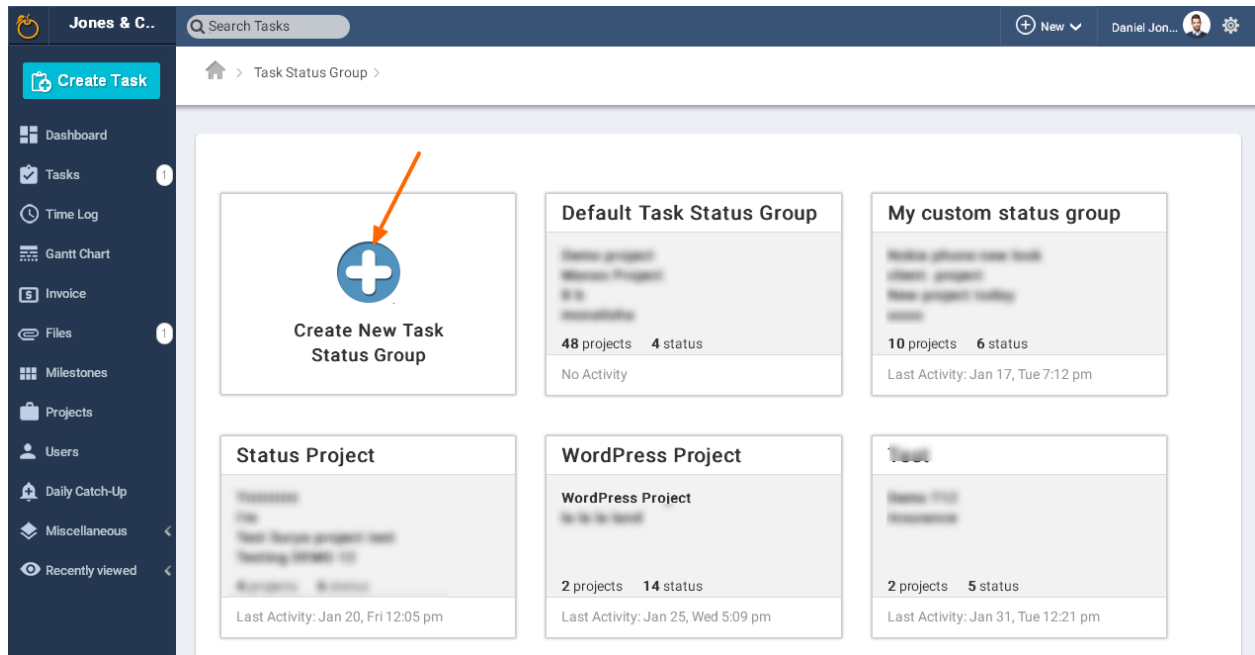
How can I create a new task status?

You can create a new Task Status from the Setting as mentioned below:

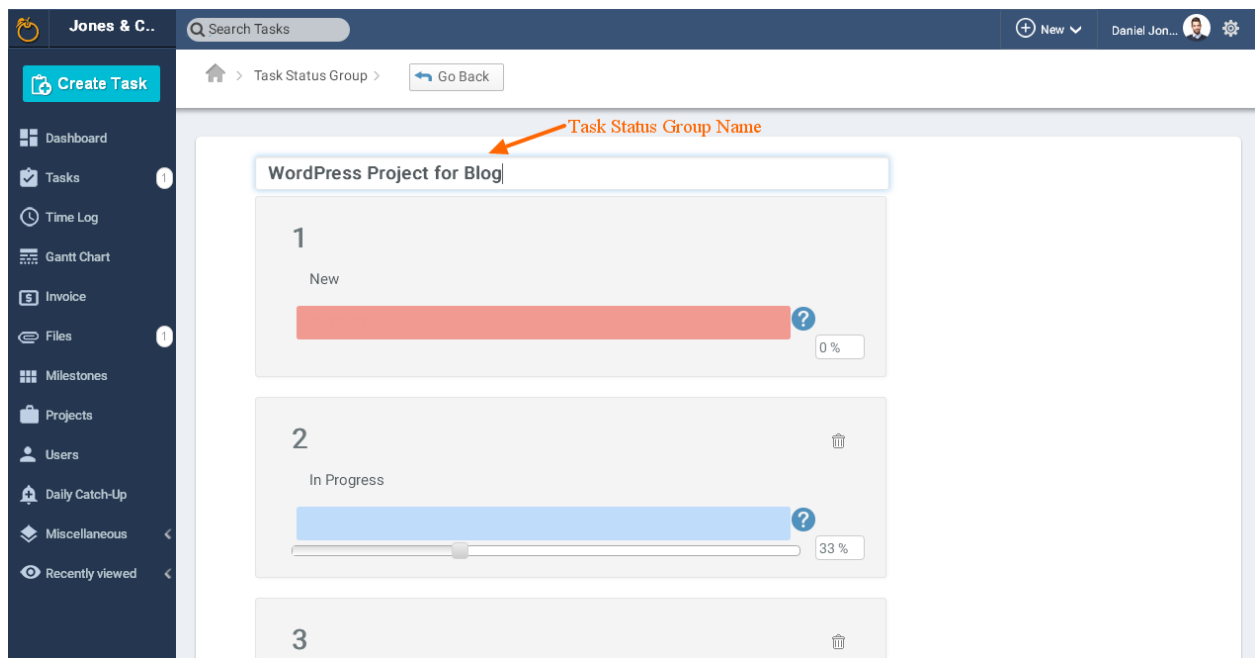
- Go to Setting
- Click on **“Task Status Group”** under the **Company Setting**



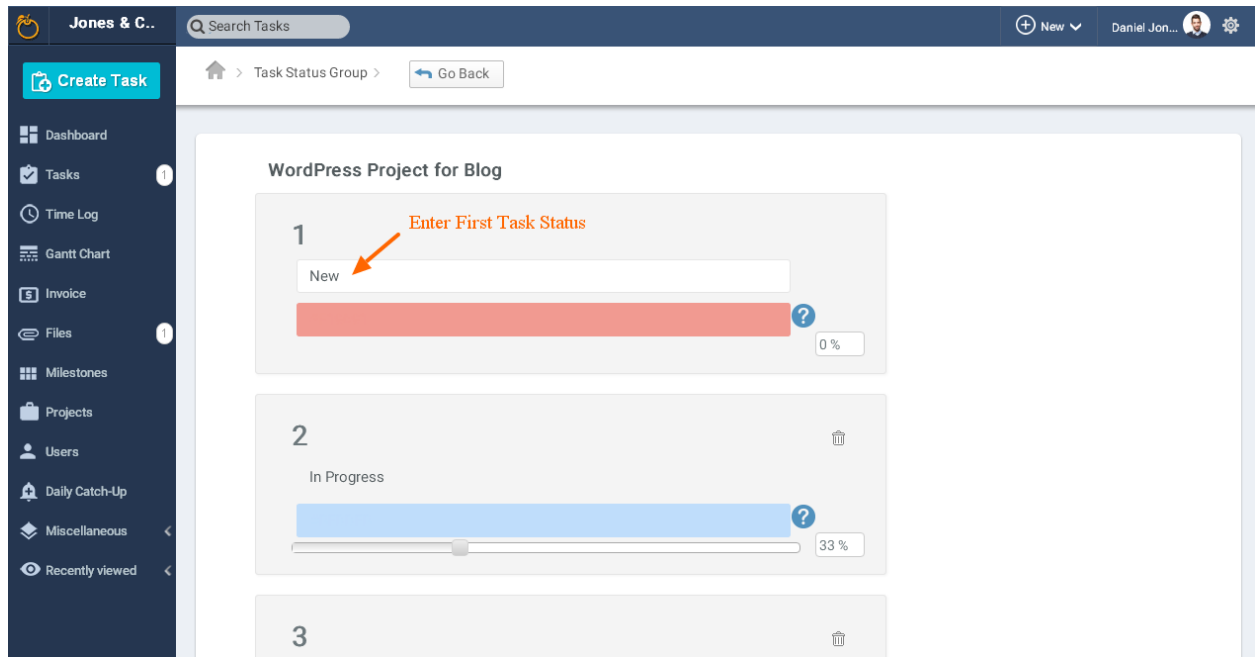
- You'll be redirected to the **“Task Status Group”** page
- Click on **“Create New Task Status Group”**



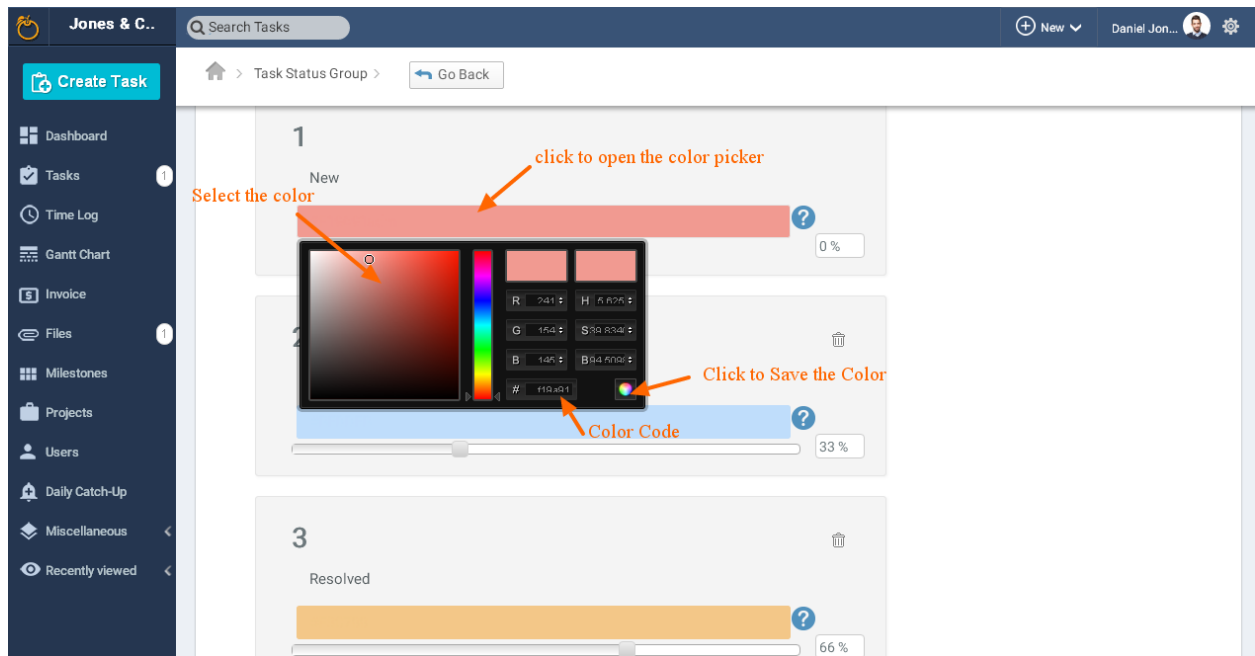
- Enter Task Status Group Name



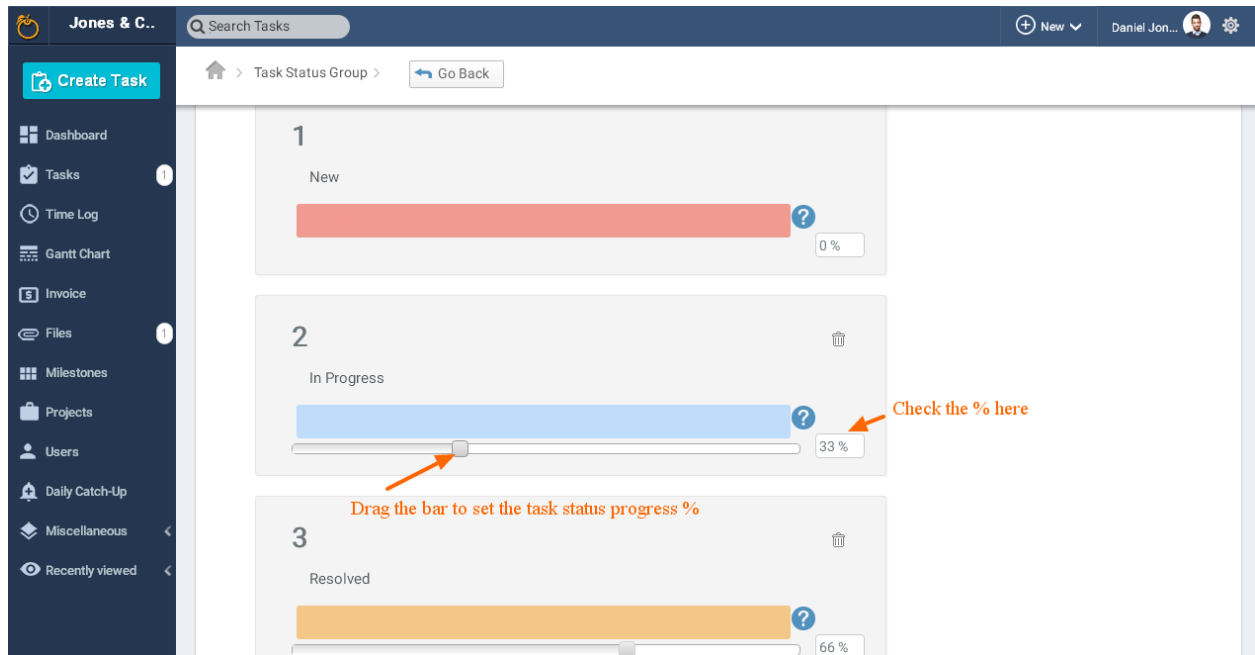
- Enter the First "Task Status" name



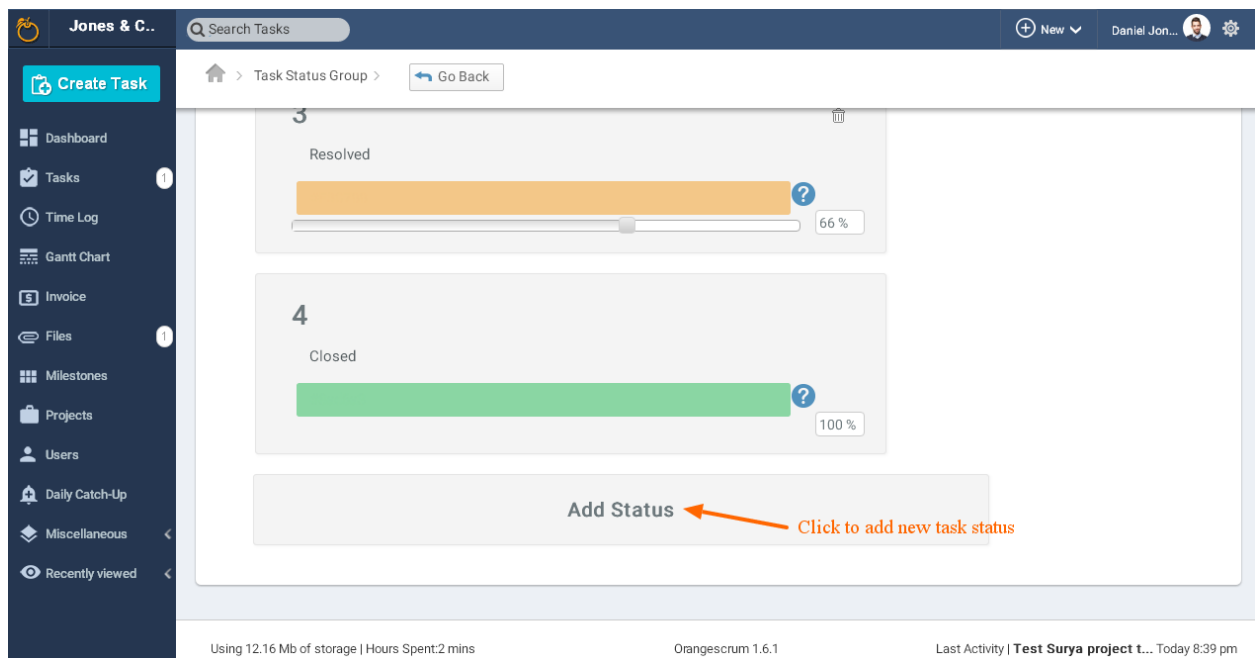
- Click on the **Color bar** to change the color of the Task Status
- Click on the circle present in the below right of color picker



- Change the weightage for the task (task progress in % for that task status) by changing the bar from left to right or vice versa



- To Add New Status, click on the “Add Status” button at below



- Enter the name of the Status, select color & assign the % for the Task Status
- Click on anywhere to save the name of the status

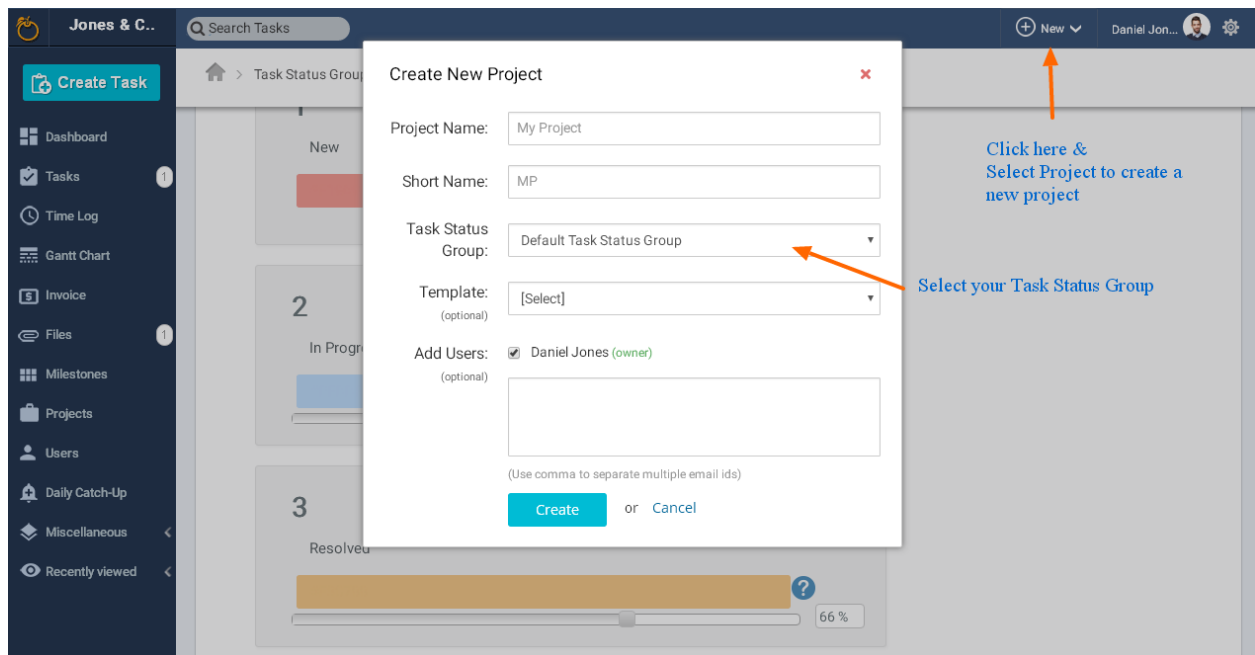
Note: The first & last Task Status’s weightage can’t be changed for any Task Status group. I will be always 0% and 100% for first & last task status respectively.

How can I add Task Status Group in a project?

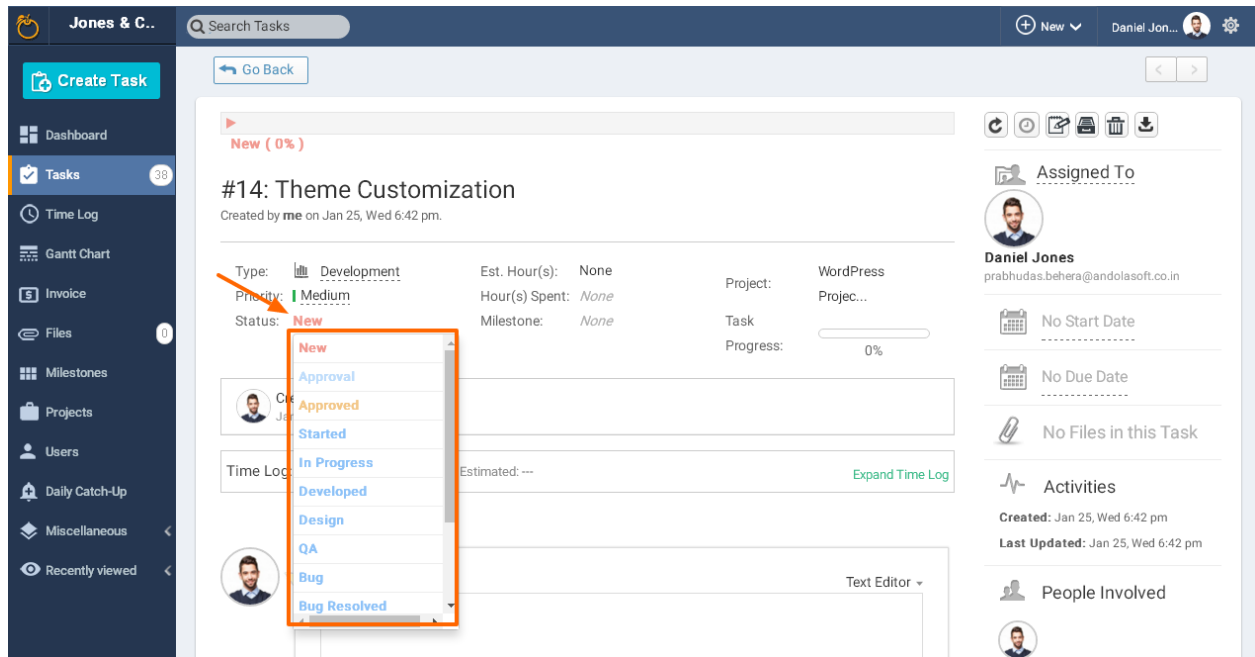
Once you create a custom Task Status (mentioned above) that will be your project workflow. You can add the workflow during Project creation. Once you have created the project, you can't add the workflow.

To add the workflow during project creation:

- Click on the +New or + from the Project page
- Enter Project Name, Short Name & on the **Task Status Group** field, click to select your required Task Statuses to add this Project



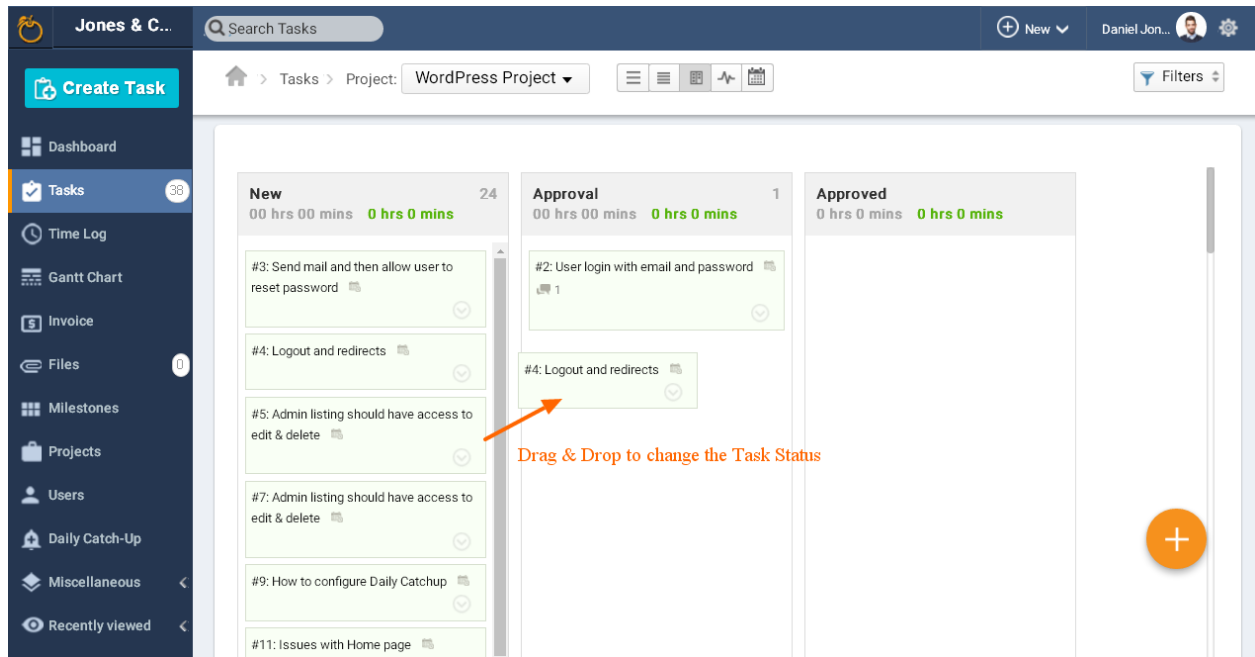
- Click on “Create” button to create the project with your workflow
- Click on the Create Task, +New or + button to create a new task
- Once you create & assign the task, the user can change the task status from the task detail page or Kanban page



- On the Task detail page, click on “Status” to update/change the status for the task
- Once the user changes the task status, the task progress % will change accordingly

To change Task Status in Kanban view:

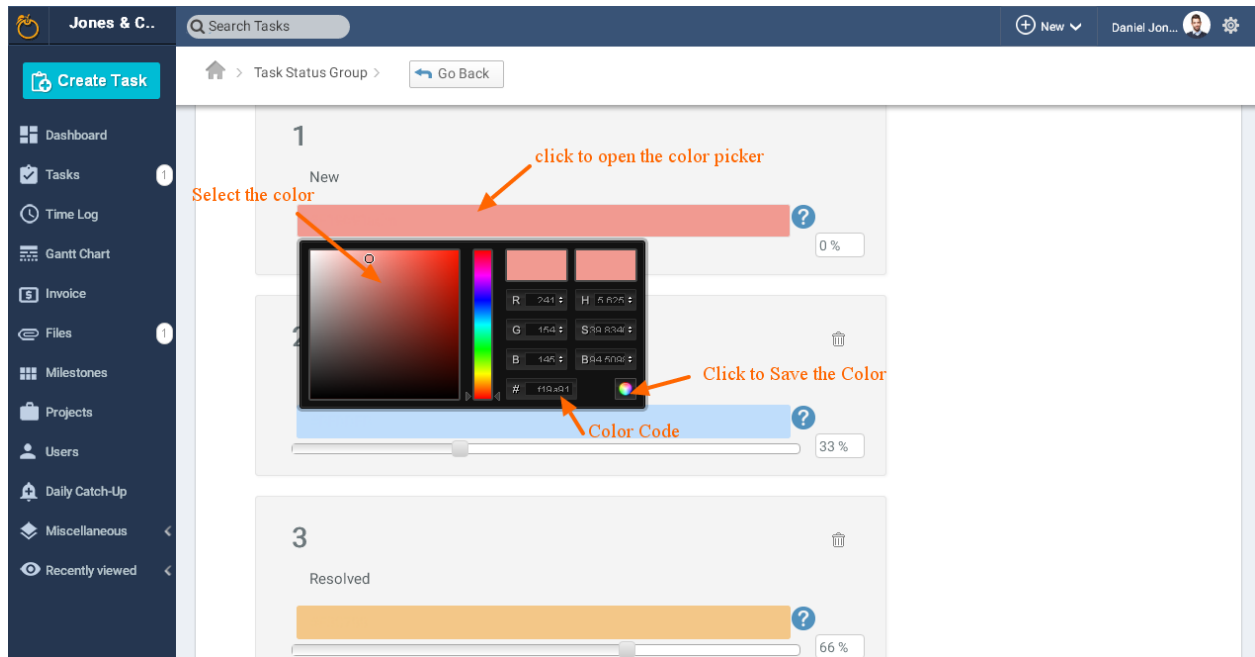
- On the Kanban page, Drag & drop a task from one task status to another to change the task status of that task



How can I change the color of the task status?

You can change/modify; edit the color of the Task Status.

- On the Task Status Group page, click on the color bar
- Select the color from the color picker
- On the right below, click on the small circle color to change the color of the task status



How to change the weightage percentage of a task status?

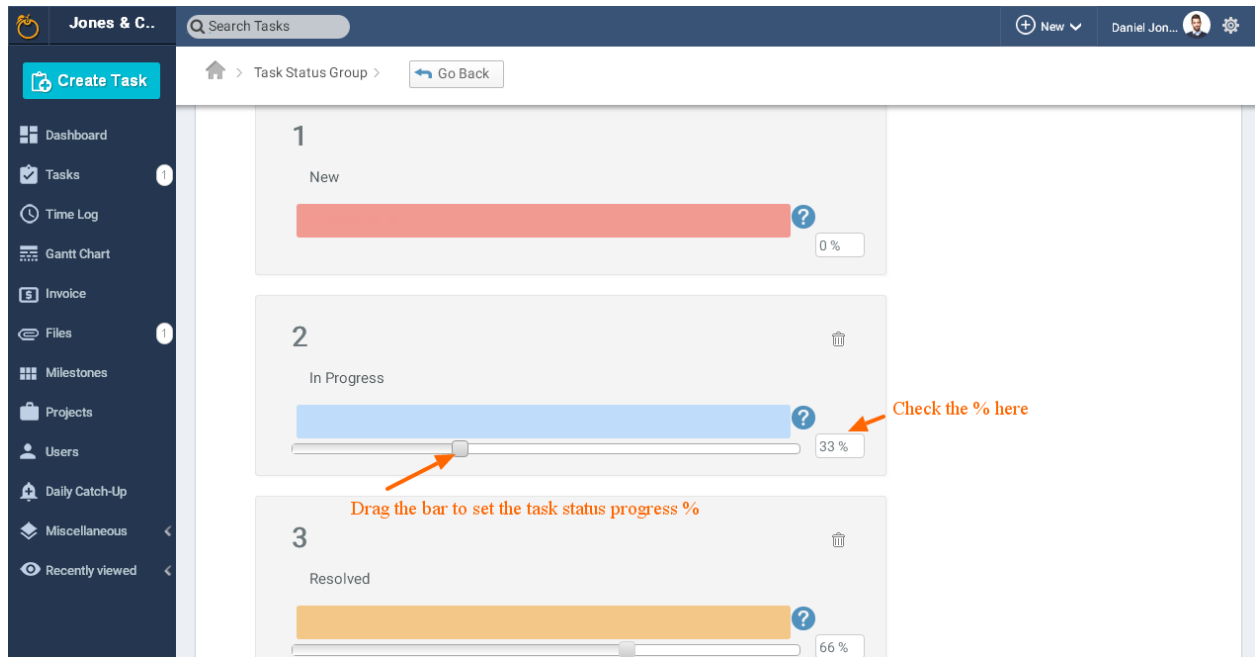
The weightage shows the task progress in % of a task for the task status. So when you update the status, the task progress will automatically change.

Remember for first and last task status, the % will always be 0% and 100% respectively.

For ex; if you have statuses “New”, “In-Progress”, “Done”, “Testing”, “Fixing”, “Approved”, “Closed” and you defined the % as “0%”, “20%”, “40%”, “50%”, “60%”, “80%”, “100%”. When you change the Task Status to “Fixing”, the task progress will automatically change to “60%”.

To change or define the weightage for a Task Status, you can go the Task Status group page.

- Hover on the “Settings”
- Click on “Task Status Group” under “Company Setting”
- Go to second Task Status
- Drag the bar pointer from left to right or vice versa to change the task progress % associated with the Task Status



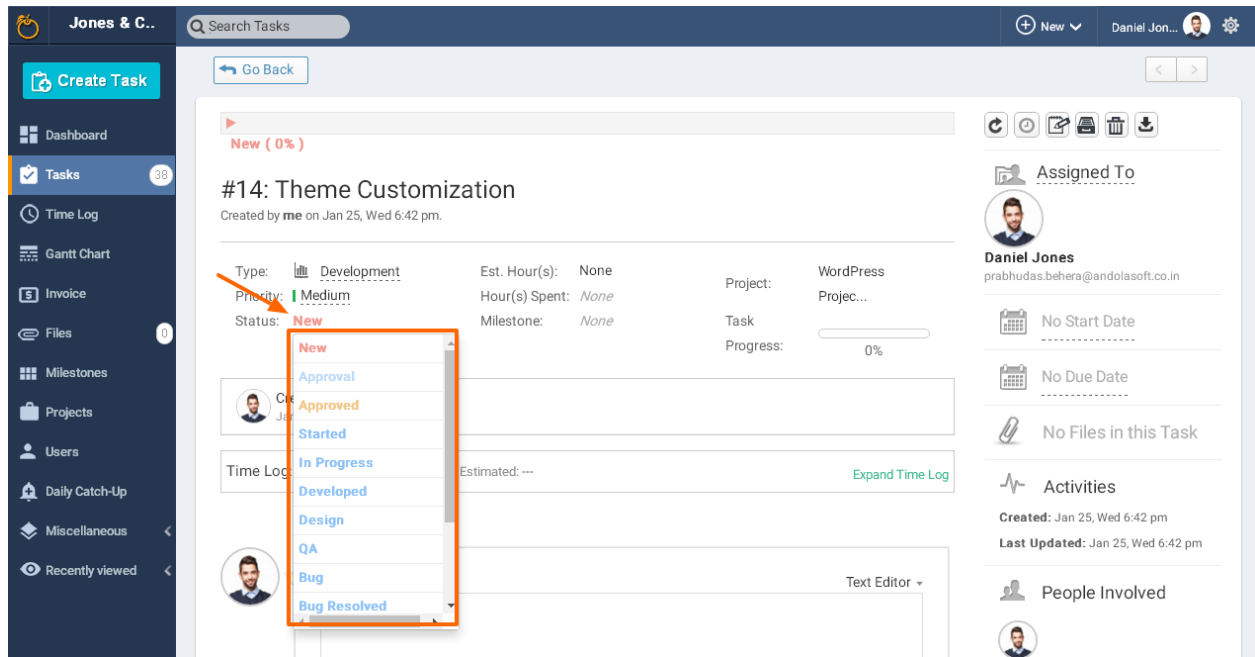
How can I use the task status for task?

You can use your Task Status Group only after adding it to the Project during Project creation.

Once you add Task Status Group to Project (mentioned earlier), you can see status after you create a task.

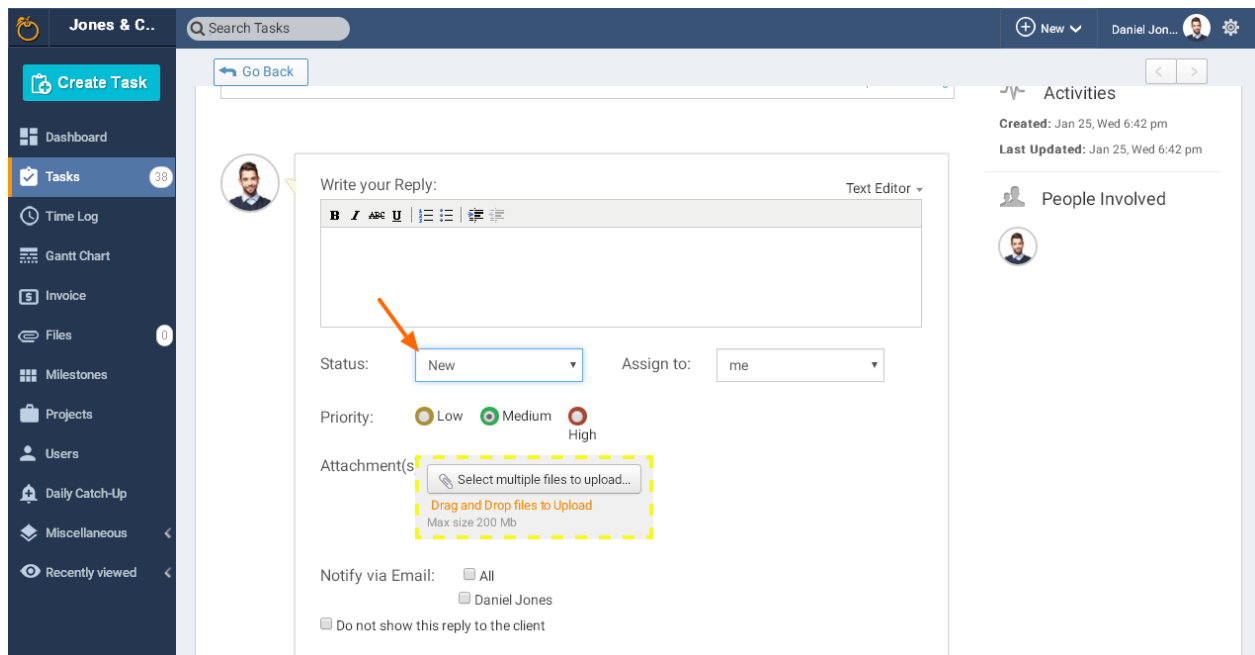
To change or update of your task status for a task,

- Go to the Task List page
- Click on a Task
- On the Task Detail page, click on “Status” which you can find just below **Type & Priority**
- Select & Click on the Status; it will automatically change the status of the task
- Task Progress also will change accordingly as per the status change



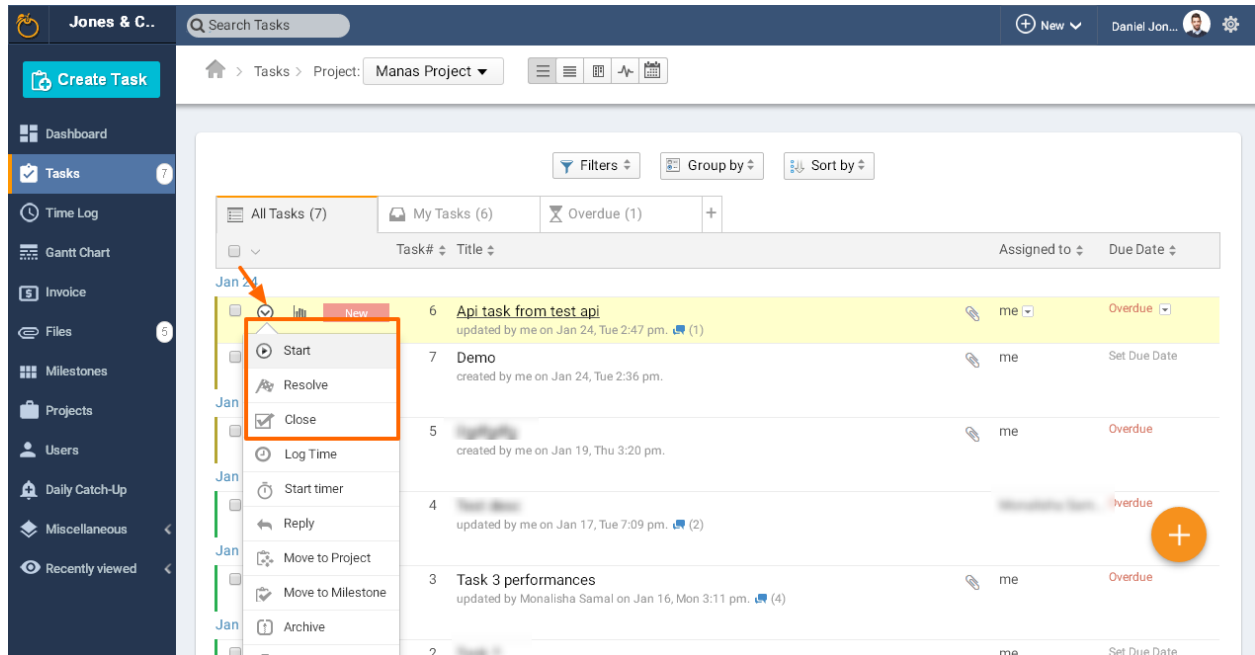
To change the Task Status during Reply:

- Click on any Task
- On the Task Detail page, enter your reply
- Select the Status and fill other fields (if necessary)
- Click on Post to change the Status with comment



Task Status Change for Default Task Status Group:

- Click on the dropdown of a task on the Task List Page
- Select & click on the Task Status
- The Task Status will change automatically with task progress



To change Task Status in Kanban view:

- On the Kanban page, Drag & drop a task from one task status to another to change the task status of that task

Where can I change the status of task in the task detail page?

To change or update of your task status for a task,

- Go to the Task List page
- Click on a Task
- On the Task Detail page, click on “Status” which you can find just below **Type & Priority**
- Select & Click on the Status; it will automatically change the status of the task
- Task Progress also will change accordingly as per the status change

To change the Task Status during Reply:

- Click on any Task
- On the Task Detail page, enter your reply
- Select the Status and fill other fields (if necessary)
- Click on Post to change the Status with comment

Task Status Change for Default Task Status Group:

- Click on the dropdown of a task on the Task List Page
- Select & click on the Task Status
- The Task Status will change automatically with task progress

To change Task Status in Kanban view:

- On the Kanban page, Drag & drop a task from one task status to another to change the task status of that task

Can I add task status to the Kanban view?

Once you created a Task Status Group, the statuses will reflect on your Kanban view.

To create a new Task Status, check mentioned earlier question.

To add the Task Status Group to a project:

- Click on the +New or + from the Project page
- Enter Project Name, Short Name & on the **Task Status Group** field, click to select your required Task Statuses to add this Project
- Click on “Create” button to create the project with your workflow
- Click on the Create Task, +New or + button to create a new task
- Once you create & assign the task, the user can change the task status from the task detail or Kanban page
- On the Task detail page, click on “Status” to update/change the status for the task
- Once the user changes the task status, the task progress % will change accordingly
- On the Kanban page, Drag & drop a task from one task status to another to change the task status of that task

Who can create a task Status?

Only the Owner & admin of the account can add or create Task Status. A user can only use the Task Status if added in the project.

Can a user change the task status of task?

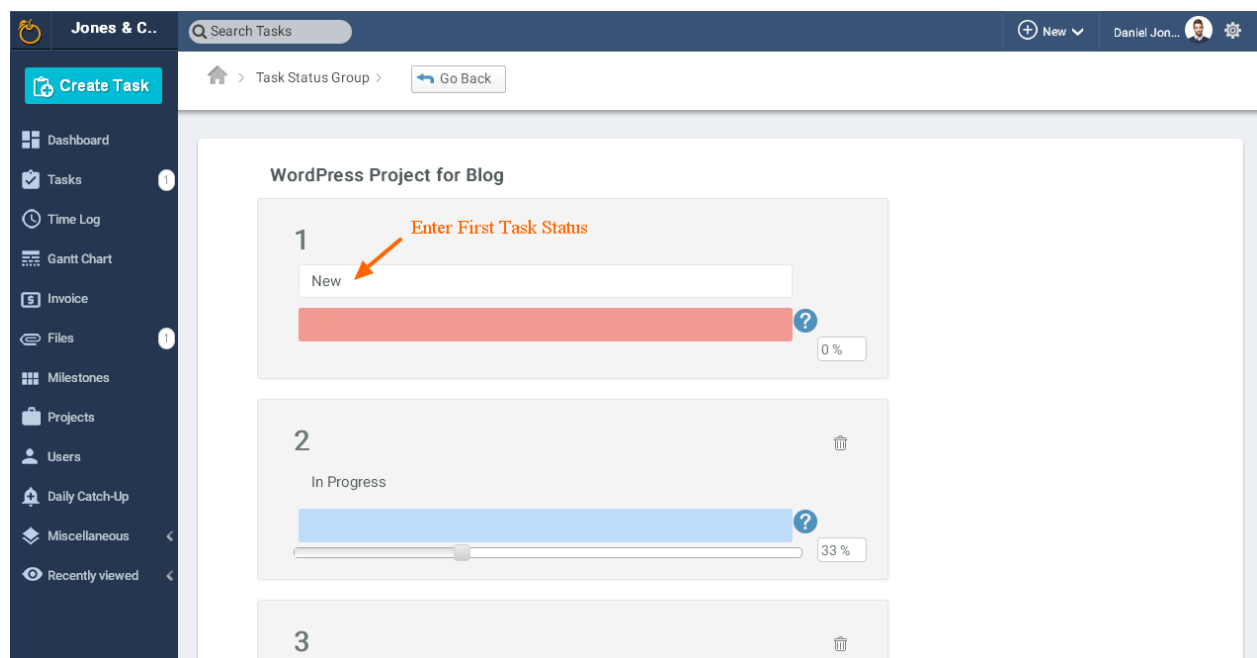
Yes, any user associated with the project, can change or update the status of the task.

How can I edit the Task Status?

You can edit a Task Status Group at any time. If the Task Status Group already added to a project, then once you edit it the same (the new status after editing) will be reflected on your task page. The old status will not reflect after you edit the task status group.

To edit the Task Status Group:

- Go to the Task Status Group page
- Click on the Task Status you want to edit
- Click anywhere to save it



Can I change the Task Status Group for a Project?

Once you added the Task Status Group to a project, you can't change the Task Status Group. However you can change if that project has no tasks.

In case of no Task Status Group added, the default Task Status Group will be added automatically to a project. And once you create task, you can't change the Task Status Group like Custom Task Status Group.

Can I add Task Status to an already assigned Task Status Group into a Project?

You can add a new status to an existing Task Status Group even if it is already added in a project. The New Status will be reflected in the added Project too.