

# 5 Easy Tips That Every Redmine User Should Know



# Introduction

Redmine open source software is a great tool. But to really benefit from its usage you need to know and follow some basic principles. By following these rules you can *significantly* improve your current project management performance.

Here is the list of 5 tips that can **help you to instantly improve your efficiency and boost project performance.**



# Use Project Templates

Project templates are powerful tool for one important reason – they are **great time savers!**

If you have projects that are similar and repetitive, then having project template can come in very handy.

If you are just getting started with Redmine and your settings are therefore relatively simple, setting up a new project from scratch can be a question of seconds. But as your business grows, your projects will start to be more complex, thus the set up of these projects will take more time...

But do not worry, **Redmine allows you to prepare project templates**, that will be of great help to you.



*In Redmine you can make it by...*

- 1.create a new project
- 2.name the identifier ( for ex. "template1") + make it private + don't add any users
- 3.now you have a "raw template" (only visible to you)
4. tweak this project to your liking
5. when you are finished, you can go to *Administration > Projects*, where you can find a list of existing projects with different options like *Copy*, *Lock* or *Delete*
- 6.Copy said template, after what you will have a new project with a new identifier

*(unfortunately project templates in basic Redmine has some limitation – see next page)*

## *Functionality of project templates in basic Redmine is limited because of:*

- Project templates need to stay **private**, i.e. nobody else can see them
- You **cannot have predefined** team members and assign tasks to team members – it would cause confusion and workers might start working on the task from your template
- If you're applying due dates to tasks in you Redmine template you have to **move those tasks manually** after making a copy of them

*But do not worry - there are plugins that can help you figure this out!*

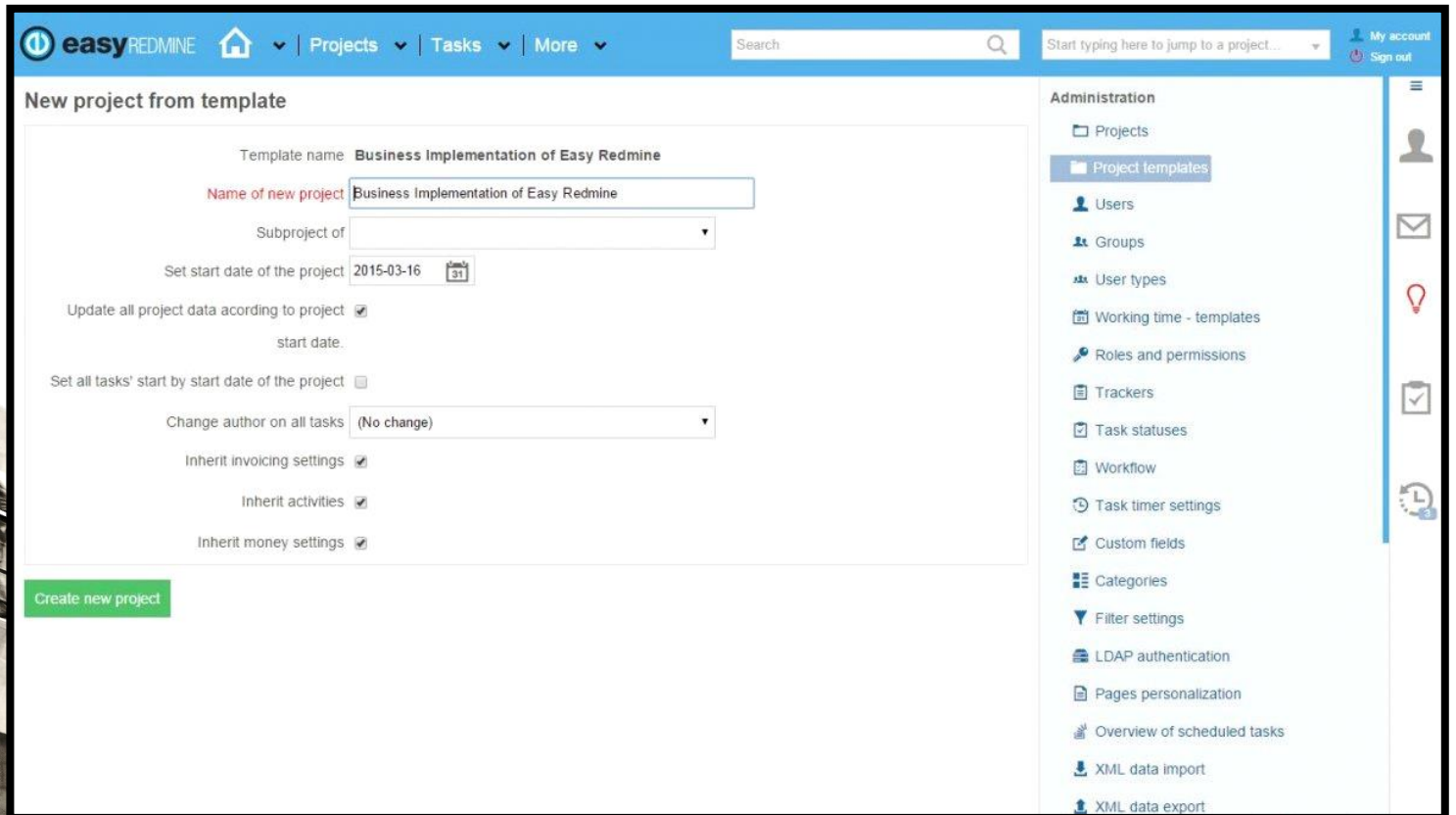
*One of them is **Easy Redmine Project Template**, that will allow you to make new project from template within 20 seconds. Its full-featured template – that means that any project can be saved as template (with team members & roles, tasks, milestones, documents...)*





## *In comparison to basic Redmine:*

- project templates **can be seen and used by anybody**, who has access to it
- **sub-project** can an “inherit” setting of project (including money, activities and invoicing)



The screenshot shows the 'New project from template' interface in Easy Redmine. The top navigation bar includes the 'easyREDMINE' logo, a home icon, and dropdown menus for 'Projects', 'Tasks', and 'More'. A search bar and a dropdown to 'Start typing here to jump to a project...' are also present. The main form area is titled 'New project from template' and contains the following fields and options:

- Template name: **Business Implementation of Easy Redmine**
- Name of new project:
- Subproject of:
- Set start date of the project:  (with a calendar icon)
- Update all project data according to project start date: ☒
- Set all tasks' start by start date of the project: ☐
- Change author on all tasks:
- Inherit invoicing settings: ☒
- Inherit activities: ☒
- Inherit money settings: ☒

A green 'Create new project' button is located at the bottom left of the form. On the right side, there is an 'Administration' sidebar with a list of links: Projects, Project templates (highlighted), Users, Groups, User types, Working time - templates, Roles and permissions, Trackers, Task statuses, Workflow, Task timer settings, Custom fields, Categories, Filter settings, LDAP authentication, Pages personalization, Overview of scheduled tasks, XML data import, and XML data export. A vertical toolbar on the far right contains icons for user profile, mail, lightbulb, checkmark, and clock.

For more information  
[watch video](#) or try project  
templates in [free Easy  
Redmine trial](#).

# Log 100% of Spent Time

We all know that being efficient and staying focused is not always easy, especially when you have to do more projects/task simultaneously. But what can you do to prevent those inefficiencies? **Monitor your time.** Yes, it is as easy as that! When something is measured, it can be evaluated and therefore enhanced. The old, but golden rule.

So, if you **log 100% of your spent time** then you can easily identify where you lose efficiency and thus improve it.

We know, that it can be sometimes annoying to log in every single task you did, but it is necessary to make improvement to your projects.

*Logging time in Redmine is easy and can be done by:*

## **A) On an issue**

Log time by clicking *Log time* from the issue details view  
OR

Log time when updating an issue.

## **B) On a project level**

Log time at project level by leaving the issue field empty

## **C) Via commit messages**

First do a little setting (*Application settings ->*

*Repositories* : **Activity for logged time** is not set to 'Default' + **Enable time logging** is turned on)

*Example message: "problem solved, #123 @2h30"*

*This message will log 2 hours 30 minutes on issue #123*



So these were the 3 ways how to log spent time in Redmine. Unfortunately this can be very restrictive on real projects.



*In reality you will probably suffer from the following limitations:*

- **No “stop-watch” function** – logging time AFTER job is done (not per parts, when you need it)
- You cannot limit the time for users to log the time in the system. So they can change any spent time entry at any point in time.
- You cannot lock the time entries
- You cannot change the behavior of logging of spent time – logging of the spent time only on tasks, only on open tasks, etc.
- You cannot tie the activity to specific role for more precise tracking of spent time

Logging time is one of the most common operations in Redmine and therefore it takes some part of your total time. If you would like to save some energy on time entries, there is a solution for you.

For example, with **Easy Redmine** solution you can log time in several ways, which will increase your time saving.



## *Ways of logging time in **Easy Redmine**:*

- Directly from task detail

*More -> Log time*

OR

*Update*

OR

“Stop watch” feature – click on *Start working* on task when you start to working (you can *Pause* and *Continue* how many times you need and time will be log in after job is done)

- From homepage

Spent time calendar module – select day and then choose task

Choose *More -> Personal statement*

- On task list - right mouse button click on task --> choose:

*Log time*

OR

*Start working* (“stop watch” feature)

If you are interested in all ways how to log spent time in Easy Redmine then [Watch video](#) or try in

[Free Full-featured Trial.](#)



# Plan Capacities

Right **planning of your resources** is a critical factor to success of all your projects and businesses. We are serious about that – if you are not able to plan your capacities / time resources in the right way, your competitors will do! Sooner or later it will become their competitive advantage and they will get a bigger slice of the cake....



Thanks to well organized resource planning managers can plan work on projects with regard to real time capacities of workers. Therefore they can balance the workload of the people while keeping up with project schedules.

## *How this can be done in Redmine?*

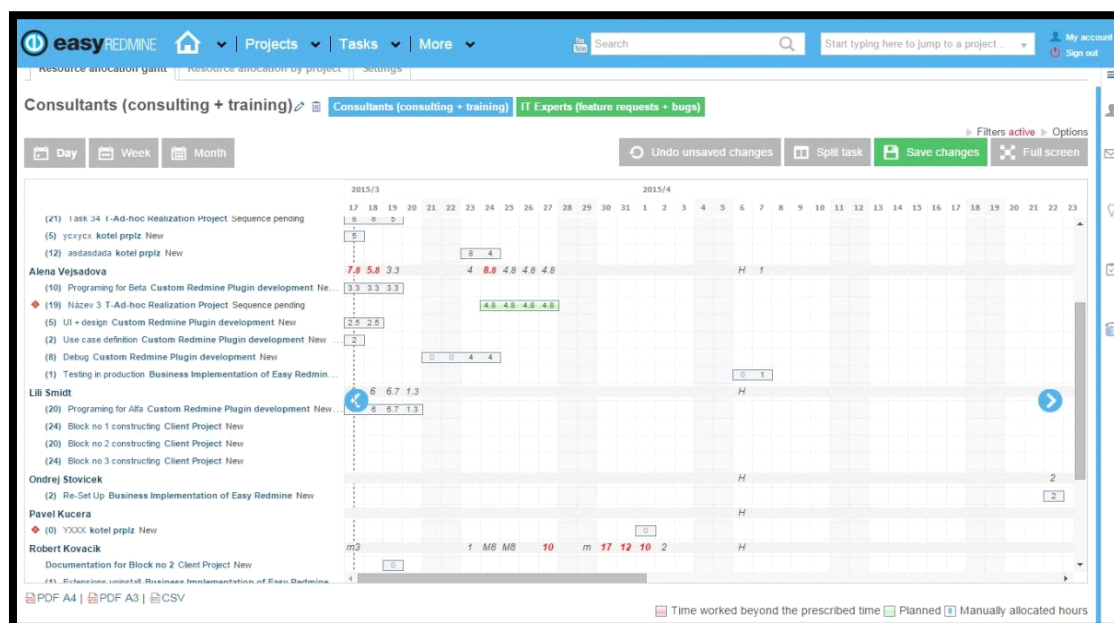
Unfortunately the capability of **Resource planning is missing in Redmine**. It is a pity, but do not worry because there are of course third party solutions, that will help you unlock the power of planning.

[Watch video](#) to see how easy it can be to plan your capacities with Redmine plugin.

## Key features of Resource management plugin:

- displays tasks of the workers in time with their workload
- daily / weekly / monthly view of planned workload compared to the capacities
- task update and assignment using a **drag & drop feature**
- **integration with attendance** – planned vacations, holidays are taken into account in workers' capacities
- **integration with meeting calendar** – planned meetings are taken into account in workers' capacities
- **competence planning** by teams and trackers - filter only certain type of work with the respective teams

*Get the visual expression of planned capacities – it will help you get instant insight into your resources!*



Want to stay ahead competition?

Then plan your capacities!

[\(Try Resource Management in Free Trial\)](#)

# Measure Project Profits

To measure profitability of your projects you should **compare your plan to reality** – that is clear to basically everyone.

However, the problem may lay in the ability to get the right information about what was planned and what is the real output.

## *How to measure profits of your Projects in Redmine?*

Unfortunately classic open source Redmine does not include features to measure project profits. But do not worry, Redmine community is active in improving Redmine functionality and you can use third party plugins.

There is a great variety of plugins, but we would recommend you to use solution that will give you instant overview about profitability of your projects in just one-click.


One page overview that shows your plan vs. reality is ultimate tool for your decision making. One look and you know if project was a success or not.

As you see on picture, you can have both (planned + real) profits on one page. Just one quick look and you know what is going on:

Realization Projects » Client Project

Project overview Sequences Tasks Spent time News Documents Roadmap Calendar Gantt Files Invoicing Knowledge base **Money**

### Project budget:Client Project

Plan		Reality	
Incomes:	24 000 €	Incomes:	18 600 €
Wage expenses: 	2 000 €	Wage expenses:	3 035 €
Expenses:	11 400 €	Expenses:	2 160 €
<b>Profit:</b>	<b>10 600 €</b>	Travel costs:	0 €
		Travel expenses - reimbursements:	0 €
		<b>Profit:</b>	<b>13 405 €</b>
		Time worked:	136.75 hrs.
		Profit margin	258.04 %

Want to see how to manage projects finance on real project? [Check out short video case study.](#)

### Planned:

- incomes
- wage expenses
- expenses

### Real:

- incomes
- wage expenses
- expenses
- travel costs
- travel expenses
- spent time
- profit / profit margin

# Integrate Support Processes



It is simple - if you want to succeed and stay ahead of competition, then you have to implement **support processes** like:

- CRM
- Help Desk
- Marketing Automation
- and other...

Redmine is a great piece of software, but it was developed for **project management**. Therefore development of new features is still primarily focused on project management functionality. In the face of growing importance of support process, their impact on the business success become undeniable.

Why not to use Redmine for all these new age processes if you already use it for project management? Benefits of having all business processes in one software application are irrefutable.

There is a variety of Redmine plugins, that will help you with this - Redmine market is full of plugin developers.

But be careful, with more **plugins from various developers** there is a high probability that these extensions **will not work together**, as you would most probably expect.

For example, CRM plugin from one developer and Invoicing from another will never be 100 % compatible. And we are not even talking about updates of plugins – every update is potential source of compatibility problems.

If you want to make your project and processes smarter and more efficient, we recommend to choose **a complete solution from one supplier**.

Choose experienced supplier with complex portfolio plugins, that will cover all your business processes. That means that you are going to use Redmine as complex software solution. And that is going to be a GREAT benefit for management of essentially every part of your company.





# Summary

Redmine open source is great tool, but also have some limitations:

- Poor UX
- Management of just part of business cycle
- No support service**
- Problem with **compatibility** of plugins from different developers
- No implementation support** – not able to provide advice
- Not a complex management application – basically just project management solution
- Low speed of debugging (after new version is released)
- If you use agile development, then there is no complex solution in Redmine

So, if so you really want to get a solution that will boost your profits and efficiency, then your choice should be a more complex solution – use professional Redmine plugins, it will prevent a lot of wrinkles on your face.

*We wish you lots of success in your future Redmine projects!*

If you are interested in **Easy Redmine** with all the features described in this e-book, then give it a try in [full-featured trial](#).

Are you interested how fast can Easy Redmine pays off? No problem, just visit our [ROI page](#) and calculate it yourself with our interactive calculator in 30 seconds.



# Easy Redmine

## Can Help You With:

### **Basic Project Management**

- Project and tasks
- Personal dashboard for work management
- Project dashboard
- Gantt chart for project planning
- Project Management in mobiles
- Project documents
- Time tracking on projects, tasks, by users
- Project templates
- Quick project planner
- Quick “to-do” reminders
- Project Chat
- Branded PDF exports
- Project statistics
- Project graphs and charts

### **Customer Management**

- Help Desk
- CRM – Management of sales activities
- Invoicing
- Contacts

### **Finance Management**

- Project Budget and Cash-flow
- Project Price Calculations and Quotations
- Payroll and invoicing sheets
- Transactions and personal finances

### **Resource Management**

- Resources
- Attendance

### **Advanced**

- Agile Development (Agile board for SCRUM, KANBAN)
- Project knowledge base
- Meeting Calendar
- Time sheets
- Alerts – Early Warning System
- Social Wall
- Task Sequences
- Custom fields formula
- Marketing Automation



[www.easyredmine.com](http://www.easyredmine.com)